college catalog
2012

MercyCollege

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PRESIDENT'S WELCOME

Welcome to Mercy College of Ohio, a Catholic College in the tradition of the Religious Sisters of Mercy and the Sisters of Charity of Montreal (Grey Nuns). Mercy College is sponsored by Mercy and is an affiliate of Catholic Health Partners, one of the nation's largest and most respected healthcare systems.

The faculty and staff of Mercy College seek to inspire students to a commitment to lifelong learning and social responsibility in the spirit of the Mercy heritage and values. We are committed to the education of healthcare and health science professionals who seek careers in healthcare that allow them to make a living and to make a difference in the lives of the patients and clients they will serve. As a student in our Cardiovascular Technology, Human Biology, Medical Imaging, Nursing or Radiologic Technology programs, you will be academically and clinically prepared to deliver not only excellent care and service to your patients and clients, but also to provide emotional and spiritual support and comfort to them. Our Health Information Technology and Health Care Administration programs include the academic preparation and internships needed to prepare you for the business side of healthcare. Our certificate programs will prepare you to deliver specialized care in fields such as Emergency Medical Technician (EMT), Medical Coding, Ophthalmic Technology, Paramedic and Polysomnographic Technology. No matter which program you choose, your education will include development of critical skills components necessary to prepare yourself for a career in healthcare and success in life.

A career in healthcare is a noble vocation. Our goal is to assist you in developing the knowledge and skills you need to begin your career in healthcare as a competent and caring professional who understands the importance of balancing professional excellence with compassion and commitment and the insight required to maintain that balance in your professional work.

The staff and faculty of Mercy College are here to assist you along your path of learning. Please use them and this catalog as a guide to your Mercy experience.

WELCOME TO MERCY COLLEGE!

John F. Hayward, J.D.
President

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MercyCollege
of Ohio

OUR COMMITMENT TO EQUALITY

Mercy College of Ohio admits qualified students of any age, race, color, national and ethnic origin, religion, disability, sex and marital status to all rights, privileges, programs and activities generally accorded or made available to students of the college. The college upholds the same commitment to equality in the administration of its policies, scholarships and loan programs, and athletic and other school-related programs.

This catalog is for information only. The provisions of the catalog are not to be construed as representing contractual or any other obligations of Mercy College of Ohio. The college expressly reserves the right to increase, decrease, withdraw, cancel, reschedule, repeal, change, modify or amend when desirable or necessary at any time any provisions, policies, requirements, rules, charges, fees, expenses, courses, programs of study, degrees, and other academic regulations. Mercy College of Ohio further reserves the right to dismiss a student from the College for cause at any time. It also reserves the right to impose probation, suspension or other disciplinary action on any student whose conduct or achievement is unsatisfactory. When a student is dismissed or suspended for cause, there will be no refund of tuition or fees paid. Neither will there be any refunds in the event the operation of Mercy College of Ohio is temporarily suspended as a result of any act of God, strike, work stoppage, disruption, or any other reason beyond its control. Other refund policies are stated elsewhere in this catalog.

COLLEGE PROFILE

Our Mission
Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

Our Vision
We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and life-long learning.

Our Values
Compassion: Displaying respect, empathy, and a willingness to listen.
Human Dignity: Respecting the significance of each individual.
Excellence: Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.
Service: Engaging the college community to enrich the lives of students through professional and community service.
Sacredness of Life: Revering all life through our thoughts, words, and actions.
Justice: Acting with integrity, fairness, honesty, and truthfulness.

HISTORY

Mercy College of Ohio, located in Toledo, Ohio, is a private Catholic institution of higher learning with a focus in healthcare. Tracing a heritage to the nursing school founded by the Sisters of Mercy in 1918, Mercy College of Ohio was incorporated in 1992 and now offers associate of science degrees in Cardiovascular Technology, General Studies, Health Information Technology, Nursing, and Radiologic Technology, and Bachelor of Science degrees in Nursing, Human Biology*, Medical Imaging and Health Care Administration and credit certificates in Emergency Medical Technician (EMT), Medical Coding, Paramedic, Ophthalmic Technology, and Polysomnography. Mercy College also provides continuing education and other community services enabling individuals to develop knowledge, skills, and interests in various facets of healthcare and health science. The College expanded in 2002 to include a Youngstown, Ohio Site which offers an associate of science degree in Nursing. Mercy takes great pride in the quality healthcare education it provides to every student. More than an educational institution, Mercy College is a true family, with each member embracing the spirit, mission, and heritage set forth by the founders of the College. The Mercy College vision has remained true: As a faith-based community of learners, we envision creating leaders who value intellectual inquiry and social responsibility by living the Mercy core values. The College seeks to nurture the whole person and to inspire students to be of service and to mentor others through the twenty-first century and beyond. It is precisely these traits that equip each graduate with the resources - and the edge - they need to truly make a difference - the Mercy difference.

*pending approval of the Higher Learning Commission

MERCY COLLEGE INSTITUTIONAL LEARNING OUTCOMES

The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge-base and the core abilities which characterize an educated person. At Mercy College, this knowledge base and these core abilities are emphasized in all courses.

1. Exhibit proficiency and competency within one's discipline and in service to others. (2012/2013)*
2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions. (2011/2012)*
3. Communicate clearly in both written and oral forms of expression. (2011/2012)*
4. Demonstrate an understanding of Catholic beliefs and faith within one's ethical and professional decision-making. (2012/2013)*
5. Display an understanding of cultures and experiences that characterize the global community. (2013/2014)*

The College Assessment Committee has recommended this academic year for measurement of this learning outcome.

THE COLLEGE SEAL

The Mercy College of Ohio seal combines symbols of the traditions of the Sisters of Mercy, healthcare and higher education, all of which reflect the mission of the College.

The Mercy cross is the central symbol representing Christian values. The Mercy shield represents the Mercy tradition of excellence, grounding a search for the innovative in a history of demonstrated professional competence. The lamp and book, signs of service and the pursuit of knowledge, combine to affirm that truth is found and articulated in a context of respect and commitment to all persons. The College motto "Misericordia et Cura," meaning compassion and care, focuses on the values which are vital to the healing ministry.

PURPOSE OF ACCREDITATION

Accreditation is a formal recognition of the excellence of an educational institution. It provides assurances to the public that quality standards are being met, that credits and degrees will be recognized by other colleges and universities and access to federal grant and financial aid programs will be available to the institution and its students. And while many of Mercy College's programs are accredited by specialized accrediting agencies, such as the

National League for Nursing (NLNAC), the Commission on Collegiate Nursing Education (CCNE), the Commission on Accreditation for Health Informatics and Information Management (CAHIIM)and the Joint Review Commission on Education in Radiologic Technologies (JRCERT), these programmatic accreditations would not be possible without regional accreditation from the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

Centrality of student learning is the core requirement of accrediting bodies, be they specialized or regional. Commitment to and validation of effective teaching and learning processes are what accreditation standards mandate and these external requirements are no different than what those at Mercy College, expect from themselves.

ACCREDITATIONS AND APPROVALS

Mercy College of Ohio is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and is authorized by the Ohio Board of Regents (OBR) to grant bachelor of science degrees in human biology*, nursing and healthcare administration, associate degrees in nursing, radiologic technology, health information technology and general studies and certificates in EMT, medical coding, paramedic, polysomnographic technology and ophthalmic technology.

*HLC authorization is pending.

> The Higher Learning Commission; 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604-1413; (800) 621-7440; (312) 263-0456; fax: (312) 263-7462; www.ncahlc.org
> Ohio Board of Regents; 30 East Broad Street, Columbus, OH 43266-0417; (614) 466-6000; fax: (614) 466-5866; www.regents.ohio.gov.

The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE) and the National League for Nursing Accrediting Commission (NLNAC) and is approved by the Ohio Board of Nursing (OBN).

> Commission on Collegiate Nursing Education; One Dupont Circle NW, Suite 530; Washington, DC 20036-1120; (202) 887-6791; fax: (202) 887-8476; www.aacn.nche.edu.
> National League for Nursing Accrediting Commission; 3343 Peachtree Road NE, Suite 850; Atlanta, GA 30326; (404) 975-5000; fax: (404) 975-5020; www.nlnac.org.
> Ohio Board of Nursing; 17 South High Street, Suite 400; Columbus, OH 43215-3413; (614) 466-3947; fax: (614) 466-0388; www.nursing.ohio.gov/

The Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and is approved by the Ohio Board of Nursing.

> National League for Nursing Accrediting Commission; 3343 Peachtree Road NE, Suite 850; Atlanta, GA 30326; (404) 975-5000; fax: (404) 975-5020; www.nlnac.org.
> Ohio Board of Nursing; 17 South High Street, Suite 400; Columbus, OH 43215-3413; (614) 466-3947; fax: (614) 466-0388; www.nursing.ohio.gov/

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in association with the American Health Information Management Association (AHIMA).

> Commission on Accreditation for Health Informatics and Information Management Education; 233 N. Michigan Ave., Suite 2150; Chicago, IL 60601-5800; (312) 233-1100; fax: (312) 233-109; www.cahiim.org.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

> Joint Review Committee on Education in Radiologic Technology; 20 N. Wacker Drive, Suite 2850; Chicago, IL 60606-3182; (312) 704-5300; fax: (312) 704-5304; email: mail@jrcert.org; www.jrcert.org.

The EMT and Paramedic programs are accredited by Ohio Department of Public Safety, Emergency Medical Services (OH-22).

> Ohio Emergency Medical Services, Department of Public Safety, 1970 W. Broad St., Columbus, OH, 43223; (614) 387-0648; www.ems.ohio.gov

The Ophthalmic Technology program is accredited by The Commission on Accreditation for Ophthalmic Medical Programs (CoA-OMP).

> Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP);2025 Woodlane Drive; St. Paul, MN 55125; (651) 731-7237; email; CoA-OMP@jcahpo.org

The Polysomnographic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG).

> Committee on Accreditation for Polysomnographic Technologist Education; 6 Pine Knoll Dr; Beverly, MA 01915-1425; (774-855-4100; email: office@coapsg.org.
> Commission on Accreditation of Allied Health Education Programs; 1361 Park St; Clearwater, FL 33756; (727) 210-2350

The College holds membership in the following associations:

American Association of Colleges of Nursing (AACN)
American Association of Collegiate Registrars & Admissions Officers (AACRAO)
American Association of Higher Education (AAHE)
American College of Healthcare Executives (ACHE)
Association of American Colleges and Universities (AAC&U)
Association of Catholic Colleges and Universities (ACCU)
Association of Governing Boards (AGB)
Association of Higher Education and Disability (AHEAD)
Association of Independent Colleges and Universities of Ohio (AICUO)
Association for Institutional Research (AIR)
Association for Student Conduct Administration (ASCA)
Association of University Programs in Health Administration (AUPHA)
College Student Educators International (ACPA)
Consortium of Ophthalmic Training Programs (COTP)
Council for the Advancement and Support of Education (CASE)
Michigan Association for College Admission Counseling (MACAC)
National Association of College and University Business Officers (NACUBO)
National Association of Colleges and Employers (NACE)
National Association of Financial Aid Administrators (NASFAA)
National Association of Independent Colleges and Universities (NAICU)
National Catholic College Admission Association (NCCAA)
National League for Nursing (NLN)
National Organization for Associate Degree Nursing
National Society of Fund Raising Executives
Ohio Association for College Admission Counseling (OACAC)
Ohio Association of College Registrars and Admissions Officers (OACRAO)
Ohio Association of Financial Aid Administrators (OASFAA)
Ohio College Association (OCA)
Ohio Council of Associate Degree Nursing Education Administrators (OCADNEA)
Ohio Council of Deans and Directors of Baccalaureate and Higher Degree Programs in Nursing
Ohio League for Nursing (OLN)

DEGREES AND PROGRAMS OFFERED

Bachelor of Science in Health Care Administration (Completion)
Bachelor of Science in Human Biology*
Bachelor of Science in Medical Imaging (Completion)
Bachelor of Science in Nursing (Completion)
Bachelor of Science in Nursing (Prelicensure)

Associate of Science in Cardiovascular Technology – Echocardiography
Associate of Science in Cardiovascular Technology – Peripheral Vascular
Associate of Science in General Studies
Associate of Science in Health Information Technology
Associate of Science in Nursing (Day)
Associate of Science in Nursing (Evening and Weekend)
Associate of Science in Nursing (Youngstown Site)
Associate of Science in Radiologic Technology

Certificate in EMT
Certificate in Home Care Aide (non-credit)
Certificate in Medical Coding
Certificate in Medical Inpatient and Outpatient Billing and Coding (non-credit)
Certificate in Medical Transcription (non-credit)
Certificate in Medical Transcription Editor (non-credit)
Certificate in Paramedic
Certificate in Personal Training (non-credit)
Certificate in Pharmacy Technician (non-credit)
Certificate in Phlebotomy (non-credit)
Certificate in Polysomnographic Technology
Certificate in Ophthalmic Technology

*pending approval of the Higher Learning Commission

ACADEMIC YEAR SCHEDULE – Toledo & Youngstown Campuses

FALL 2012 - Full Term (August 20 - December 16, 2012)

Faculty First Day ....Monday, August 6, 2012
First Day of Fall 2012 Semester .... Monday, August 20, 2012
Last Day to Add/Drop w/ 100% refund..Monday, August 27, 2012
Labor Day - COLLEGE CLOSED... Monday, September 3, 2012
Last Day to Drop w/ 80% refund.. Tuesday, September 4, 2012
Last Day to Withdraw from class w/ 25% refund .... Monday, September 17, 2012
Graduation Applications Due for Spring 2013
    to Student Records Office..Friday, September 28, 2012
Last Day to Withdraw from class w/ W grade .... Monday, October 15, 2012
Fall Break...Monday, October 15 - Tuesday, October 16, 2012
Thanksgiving Break - COLLEGE CLOSED NOV. 22, 2012
    .... Wednesday, November 21 - Sunday, November 25, 2012
Classes End ....Sunday, December 9, 2012
Fall 2012 Finals Week .... Monday, December 10 - Sunday, December 16, 2012
Faculty Last Day.. Friday, December 14, 2012
Official Last Day of Fall 2012 semester..Sunday, December 16, 2012
Christmas Holiday - COLLEGE CLOSED ....Tuesday, December 25, 2012

FALL 2012 - 1ST 8 WEEKS (August 20 - October 14, 2012)
First Day of Fall 2012 Semester - 8WK1 .... Monday, August 20, 2012
Last Day to Add/Drop w/ 100% refund - 8WK1..................................Monday, August 27, 2012
Last Day to Withdraw from class w/ 50% refund - 8WK1....... Tuesday, September 4, 2012
Last Day to Withdraw from class w/ W grade - 8WK1............. Monday, September 17, 2012
Last Day of Fall 2012 semester - 8WK1... Sunday, October 14, 2012

FALL 2012 - 2ND 8 WEEKS (October 17 - December 16, 2012)
First Day of Fall 2012 Semester - 8WK2 .... Wednesday, October 17, 2012
Last Day to Add/Drop w/ 100% refund - 8WK2.............................Tuesday, October 23, 2012
Last Day to Withdraw from class w/ 50% refund - 8WK2.......... Tuesday, October 30, 2012
Last Day to Withdraw from class w/ W grade - 8WK2............. Tuesday, November 13, 2012
Last Day of Fall 2012 semester - 8WK2...Sunday, December 16, 2012

FALL 2012 - 1ST 5 WEEKS (August 20 - September 23, 2012)
First Day of Fall 2012 Semester - 5WK1.. Monday, August 20, 2012
Last Day to Add/Drop w/ 100% refund - 5WK1..................................Monday, August 27, 2012
Last Day to Withdraw from class w/ W grade - 5WK1............. Tuesday, September 4, 2012
Last Day of Fall 2012 semester - 5WK1...Sunday, September 23, 2012

FALL 2012 - 2ND 5 WEEKS (September 24 - October 30, 2012)
First Day of Fall 2012 Semester - 5WK2..Monday, September 24, 2012
Last Day to Add/Drop w/ 100% refund - 5WK2.................................Monday, October 1, 2012
Last Day to Withdraw from class w/ W grade - 5WK2....................Monday, October 8, 2012
Last Day of Fall 2012 semester - 5WK2.. Tuesday, October 30, 2012

FALL 2012 - 3RD 5 WEEKS (October 31 - December 9, 2012)
First Day of Fall 2012 Semester - 5WK3 ....Wednesday, October 31, 2012
Last Day to Add/Drop w/ 100% refund - 5WK3...........................Tuesday, November 6, 2012
Last Day to Withdraw from class w/ W grade - 5WK3............. Tuesday, November 13, 2012
Last Day of Fall 2012 semester - 5WK3..Sunday, December 9, 2012

SPRING 2013 - **Full Term** (January 7 - May 5, 2013)

New Year Holiday - COLLEGE CLOSED ....Tuesday, January 1, 2013
Faculty First Day ....Wednesday, January 2, 2013
First Day of Spring 2013 Semester..Monday, January 7, 2013
Last Day to Add/Drop w/ 100% refund..................................Monday, January 14, 2013
Martin Luther King Day - COLLEGE CLOSED....................................Monday, January 21, 2013
Last Day to Drop w/ 80% refund..Tuesday, January 22, 2013
Last Day to Withdraw w/ 25% refund....................................Monday, February 4, 2013
Graduation Applications Due for Summer 2013
   to Student Records Office...Friday, March 1, 2013
Last Day to Withdraw from class w/ W grade ....Monday, March 4, 2013
Spring Break ....Monday, March 4 - Sunday, March 10, 2013
Good Friday - COLLEGE CLOSED ....Friday, March 29, 2013
Classes End .... Sunday, April 28, 2013
Spring 2013 Finals Week ....Monday, April 29 - Sunday May 5, 2013
Official Last day of the Spring 2013 semester.. Sunday, May 5, 2013
Commencement Toledo Campus...Friday, May 3, 2013
Commencement Youngstown Campus...................................Tuesday, May 6, 2013 (Tentative)
Faculty Last Day..Friday, May 10, 2013

SPRING 2013 - 1ST 8 WEEKS (January 7 - March 3, 2013)
First Day of Spring 2013 Semester - 8WK1...Monday, January 7, 2013
Last Day to Add/Drop w/ 100% refund - 8WK1................................Monday, January 14, 2013
Last Day to Withdraw w/ 50% refund - 8WK1...................................Tuesday, January 22, 2013
Last Day to Withdraw from class w/ W grade - 8WK1...................Monday, February 4, 2013
Last day of the Spring 2013 semester - 8WK1... Sunday, March 3, 2013

SPRING 2013 - 2ND 8 WEEKS (March 11 - May 5, 2013)
First Day of Spring 2013 Semester - 8WK2 ....Monday, March 11, 2013
Last Day to Add/Drop w/ 100% refund - 8WK2 ....Monday, March 18, 2013
Last Day to Withdraw w/ 50% refund - 8WK2 ....Monday, March 25, 2013
Last Day to Withdraw from class w/ W grade - 8WK2 ....Monday, April 8, 2013
Last day of the Spring 2013 semester - 8WK2 .... Sunday, May 5, 2013

SPRING 2013 - 1ST 5 WEEKS (January 7 - February 10, 2013)
First Day of Spring 2013 Semester - 5WK1 ....Monday, January 7, 2013
Last Day to Add/Drop w/ 100% refund - 5WK1 ....Monday, January 14, 2013
Last Day to Withdraw from class w/ W grade - 5WK1 ....Tuesday, January 22, 2013
Last Day of Spring 2013 semester - 5WK1 .... Sunday, February 10, 2013

SPRING 2013 - 2ND 5 WEEKS (February 11 - March 24, 2013)
First Day of Spring 2013 Semester - 5WK2 ....Monday, February 11, 2013
Last Day to Add/Drop w/ 100% refund - 5WK2 ....Monday, February 18, 2013
Last Day to Withdraw from class w/ W grade - 5WK2 ....Monday, February 25, 2013
Last Day of Spring 2013 semester - 5WK2 ....Sunday, March 24, 2013

SPRING 2013 - 3RD 5 WEEKS (March 25 - April 28, 2013)
First Day of Spring 2013 Semester - 5WK3 ....Monday, March 25, 2013
Last Day to Add/Drop w/ 100% refund - 5WK3 ....Monday, April 1, 2013
Last Day to Withdraw from class w/ W grade - 5WK3 ....Monday, April 8, 2013
Last Day of Spring 2013 semester - 5WK3 .... Sunday, April 28, 2013

SUMMER 2013

Summer I (6 weeks) .... Monday, May 13 - Sunday, June 23, 2013
Summer I - Last Day to Add/Drop w/ 100% refund .... Monday, May 20, 2013
Summer I - Last Day to Withdraw w/ 50% refund .... Tuesday, May 28, 2013
Summer I - Last Day to Withdraw .... Monday, June 3, 2013
Summer II (6 weeks) .... Monday, June 24 - Sunday, August 4, 2013
Summer II - Last Day to Add/Drop w/ 100% refund .... Monday, July 1, 2013
Summer II - Last Day to Withdraw w/ 50% refund .... Monday, July 8, 2013
Summer II - Last Day to Withdraw .... Monday, July 15, 2013
Summer III (10 weeks) .... Monday, May 20 - Sunday, July 28, 2013
Summer III - Last Day to Add/Drop w/ 100% refund .... Tuesday, May 28, 2013
Summer III - Last Day to Withdraw w/ 50% refund .... Monday, June 3, 2013
Summer III - Last Day to Withdraw .... Monday, June 24, 2013
Summer IV (12 weeks) .... Monday, May 13 - Sunday, August 4, 2013
Summer IV - Last Day to Add/Drop w/ 100% refund .... Monday, May 20, 2013
Summer IV - Last Day to Drop w/ 80% refund .... Tuesday, May 28, 2013
Summer IV - Last Day to Withdraw w/ 25% refund .... Monday, June 3, 2013
Summer IV - Last Day to Withdraw .... Monday, June 24, 2013
Summer V (8 weeks) .... Monday, May 13 - Sunday, July 7, 2013
Summer V - Last Day to Add/Drop w/ 100% refund .... Monday, May 20, 2013
Summer V - Last Day to Withdraw w/ 50% refund .... Tuesday, May 28, 2013
Summer V - Last Day to Withdraw .... Monday, June 10, 2013
Graduation Applications Due for Fall 2013
    to Student Records Office .... Friday, May 31, 2013
Memorial Day - COLLEGE CLOSED .... Monday, May 27, 2013
4th of July - COLLEGE CLOSED .... Thursday, July 4, 2013
Last day of summer session II and IV 2013 .... Sunday, August 4, 2013

Toledo and Youngstown Information

TUITION AND FEES

The student's tuition, fees and other charges must be paid by the posted due date of each semester. The specific due date appears on student's EmpowerMe billing statement or can be found at http://www.mercycollege.edu/tuition-fees/ on the College's website. **There are three ways this can be done:**

1. Payment in full by cash, check, money order, VISA, MasterCard or Discover.
2. Pending financial aid: student must submit all of the required forms/documentation needed by the financial aid office.
3. The Mercy Installment Payment Plan. This plan is set up each semester and payments are divided into four equal installments to be paid throughout the semester (three payments during the summer semester.) There is a $25.00 application fee for this plan.

Changes, such as enrollment, marital status, address, phone number or insurance coverage must be submitted promptly to the Student Records Office to assure proper billing.

Failure to Make Payment

Students with outstanding financial obligations who do not make arrangements with the College for payments by the due date of the semester/term will have their account placed on a business hold. Grades or transcripts will not be released for any student who has outstanding financial obligations to the College.

TUITION

Cost per credit hour for 12 hours or more... $342
Cost per credit hour for less than 12 hours... $377
Course exemption examination fee.. $30
Credit by Examination per credit hour.. $55

FEES *(Fees may be subject to change. Check with the program chair for the most up to date information)*

General fee (per credit hour) $22
Application (non-refundable).. $25
Housing – damage/breakage fee (refundable deposit charged
    to those living in college housing only).. $100
I.D. replacement fee.. $10
Matriculation (non-refundable)... $60

Clinical program fees vary by program. The most current information will be on the website.

Tuition and fees are subject to change without notice.

REFUND POLICY

If dropping/withdrawing from a single course or from the College, students are eligible for refunds once the course(s) has (have) been officially dropped/withdrawn. Refer to the Refund Policy Table below for the percentage of tuition refund a student is eligible to receive based on both the length of the course and the official drop/withdraw date filed in the Student Records Office or processed online by the student at https://my.mcnwo. mercycollege.edu. Refunds are issued through the Business Office.

Residence hall fees will not be refunded to any student who withdraws after classes begin. Refunds of tuition and fees are not made unless the student has followed the withdrawal policy. Notification to an individual instructor or failure to attend class does not constitute an official withdrawal. An official withdrawal occurs when a student notifies the Student Records Office through the completion of a Withdrawal/Leave of Absence Form, by email via their Mercy College email account or by phone. An effective date of withdrawal and clarification of withdrawal from a course(s) or from the College is required. An exit interview with the Financial Aid Office is required for students receiving financial aid.

Refund Policy Table:
Length of Course*

Refund	16 weeks	12 weeks	10 weeks	8 weeks	6 weeks	5 weeks
100%	1st week	1st week	1st week	1st week	1st week	1st week
80%	2nd week	2nd week				
50%			2nd week	2nd week	2nd week	
25%	4th week	3rd week				
0%	5th week	4th week	3rd week	3rd week	3rd week	2nd week

*For courses offered outside of the typical weeks, such as Residency Day, a refund schedule is determined based on the number of days the course is offered.

A week is defined as seven calendar days.

RETURN OF TITLE IV FUNDS POLICY

Policy
Mercy College must determine the amount of Federal Financial Aid a student has earned if he/she withdraws, "disappears," is dismissed, or takes a leave of absence prior to completing 60% of the term. Once a student completes 60% of the term, all financial aid is considered earned. This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended.

The Federal formula requires a return of Title IV aid if the student received funds in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or Federal Direct loans and withdraws on or before completing 60% of the term.   The percentage of aid to be returned is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of five days or more consecutive days are not included.

A repayment may be required when funds have been disbursed to a student in excess of the amount of aid the student earned during the term.

If less aid was disbursed than was earned, the student is eligible to receive a post-withdrawal disbursement.

The responsibility for returning unearned aid is allocated between the College and the student.

The College returns the lesser of:
- institutional charges   X   unearned percentage, or
- Title IV aid disbursed   X   unearned percentage

The student returns:
- any remaining unearned aid not covered by the College
- any loan funds are repaid in accordance with the terms of the promissory note
- any grant amount is an overpayment. This can be paid to the College within 45 days. If it is not paid within 45 days, arrangements must be made with the Department of Education to repay the funds. A student risks losing eligibility for federal financial aid if arrangements are not made.

Mercy College will return its portion of the unearned aid to the Title IV programs as specified by law. The student will be notified of the amount he/she owes to the Title IV programs and given instructions on payment options. Mercy College will bill the student for any charges still owed to the institution.

Example:
Susie Student enrolled for spring semester (1/9/2012 – 5/6/2012). She decided to move to Florida to see the sunshine and withdrew from the College on 3/6/2012. Susie had a zero balance on her account at the time.

Susie received the following Federal Financial Aid:

Federal Pell Grant	$2775
FSEOG	$100
Federal Direct Subsidized Loan	$1742
Total aid disbursed =	$4617

Susie had completed 50% of the semester at the time of her withdraw. This means she only earned $2308.50 of her Federal Financial Aid, $2308.50 would have to be returned to the Title IV programs.

Since Susie's withdrawal is after the fourth week of classes, there would be no institutional tuition refund. Therefore, Susie would owe Mercy College $2308.50 (the amount of aid not earned).

This sample illustrates that withdrawing from all classes can have a huge financial impact. Please contact the Financial Aid Office at financialaid@mercycollege.edu or 419-251-1598 for further information.

FINANCIAL AID

The staff members of the Financial Aid Office are available to assist students in need of financial assistance. The College makes every effort within its means to help students finance their education. Information is available to assist any student who needs financial aid to supplement the family effort.

Eligibility Requirements
To be eligible for financial assistance, a student must:
- be a U.S. citizen or permanent resident
- be enrolled in an eligible program and registered for the number of credit hours required by the type of financial aid being requested
- make satisfactory academic progress in the enrolled program
- complete a free application for federal student aid (FASFA)
- not be in default on any loan and/or owe a repayment on any grant
- be registered with Selective Service, if required

Satisfactory Academic Progress
Any student receiving financial aid is required to make Satisfactory Academic Progress to continue to receive financial aid at Mercy College of Ohio.
1. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Mercy College and includes transferred credits accepted from previously attended institutions. Credits earned for a degree already awarded by Mercy College are not included in the 150% of the new degree program. For example, if the published length of an academic program is 120 credit hours, the maximum time frame that the student will be eligible to receive financial aid must not exceed 180 credit hours (120 credit hours X 150% = 180 credit hours). Please note this will include any transfer hours.
2. The student must maintain a cumulative GPA as outlined in the Academic

Dismissal Policy in this catalog. For credit certificate programs, please refer to your academic policies as outlined in your program handbook.

3. Degree seeking students will be evaluated annually after spring semester. Certificate seeking students will be evaluated at the end of each semester. If a student is found not to meet the above requirements, he/she will be placed on Financial Aid Probation for the period of up to two terms. At the conclusion of the probationary time, if the student has not completed the required coursework and/or attained the required GPA, financial aid eligibility will be terminated.

Any student may appeal the decision to revoke financial aid. A written appeal must be submitted to the Financial Aid Director, along with supporting documentation. The appeal will be reviewed by the Financial Aid Committee and the student will be notified in writing of the decision within seven working days.

How to Apply for Financial Aid

To be considered for all available forms of financial aid, students must apply for financial aid as early as possible. Students must reapply each year. To be considered for all forms of financial aid, interested students must have a complete financial aid file and have applied for acceptance to the College/program. Required documents usually include, but are not limited to:

- a completed FAFSA
- signed copies of the student's and parent's (if applicable) most recent IRS 1040 form and all schedules, if requested for verification
- loan applications and a loan worksheet, if a student loan is desired
- completed scholarship application(s)

All necessary forms must be submitted to the College's financial aid office by the program deadlines.

Types of Financial Aid Available

Grants

Grants are awarded on the basis of financial need and do not require repayment. Grants that are available for qualified students through Mercy College include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Ohio state-approved grant programs.

Loans

Several different loan options exist. All loans MUST be repaid. Not all loans are based upon need. The loan programs available at Mercy College of Ohio are:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans (Parent Loans, credit based)

- Ohio Nurse Education Assistance Loan Program (NEALP)
- Charles E. Schell – Fifth/Third Bank Trustee No Interest Loan
- Private Alternative Loans, (credit based) offered by various lenders
- Paul J. Kessler, III Interest Free Loan

Mercy College also participates in the Federal Work-Study (FWS) Program. This is available to Toledo campus students only.

Other Sources of Financial Aid
Local service clubs, churches, labor unions, companies, etc. offer grants and scholarships for many college students.

Many high school organizations have scholarship programs available. Information is available at high school counselors' offices.

Veterans and their children and/or spouses may be eligible for educational benefits. Contact the local county Veterans Service Office for further information at 1-800-827-1000. To apply for veterans educational benefits, please visit www.gibill.va.gov. For assistance with your veterans educational benefits, please contact the Financial Aid Director at (419) 251-1598.

There are many scholarships available from Mercy College. For a complete listing of all scholarships, please visit www.mercycollege.edu or contact the Financial Aid Office at financialaid@mercycollege.edu.

The Ohio National Guard provides tuition assistance for enlisted persons. The applicant must be an Ohio resident and must enlist, re-enlist, or extend current enlistment for six years. For further information, call the National Guard Recruiter at 1-800-GO-GUARD.

Financial Aid Packaging
Upon receipt of a student aid report from an accepted student, the Financial Aid Director combines aid from available sources to form a financial aid package. Some students will be offered a combination of aid from different sources. Acceptance of the package, or any source of aid, constitutes a commitment on the part of the student. The student commits to maintaining satisfactory academic progress and notifying the Financial Aid Office and/or lender of any changes in housing, finances, status at the institution, etc., that may occur.

Transfer Students
If the student has financial aid at another institution for the current academic year, the aid may transfer to Mercy College. Please contact the Financial Aid Office at financialaid@mercycollege.edu for assistance.

STUDENT LIFE

Identification Badges
Students will be issued an identification badge during the first term. The card can be obtained in the Enrollment Services area on the Toledo Campus and through the office of the Director of Student Support Services of the St. Elizabeth Health Center on the Youngstown Site. The card is used for various purposes, including discounted meals and access to clinical agencies. It should be carried at all times when on campus or at affiliated agencies. The badge must be returned to the College upon graduation, withdrawal or a leave of absence.

Transportation
Students are responsible for their own transportation to and from the College and clinical agencies. The use of public transportation and car pools is encouraged.

Safety and Security
The campus of the College is regularly patrolled by the security departments. Safety and security information is reviewed during orientation. The consumer information report is revised and published annually.

STUDENT RECORDS OFFICE

Mission Statement
As a member of the Division of Academic Affairs, the Student Records Office supports the educational mission of Mercy College of Ohio while conducting itself in accordance with College policy and state and federal law as well as maintaining a focus on the core values and vision of the College.

Services Provided
The Student Records Office is responsible for providing efficient, timely and personable service to students, while maintaining accurate student academic records. The Student Records Office provides the following services:
- Compiling and posting the schedule of classes with the assistance of academic departments;
- Maintaining the College's On-Line registration, grade processing and student class schedule generation program (EMPOWERME!);
- Posting student academic standing (President's List, Deans' List, Honor's List, Academic Probation, and Academic Dismissal);
- Certifying degree completions, posting degrees, and processing diplomas;
- Processing Student Change of Status Requests (Name and Address Changes);
- Processing Change of Major requests and Program of Candidacy Forms (Applications for Program of Study once student is enrolled);

- Issuing academic transcripts for Mercy College of Ohio, Mercy School of Nursing, St. Vincent School of Nursing, and St. Vincent School of Radiography;
- Processing Enrollment Verification Requests for insurance and student loan purposes;
- Evaluating transfer credit; and
- Processing requests for Credit By Examination.

Responsibilities

In addition to the above services, the Student Records Office is responsible for:
- Generating the College's academic calendar, add/drop/withdraw dates and final exam schedule;
- Leading the College's Commencement activities;
- Implementing State, Federal and Institutional policies and procedures such as FERPA (Family Education Rights and Privacy Act of 1974); and
- Gathering statistical data required by State and Federal agencies, as well as, internal institutional data.

Location

The Student Records Office is located on the 5th Floor on the Madison Avenue side of the building.

PUBLIC NOTIFICATION OF DIRECTORY INFORMATION

At its discretion, Mercy College of Ohio may provide "directory information" in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Mercy College of Ohio includes the following: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate, full-time or part-time), degrees, honors and awards received, and the most recent educational agency or institution attended. Students may block public disclosure of directory information (all or in part) by notifying the Student Records Office in writing.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Mercy College of Ohio not to release any or all of this "directory information;" thus, any further requests for such information from a non-institutional person or organization will be refused.

Mercy College of Ohio will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect, Mercy College of Ohio assumes no liability as a result of honoring instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

STUDENT RIGHT TO KNOW (SRTK)

The Student Right to Know (SRTK) and Campus Security Act of 1990 require certain student consumer information disclosures from all institutions, including completion rates. All colleges are required to participate in the disclosure of completion rates.

SRTK reports full-time, first-time degree seeking students for each fall semester. The SRTK reports outcomes: the Completion Rate (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and the Transfer Rate (the total number of cohort non-completers who were identified as having enrolled in another institution). A student shall be counted as a completion or graduated if, within 150 percent of the normal time for completion of or graduation from the program, the student has completed or graduated from the program, or enrolled in any program of an eligible institution for which the prior program provides substantial preparation.

In compliance with the Student Right to Know Act, Mercy College of Ohio reported to IPEDS a persistence rate (completion rate) of 51% based on the 2005 cohort. Please note that only 37% of the entering students were counted in calculating the graduation rate.

STUDENT MILITARY LEAVE POLICY

From time to time, students who are serving in the Guards or Reserves may be called to active status before a semester has started, or once a semester has started. The provisions outlined for students who are serving in the Army, Air Force, Marine Corps, Navy and Coast Guard Reserves or a member of the National Guard who have been called to active duty or active service as outlined in the Higher Education Relief Opportunities for Students Act of 2003 will be followed when this happens.

Procedures
1. A student called to active duty or service once enrolled at the College must provide copies of his/her orders. Once this paper work is received an administrative withdrawal will be processed for those so impacted who are currently enrolled at the College.
2. Title IV Student Aid.
    a. Recipients of student financial assistance under Title IV of the Act who are affected individuals will not be placed in a worse position financially in relation to that financial assistance because of their status as affected individuals;

b. Administrative requirements placed on affected individuals who are recipients of student financial assistance are minimized, to the extent possible without impairing the integrity of the student financial assistance programs, to ease the burden on such students and avoid inadvertent, technical violations or defaults;

c. The calculation of "annual adjusted family income" and "available income", as used in the determination of need for student financial assistance under Title IV of the Act for any such affected individual (and the determination of such need for his or her spouse and dependents, if applicable), may be modified to mean the sums received in the first calendar year of the award year for which such determination is made, in order to reflect more accurately the financial condition of such affected individual and his or her family;

d. The calculation under section 484B(b)(2) of the Act (20 U.S.C. 1091b(b)(2)) of the amount a student is required to return in the case of an affected individual may be modified so that no overpayment will be required to be returned or repaid if the institution has documented the student's status as an affected individual in the student's file and the amount of any overpayment discharged.

3. Tuition Refunds or Credits.

   a. Mercy College will provide a full refund to students who are affected individuals for that portion of a period of instruction each student was unable to complete, or for which such individual did not receive academic credit, because he/she was called up for active duty or active service; and

   b. If affected individuals withdraw from a course of study as a result of such active duty or active service, Mercy College will make every effort to minimize deferral of enrollment or reapplication requirements and will provide as much flexibility as possible with administrative deadlines related to the application process. NOTE: an affected individual will need to comply with revisions in the admission criteria which may have occurred while he/she was on active duty or service.

4. Repeating a Course.

   An affected individual enrolled in a nursing program of study who has been away from the College for more than one full academic year will be required to repeat any nursing courses he/she has taken. This may apply to courses in other professional programs as well.

MERCY ALUMNI ASSOCIATION

The Mercy Alumni Association, founded in 1923, currently serves more than 3,600 graduates from Mercy School of Nursing and Mercy College of Ohio.

Every graduate is considered a member of the Association. There are no annual dues. However, alumni are encouraged to contribute to the College's Annual Appeal in order to support the mission of the College.

The association is organized for charitable, educational, and social purposes to support both the College and our alumni. Activities include:

- Fall Mass for our deceased alumni and brunch held at Mercy College.
- Annual meeting and banquet held in the spring which honors our graduates of 25, 40, and 50 years.
- Luncheons held in December and in May to honor our newest graduates.
- Scholarships awarded annually to current students of Mercy College
- Distinguished Alumni Award presented at the spring banquet. Members may nominate themselves or another alum for this award.

Mercy News, published at least quarterly, updates members on the latest news of the Association, its members, and the College.

Academic Standards, Policies and Procedures

Toledo and Youngstown

ACADEMIC POLICIES

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements.

The College expects each student to make satisfactory academic progress toward attaining an expressed educational objective. Satisfactory academic progress is measured in terms of both the number of courses completed and grades earned. The College considers the satisfactory grade for all courses to be a C or better.

Class Standing

Mercy College of Ohio is on a semester system. Fall and spring semesters each span 16 weeks (includes 5-week, 6-week, 8-week, 10-week and 12-week courses). Total weeks of the summer sessions vary in number (see academic calendar on page 9). Final examinations and clinical evaluations are scheduled during the last week of each semester. Clinical practicum and laboratory hours vary and are designated in the course descriptions found at the end of this catalog.

Students are classified by the total number of credit hours earned at Mercy College of Ohio, any transfer credits that have been accepted by the college and/or completion of required courses for the appropriate year (i.e., level 1 nursing courses must be completed prior to obtaining level 2 status).

YEAR	HOURS	
First Year	0-29.9 hours	
Second Year	30-59.9 hours	
Third Year	60-89.9 hours	(Bachelor program only)
Fourth Year	90 hours	(Bachelor program only)

Grading System

Mercy College of Ohio will use the following system to calculate a student's grade point average (GPA):

GRADE	QUALITY POINTS	ACHIEVEMENT
A	4.0 points	Excellent
B	3.0 points	Good
C	2.0 points	Satisfactory
D	1.0 point	Unsatisfactory
F	0.0 points	Failure
I	Incomplete	
K	Credit by examination	

P	Pass (no effect on grade point average; equal to C or better)
AU	Audit (no credit)
NG	No Grade reported per instructor at the time grades are due. NG grade will not affect the student's grade point average (GPA).
IW	Instructor withdrawal given when a student fails to attend any sessions of a course for which registered as of the term's add/drop date. Once a student has been issued an IW, he/she is not permitted to reenroll in the course for that semester.
R	Repeated course - a student may be allowed to retake for credit a course in which a grade of less than 'C' has been received. Only the second grade is computed in the cumulative GPA. Both grades will appear on the transcript.
W	Withdrawn prior to mid-term
WA	Withdrawal from an audited class
WF	Withdrawn failing at or following mid-term
WP	Withdrawn passing at or following mid-term

The clinical component of nursing courses is graded satisfactory or unsatisfactory based on attainment of course objectives. An unsatisfactory grade in the clinical component constitutes a failure in the course. A satisfactory grade in the clinical component results in the grade obtained in the theory component of the course.

Incomplete

If a student is unable to complete all requirements, due to extenuating circumstances approved by the instructor, an incomplete may be issued. The incomplete will not be calculated into the grade point average. Incomplete course work must be completed within 10 class days of the next term or the grade will be changed to an F. The student will receive the letter grade when all work has been successfully completed. This grade will be reflected on the current semester's grade report. Failure to complete specific courses may cause withdrawal from the program if it interferes with required sequencing of course work within the program of study.

Exceptions may be granted by an instructor only in unusual circumstances and with the approval of the Vice President of Academic Affairs.

Course Repeat Process

If a student wishes to register a third time for a course he/she did not pass with a C or higher, he/she must obtain permission from the Associate Dean of the division in which the course is offered. The student must present documented reasons why he/she was unable to pass the course on the first two attempts and what measures the student will take to ensure success in the third attempt. If the request is granted, the student will not be permitted to take any

other course(s) while enrolled in the course being repeated. Note: This will impact financial aid. The student will also be required to sign and abide by the stipulations in a Learning Contract. If possible, the student must enroll in a section taught by a different instructor than in either of the previous attempts.

Audit Policy

Any student auditing a class must notify the Student Records Office during regular or late registration. Furthermore, a student wishing to audit a class must have the permission of the instructor. The student who is auditing a class is not required to take examinations. Students may not audit the clinical component of any nursing or allied health course.

An audit designation will appear on the student's transcript; however, no credit is given as it is not included in the student's grade point average or total course load for purposes of enrollment certification. An audit withdrawal designation (WA) will be recorded on the student's transcript if the instructor certifies that the student has not regularly attended classes.

A student may not change class registration status either from audit to credit or from credit to audit after the second week of the class. Credit by Examination may not be requested on the basis of auditing a class. The fee for audited courses is the same as the current credit hour fee.

Course Waiver/Substitution

A course waiver/substitution form must be completed and filed with the Student Records Office for each of the following situations:

Waiver
- When the academic advisor judges that a student has a sufficient amount of coursework in a particular area to meet a course requirement.
- When a student's academic advisor has agreed to accept transfer credits for courses taken over seven years ago.
- When an academic advisor approves an overload of credits to be taken in one semester.

Substitution
- A student may request a course substitution (if an appropriate substitution is available) when a required course in the student's program of study is no longer offered or is cancelled by the College and the inability to take this course will interfere with the student's academic progress and/or will prevent a timely graduation. It is assumed that the student is not responsible for this situation (i.e., the problem is not related to previous course failures or the student's decision not to follow the prescribed semester-by-semester curriculum plan).
- A student may request a course substitution if (after the student's initial semester of matriculation) changes were made to an academic program by the College resulting

in coursework completed by the student that is no longer required by the program of study. This is not intended to imply the existence of a "grandfather" clause, since the requirements of the relevant professional accreditation association must take precedence.

- A student must take the following into account when requesting a course substitution:
    > Proposed course substitutions must be consistent with the academic goals of the program.
    > Course substitutions apply only to courses taken at Mercy College.
    > Mercy College residency requirements must be followed.
    > No more than two course substitutions may be made to a student's academic program.

For a Mercy College of Ohio student to petition for a course waiver or a course substitution:

1. The student must obtain a Waiver/Substitution Form from the Student Records Office.
2. The student must complete the course information and justification for waiver/ substitution.
3. The student must meet with his/her academic advisor to review the request. If the petition is found to have merit, the advisor signs off on the request. Then the student must obtain a signature from the Associate Dean of the division in which the course to be waived/substituted resides.
4. When all required signatures have been obtained, the student then submits the form to the Student Records Office.
5. The Student Records Office distributes signed copies to the student and advisor and places a copy in the student's permanent file.
6. The Student Records Office then makes appropriate notations in the student database system.

Credit by Examination

Standardized or departmentally prepared examinations may be taken for academic credit (per instructor's and Associate Dean's approval). A student must obtain a grade of C or better or its predefined equivalent per the College Board Exam criteria (Advanced Placement and CLEP).

These examinations may be attempted if:

1. A student has not already audited or attended and failed the course at any college or university.
2. The faculty involved assess that the student has sufficient knowledge either through prior work experiences or credits in closely related areas.

Credit obtained by departmentally prepared examinations will be recorded on the student's transcript with a K and will not be calculated in the student's grade point average. For exams taken through the College Board (Advancement Placement and CLEP), the credits are

transferred to the College and are recorded into the total earned hours. There will be a fee for the administration/recording of departmentally prepared examinations. Credit by Examination forms for departmentally prepared exams are available through the Student Records Office or on the Mercy College web at http://www.mercycollege.edu/registrar/registrar-forms/.

Advanced Placement (AP) Standards at Mercy College
To be awarded college credit for Advanced Placement courses taken in high school, a student must obtain a grade of C or better or its predefined equivalent per the College Board Exam criteria (Advanced Placement and CLEP). For exams taken through the College Board (Advancement Placement and CLEP), the credits are transferred to Mercy College and are recorded as total earned hours.

The award information presented below is effective August 2008.

Advanced Placement Semester Credit

AP EXAMINATION	AP SCORE	MC EQUIVALENT	MC CREDIT
Art History	4 or higher	Humanities Elective	3
Biology	3 or higher	BIO 101	3
Chemistry	3 or higher	CHM 110	4
Language + Comp or Literature + Comp	4	ENG 101	3
Language + Comp or Literature + Comp	5	ENG 102	3
European History	4 or higher	Humanities Elective	3
French Language	4 or higher	Humanities Elective	3
French Literature	4 or higher	Humanities Elective	3
German Language	4 or higher	Humanities Elective	3
Latin Language	4 or higher	Humanities Elective	3
Music Theory	4 or higher	Humanities Elective	3
Psychology	4 or higher	PSY 101	3
Spanish Language	4 or higher	Humanities Elective	3
Spanish Literature	4 or higher	Humanities Elective	3
Statistics	4 or higher	MTH 310	3
US History	4 or higher	Humanities Elective	3
World History	4 or higher	Humanities Elective	3

* Advanced Placement courses and exams are subject to revision on a yearly basis. Therefore, Mercy College of Ohio reserves the right to change, at any time and without notice, the criteria for awarding Advanced Placement credit in any or all subject areas.

CLEP Approved Courses

To be awarded college credit for successful completion of a CLEP exam, a student must obtain a grade of C or better or its predefined equivalent per the College Board Exam criteria (Advanced Placement and CLEP). These exams may be attempted if a student has not already audited, or attended and failed, the course at any college or university. For exams taken through the College Board (Advancement Placement and CLEP), the credits are transferred to Mercy College and are recorded as total earned hours.

CLEP Semester Credit

CLEP EXAMINATION	CLEP SCORE	MC EQUIVALENT	EARNED CREDIT HRS
Humanities	50	Humanities Elective	6
Biology	50	BIO 101	3
Chemistry	50	CHM 110	4
English Composition (multiple-choice with an essay)	50	ENG 101	3
French Language, Level 1	50	Humanities Elective	6
German Language, Level 1	50	Humanities Elective	6
Spanish Language, Level 1	50	Humanities Elective	6
US History I or II	50	Humanities Elective	3
Western Civilization I or II	50	Humanities Elective	3
Information Systems & Computer Applications	50	CIS 104, 106, 108	3
Human Growth and Development	50	PSY 201	3
Intro to Psychology	50	PSY 101	3
** College Algebra	50	MTH 100	3

*CLEP courses and exams are subject to revision on a yearly basis. Therefore, Mercy College of Ohio reserves the right to change, at any time and without notice, the criteria for awarding CLEP credit in any or all subject areas.

**It is recommended that students take Mercy College's departmentally prepared MTH 100 Credit by Exam versus the CLEP College Algebra exam for equivalency to MTH 100. To schedule the MTH 100 exam at Mercy College, please call 419-251-1734. Please contact the Student Records Office at 419-251-8989 with any questions.

Departmentally Prepared Credit by Examination Options at Mercy College

To be awarded credit by exam, a student must obtain a grade of C or better or its predefined equivalent per the College Board Exam criteria (Advanced Placement and CLEP). The exam may be attempted if a student has not already audited, or attended and failed, the equivalent course at any college or university. The faculty involved must also assess that the student has

sufficient knowledge either through prior work experiences or credits in closely related areas prior to being approved to take the exam.

Credit obtained by departmentally prepared examinations will be recorded on the student's transcript with a K and will not be counted in calculating the grade point average. There will be a fee for the administration/recording of departmentally prepared examinations. Credit by Examination forms for departmentally prepared exams, are available through the Student Records Office or on the Mercy College website at www.mercycollege.edu.

* The award information presented below is effective August 2008.

Departmentally Prepared Credit by Exam Options Semester Credit

COURSE NUMBER	COURSE NAME	CREDIT HOURS
ALH 120	Medical Terminology	2
CIS 104	Introduction to Word Processing/ Presentations Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
MTH 098	Basic Math	3
MTH 100	Basic Algebra	3
MTH 104	Mathematical Formulas, Models and Probability	3

*Departmentally Prepared Credit by Exam Options are subject to revision on a yearly basis. Therefore, Mercy College of Ohio reserves the right to change, at any time and without notice, the Departmentally Prepared Credit by Exam Options in any or all subject areas.

Independent Study
Students wishing to do an independent study in a subject area must approach the faculty member with a proposal and rationale for the topic/project prior to registration. The faculty member and the Associate Deans of the students' program area and the proposed content area must approve the topic/project for an independent study. One to three semester credit hours will be allowed per independent study (1 semester credit hour maximum if an associate degree student and 3 semester credit hours maximum if a bachelor degree student). Participating students must be in good academic standing with a GPA of 2.7 or better. Independent Study Proposal forms and Guidelines/Learning Contract sheets are available through the Student Records Office.

Final Examinations
A final examination is generally required in all courses. Examinations will be administered during the final week of the semester. Except under emergency circumstances, a student may not be excused from these examinations.

If a student is unable, because of illness or an acceptable emergency, to appear for the final examination, a grade of I (incomplete) will be assigned. It may be removed according to the policy for incompletes. If a student is unable to take the exam, it is the student's responsibility to inform the instructor prior to the scheduled examination.

Grade Point Average
A student's grade point average (GPA) is based on credit hours, grades awarded and quality points. The quality points per course are determined by multiplying the number of semester hours (1, 2, 3, etc.) by the number of quality points assigned to the grade received (A=4, B=3, etc.). The sum of the quality points received for all courses within a term is then divided by the number of semester hours attempted in that term. Courses withdrawn, transferred, or audited are not included in the hours except in the case of a 'WF' which counts the same as an 'F' and will be calculated in the grade point average.

Cumulative Grade Point Average
Cumulative grade point average is based only on work completed while enrolled at Mercy College of Ohio. The cumulative GPA equals the sum of the quality points for all courses divided by the number of semester hours attempted for credit. Courses from which a student has withdrawn prior to the last withdrawal date, as well as courses that were audited or taken at another institution, are not included in a student's Mercy College GPA. Grades of 'WF' earned at Mercy College are included in the calculation.

Academic Honors
President's List
A President's List is compiled each academic semester to honor students whose performance is judged to have been at the highest level. To qualify, students must have completed 14 or more credit hours of coursework during the semester and earned a semester grade point average of 4.0. Students with incomplete grades at the end of the semester will not be eligible for this honor.

Dean's List for Full-time Students
In recognition of academic excellence, full time students completing 12 or more credit hours during the semester with 3.3 or better semester grade point average will be named to the Dean's List. Students with incomplete grades at the end of the semester will not be eligible for this honor.

Honors List for Part-time Students
At the end of each semester, students who have completed 6-11 credit hours of coursework during the semester and earned a 3.3 or better semester grade point average will be named to an Honors List. Students with incomplete grades at the end of the semester will not be eligible for this honor.

Grade Reports

Grade reports are available online through the EMPOWERME! link. Students need to use their given username and password to enter the system. Grade reports are not released to students with outstanding financial account balances who have not made arrangements for payment, or to students who have outstanding paperwork due to Student Services, or to students who have outstanding library book/fees.

Transcripts

The Mercy College of Ohio transcript is the official record of student academic progress, documenting all course grades, grade point average and degrees awarded. Transcripts are issued from the Student Records Office upon written request by the student. The Family Rights and Privacy Act serves as the basis for releasing information about students.

Transcripts will not be issued for former or current students who have outstanding financial obligations to the College. The College will not provide students with copies of transcripts from other institutions. "Unofficial" copies of transcripts issued directly to students will be stamped "Unofficial." Official copies bear the signature of either the Registrar, President, or Vice President of Academic Affairs and the seal of the College. Official transcripts will not be sent or given directly to students.

When requesting a transcript, students must include name, present address, social security number, birth date, maiden name, estimated date of last attendance, signature and the name and address to which the transcript should be sent.

Transcripts for Mercy College of Northwest Ohio, St. Vincent's School of Nursing, St. Vincent's School of Radiography and Mercy School of Nursing can also be obtained from the Student Records Office.

Post Enrollment Transfer of Credit

Once students enroll at Mercy College of Ohio they are encouraged to complete all their course work at the College. The rationale for this policy rests in the mission and philosophy of the College and in its concern for the essential unity and integrity of all aspects of the curriculum. However, recognizing that students may have compelling reasons for completing coursework at another institution, the College does allow for the transfer of up to six hours of coursework from another institution after matriculation at Mercy College. This policy applies to the transfer of coursework after a student has initially enrolled at Mercy College. Such transfer is subject to the following procedures and guidelines.

1. Students must be in good academic standing (maintaining an overall grade point average of 2.0 or better) to be eligible for taking courses at another institution of higher education.
2. A Post-Enrollment Transfer Credit Form (can be obtained from the Student Records Office) with a copy of the catalog description of the institution from which

the student proposes to take a course is to be attached to the form. Additional documentation, such as a course syllabus, may be required. The form must be signed by the students' academic advisors and Associate Deans and submitted to the Student Records Office of Mercy College prior to enrolling in the course.

3. Only courses which have the prior approval of the academic advisor and Associate Dean will be accepted for transfer credit. In addition, only courses with a grade of C or better will be accepted for transfer.

4. Once enrolled at Mercy College of Ohio, students upon written approval by the students' academic advisor may take up to six hours of course work at another higher education institution.

5. Students must meet the minimum residency requirements of Mercy College (see Residency Requirements on page 40).

Attendance Policy
Faculty believes that regular classroom and clinical experience attendance are necessary for academic success. Students are expected to attend class and are required to attend clinical experiences. Clinical experience absence that results in potential failure to meet course objectives may interfere with course success. The complete attendance policies are located in the program handbooks distributed at the start of the program.

Academic Advising
Upon admission to a degree program, each student is assigned an academic advisor who will work with the student throughout the student's enrollment. Course student/faculty conferences will be held at scheduled times for all clinical experience courses. Academic advising must occur prior to each registration term.

Leave of Absence
A student in good academic standing may request a leave of absence for health or other personal reasons. A "curriculum leave of absence" may be requested by a student needing a course that is not offered until a later term.

A leave of absence shall not exceed twelve months. After that, the student will be considered a readmission applicant, unless an extension of the leave of absence has been granted by the Vice President of Academic Affairs.

The student must request the leave of absence in writing by submitting a completed Withdrawal/Leave of Absence Form available from the Student Records Office.

The student on a leave of absence must satisfy any conditions of the leave before re-entering and must comply with the course sequence and/or any curricular changes at the time of re-entry. The student must inform the College one term before returning to enable orientation to be arranged. A student's return is subject to available space at the time of re-entry to the program.

Change of Status/Address

A student must complete a Change of Status form through the Student Records Office. A change of status/address through any other office will not result in an official change in the College's computer database system. Failure to complete a change of status with the Student Records Office is likely to result in important mail not reaching the student.

Residency Requirements

Associate of Science Degrees

Students must complete a minimum of 30 credit hours from Mercy College of Ohio that includes at least one religion course taught from the Catholic perspective. Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy the graduation requirements of each program of study in which a student enrolls.

Because of changes in course requirements/course presentation at the Youngstown site, matriculated students enrolled in the Associate of Science Degree program in Nursing at that campus will be allowed to transfer in eight credit hours from another institution of higher education. Note, this increased number of hours applies only to Anatomy and Physiology. The six hour limit applies to all other courses in the program of study.

Bachelor of Science Degrees

Students must complete a minimum of 36 hours from Mercy College of Ohio and include at least one religious studies course taught from the Catholic perspective. Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy the graduation requirements of each program of study in which a student enrolls.

General Education Graduation Requirements

In conjunction with the integration of general education throughout the curriculum, degree and certificate programs will vary as to specific general education requirements supportive of that field of study.

Associate of Science Degrees

The College requires that all associate degree graduates complete credits in the following areas of study:

Religious Studies	3 Credit Hours
English Composition	6 Credit Hours
Social Sciences	3 Credit Hours
Natural Sciences	6 Credit Hours
Student Success Strategies	2 Credit Hours – *Required of first time college students only*
Humanities	3 Credit Hours

Bachelor of Science Degrees

All baccalaureate graduates of Mercy College are required to complete the credit hours designated in the following areas of study:

English Composition	6 credit hours	
Mathematics	3 credit hours	
Natural Science	8 credit hours	
Social Science	6 credit hours –	*One selection must be Cultural Diversity*
**Humanities	3 credit hours –	*IDS 399 or any 300/400 level Humanities or Social Science course*
Religious Studies	9 credit hours –	*One course must be Medical Ethics from the Catholic perspective*
Student Success Strategies	2 credit hours –	*Required of first time college students*
Total	**35/37 Credit hours**	

*Nine credit hours of general education coursework must be taken at the 300-400 level
*Humanities = Art, Communications, English, Foreign Language, History, IDS, Music & Religious Studies
*Social Sciences = Psychology & Sociology
**Unless the 300/400 level General Education course is already specified within that student's program of study.

Minor in Religious Studies

Any interested Mercy College student may pursue a minor in religious studies, 18 credit hours or 6 courses, in addition to his/her major program of study. The requirements for the Minor in Religious Studies are as follows:

Core Courses (required) (9 hours total)
REL 101 Foundations of Faith and Religion
REL 301 Medical Ethics

Choose ONE of the following courses:
REL 324 Old Testament: Torah, Prophets, and Writings
REL 325 New Testament: Gospels, Acts, Epistles, and Revelation

Elective Courses (9 hours total)
REL 204 Spirituality for Healthcare Providers
REL 250 Death, Dying and Bereavement
REL 260 History of Christianity
REL 280 Independent Study
REL 299/399 Special Topics
REL 311 World Religions
REL 330 Image and Identity: Theologies of Christian Art
REL 335 Spirituality of Page, Stage, and Screen

REL 350 Liturgy and Sacraments
REL 360 Women and Religion
REL 380 Mission, Values, and Social Teaching
REL 382 Spiritual Care: Integration of Body, Mind, and Spirit
REL 385/IDS 385 Mission, Healthcare Ministry, and Enculturation
REL 390 Catholic Thought and Contemporary Issues

Graduation Degree Requirements

Associate of Science Degrees

To be eligible for the Associate of Science degree from Mercy College of Ohio, a student must:

1. Satisfy all specified courses with a minimum of a 2.0 cumulative GPA.
2. Complete all required courses with a minimum grade of 'C'.
3. Complete a minimum of 60 credit hours. Transfer students must complete a minimum of 30 credit hours at Mercy College of Ohio.
4. Complete the Graduation Application Form one semester prior to graduation. The student's Academic Advisor must sign the form after completing an evaluation of the student's records. The student is then responsible for submitting the completed form to the Student Records Office.
5. Fulfill all financial obligations to the College, including a financial aid exit interview.
6. Submit all official transcripts from high school and colleges/universities previously attended.
7. Must be enrolled for at least one credit hour at Mercy College of Ohio in the term the student anticipates completing graduation requirements.

Bachelor of Science Degrees

To be eligible for a Bachelor of Science degree from Mercy College of Ohio, a student must:

1. Satisfy all specified courses with a minimum of a 2.0 cumulative GPA.
2. Complete all required courses with a minimum grade of 'C'.
3. Complete a minimum of 120 credit hours. Transfer students must complete a minimum of 36 credit hours at Mercy College of Ohio.
4. Complete a minimum of 36 credit hours at the 300/400 level of the 120 minimum credit hours needed for graduation. Coursework from other institutions is accepted at the level at which the course was taught at the institution.
5. Complete the Graduation Application Form one semester prior to graduation. The student's Academic Advisor must sign the form after completing an evaluation of the student's records. The student is then responsible for submitting the completed form to the Student Records Office.
6. Fulfill all financial obligations to the College, including a financial aid exit interview.
7. Submit all official transcripts from high school and colleges/universities previously attended.
8. Must be enrolled for at least one credit hour at Mercy College of Ohio in the term the student anticipates completing graduation requirements.

Commencement

Commencement ceremonies are held at the end of the spring semester. Students who have completed all degree requirements by the end of fall or spring semesters are encouraged to participate in commencement exercises. Those students who plan to complete their degree requirements during the summer semester are also encouraged to participate in commencement, provided they are registered at the time of the graduation ceremony for all classes required for degree completion. A signed diploma will be issued to each graduate after all grades are posted, providing all graduation requirements have been met.

Graduation Honors

Students who have demonstrated academic excellence will receive a degree with honors. For the commencement program and awarding of honor cords, the honors designation is based on the cumulative grade point earned in the term prior to commencement. For transcript and diploma purposes, the honors designation is based on the final cumulative grade point.

High Honors	3.70 – 4.0	Gold Cords
Honors	3.30 – 3.69	Blue Cords

Registration

The schedule of classes is available on the Mercy College website each semester prior to registration week. Registration information and procedures are e-mailed to students and posted throughout the College. Registration week usually occurs between the 11th and 13th week of the prior semester except for fall registration that occurs in the spring semester. Registering for courses can be accomplished online at https://my.mcnwo.mercycollege.edu or through EMPOWERME under the MYMERCY button available on every page of the Mercy College website.

Overload Policy

If a student desires to register for more than 18 credit hours, in one term, he/she must be granted approval by the student's assigned advisor and Associate Dean. A Waiver/ Substitution Form can be obtained in the Student Records Office and should be completed and signed by the student's advisor and the Associate Dean.

Students registering for courses in the Summer Semester should not exceed 14 credit hours for the entire summer term and should not exceed seven credit hours in any one Summer Session. In order to register for more hours during the Summer Semester than listed above, a Waiver/Substitution Form must be completed and signed and approved by the student's advisor and the Associate Dean.

Add/Drop

Schedule changes may be processed during the add/drop period. As a result of schedule changes, a student may be eligible for a refund of a portion of fees (See Refund Policy). A student wishing to add a course within the first week of the course session (5-week, 6-week, 8-week, 10-week, 12-week and 16-week) can do so with instructor and advisor permission only through the Student Records Office. The effective date of the add/drop is the day the student changes his/her schedule online or the request is filed in the Student Records Office. A student may add/drop a course(s) during the first week the course is offered. A student may only drop a course(s) during the second week of the course session in the Student Records Office, but not add any courses after the first week of the course session (this applies to 12-week and 16-week course sessions).

ADD/DROP/WITHDRAW TABLE

Course Offering

	16 weeks	12 weeks	10 weeks	8 weeks	6 weeks	5 weeks
Last Day to Add/Drop	1st week	1st week	1st week	1st week	1st week	1st week
Last Day to Drop	2nd week	2nd week	1st week	1st week	1st week	1st week
Last Day to Withdraw	8th week	6th week	5th week	4th week	3rd week	2nd week

*For courses offered outside of the typical weeks, such as Residency Day, an add/drop/withdraw schedule is determined based on the number of days the course is offered.

A week is defined as seven calendar days.

Withdrawal from a Course

A student who elects to withdraw from a course must meet with the instructor of the course, secure a Registration Form from the Student Records Office, complete the form and obtain a signature from his/her academic advisor and submit the completed form to the Student Records Office.

Withdrawal from the College

To officially withdraw from Mercy College of Ohio, a student must notify the Student Records Office either by submitting the Withdrawal/Leave of Absence Request Form or by orally notifying the Student Records Office. If a student elects to withdraw from Mercy College by using a Withdrawal/Leave of Absence Request Form, he/she must obtain the form from the Student Records Office complete the form and obtain a signature from his/her academic advisor and return the completed form to the Student Records Office. If a student elects to orally notify the Student Records Office, he/she must provide an effective date of

withdrawal and state that it is a complete withdrawal from the College. Please note that the withdrawal process may take up to ten business days. Requests for transcripts will not be processed until the withdrawal has been processed and financial obligations have been met.

Withdrawal Policy

The withdrawal date will be determined by the College as:
1. The date the student begins the withdrawal process.
2. The midpoint of the semester if the student withdraws without notification to the College.

Or

3. The student's last date of attendance in a course.

The student transcript will indicate a 'W' if the student completes the process prior to the last day to Withdraw according to the Add/Drop/Withdraw Table. After the last day to Withdraw, the student transcript will indicate a 'WP' or 'WF' depending on the student's standing in the course. Course work completed before withdrawal is forfeited. Any course withdrawal after the published deadline for the current term will receive a grade of 'WP' (withdrawal pass) or 'WF' (withdrawal fail). A grade of 'WP' will not affect grade point average; however, a grade of 'WF' counts the same as an 'F' and will be calculated in the grade point average. Students are not permitted to withdraw during finals week.

Administrative Withdrawal

Students interested in pursuing an administrative withdrawal must pick up the form located outside of the Student Records Office.

Progression/Repeating a Course

To progress successfully through Mercy College of Ohio, a student must obtain at least a 'C' grade in all courses taken. A grade of 'D' is considered unsatisfactory for progression in the College but is recorded on the transcript and calculated as 1.0 for GPA purposes.

A student may retake for credit any course in which a grade of 'D' or 'F' has been earned. Only the second grade will be computed in the cumulative GPA. Both grades will appear on the transcript. Although a student may be allowed to repeat a course more than one time, this forgiveness policy does not apply beyond the first repeat attempt for any one course.

Academic Probation

A student will be placed on academic probation when:
1. The cumulative grade point average in all college work attempted at Mercy College falls below 2.0.
2. The student withdraws from all or a substantial portion of a program of study two successive semesters.

3. The student fails to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (e.g., failure to complete health requirements.)

The student shall be removed from academic probation when the cumulative grade point average in all college work attempted at Mercy College is 2.0 or higher and/or when all other conditions for removal have been met.

As long as a student remains on academic probation, the student's academic department may impose enrollment restrictions. A student who fails to meet the requirements for progression within a specific program of study may be academically dismissed from the program but may be eligible to continue as a Mercy College student.

Probation Procedure
1. A representative from the Student Records Office will notify the student in writing of his/her probationary status after grades have been posted.
    - This notification will include the conditions for removal from probation and the circumstances which would lead to academic dismissal, should probation not be removed. This notification will be sent after grades are received by the Student Records Office.
    - The conditions for continuation/reinstatement as a degree-seeking student will be conveyed via an Academic Probation Contract.
2. Copies of all correspondence regarding academic probation will be sent to:
    - The Student Records Office for inclusion in the student's file. The original copy of any signed academic contracts will also be housed in the student's academic file.
    - Academic Advisors.
    - The student.
    - Associate Deans.

Academic Dismissal
1. Students may be dismissed from Mercy College if they fail to maintain the required cumulative grade point average. Academic dismissal will occur when a student's cumulative grade point average on attempted course work in which a student has enrolled at Mercy College falls below the following:
    - less than 1.0 after attempting 10-19 semester hours
    - less than 1.5 after attempting 20-29 semester hours
    - less than 1.7 after attempting 30-39 semester hours
    - less than 1.8 after attempting 40-49 semester hours
    - less than 1.9 after attempting 50-59 semester hours
    - less than 2.0 after attempting 60 semester hours.

2. A student may be dismissed if there is evidence of unethical, illegal, unsafe or unprofessional behavior. See individual program handbooks regarding program dismissal policies.

3. A student will be dismissed from the College after failing ENG 099 and/or MTH 098 twice.

Readmission to Mercy College

Any student who has withdrawn from the College in "good standing" is eligible for readmission within one academic year upon written request to the Admissions, Progression and Graduation Committee (APG).

Students academically dismissed from the College may request in writing to the APG Committee (directed through the Student Records Office) consideration for readmission. The decision to readmit an applicant will be based on academic records, availability of space and progress with any recommendations made at the time of withdrawal/dismissal including fulfillment of the requirements of the Academic Probation contract. Those students who have requested and been approved for readmission following academic dismissal will be readmitted on probation.

A student who has been academically dismissed from Mercy College for the first time must sit out of College for at least one semester (16 weeks) following dismissal. Students academically dismissed for the second time must sit out for a minimum of two years prior to applying for readmission to the College. Applicants will not be considered for readmission if they have been academically dismissed from Mercy College more than twice.

Readmission to the College does not guarantee readmission to a specific program of study. Admission and/or readmission criteria to the program of study must be met (see individual degree program handbooks.)

After one year, an application and fee will be required.

POLICIES

Academic Integrity

The purpose of education is to advance one's intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes academic dishonesty resulting in disciplinary action. Forms of academic dishonesty include but are not necessarily limited to the following:

Plagiarism – submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not

limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of or entire term papers from the internet and then submitting them as one's own work. It also includes use of another's words as one's own, be that paraphrasing or direct quotation, without proper citation.

Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content from exams or quizzes by way of another student.

Facilitating academic dishonesty – helping another to commit an act of academic dishonesty, such as substitution for an examination, completing an assignment for someone else, or sharing of computer files.

Fabrication – altering or transmitting, without authorization, academic information or records.

Multiple Submissions -- submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.

Reporting Cases of Academic Dishonesty
Step One
Each case of academic dishonesty must be reported to the appropriate Associate Dean in a formal written charge by the faculty member with firsthand knowledge of the violation, as soon as possible after the incident is discovered.

Step Two
The faculty member must have a discussion with the student, within five class days after the incident is reported to the Associate Dean.

Step Three
The incident must then be documented on the Academic Counseling form, before notification of the student by certified mail.

Step Four
The faculty member must inform the student of the charge, via certified mail delivery. The written charge must contain the following:
- The particular allegation;
- The names of other participants or witness(es) when appropriate;
- The date and time, location and relevant circumstances of the incident; and
- A copy of the relevant sections of the College Catalog concerning academic dishonesty and the appeal process.

Penalty for Academic Dishonesty

During a student's academic career at Mercy College, each incident of academic dishonesty will be reported in writing to the appropriate Associate Dean. A disciplinary notation for academic dishonesty will be entered in the student's academic record.

A student found to have committed an act of academic dishonesty will not have the option to withdraw from the class in which the first incident occurred. A second finding of academic dishonesty shall exclude a student from consideration for academic honors.

The penalty for the first incident of academic dishonesty will be a score of zero on the particular item being submitted and a written warning. The second incident of academic dishonesty in the same course as the first incident occurred or any other course will result in a failing grade for the course in which the second infraction occurred. A third incident of academic dishonesty will result in disciplinary dismissal. The Associate Dean shall then notify the Student Records Office to enter the notation "dismissed for academic dishonesty" on the student's file in the database system. These actions may be appealed as outlined below. Also see the "Student Academic Appeal Process" in the College Catalog.

*Note: A college class day is defined as any day that the College holds classes including final examination week.

Notice of Non-Discrimination

Mercy College of Ohio admits qualified students of any age, race, color, national or ethnic origin, religion, sex and marital status to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, race, color, national and ethnic origin, religion, disability, sex or marital status in administration of its educational policies, admission policies, scholarships and loan programs and athletic and other school-related programs.

STUDENT ACADEMIC APPEAL PROCESS

A student disputing a course grade or clinical evaluation may appeal in compliance with the following procedure:

Step One

The student must notify the College in writing of the intent to begin the formal academic appeal process within ten class days of receiving the grade or clinical evaluation. If the intent to appeal is not initiated within this time frame, the student's right to appeal will have been waived. The "Application for Formal Academic Appeal" can be found on the College website. The completed form must be submitted to the Student Records Office.

After the above written notification is filed with the Student Records Office, the student proceeds to Step Two of the appeal process as listed below.

Step Two
A good faith discussion must take place between the student and the specific faculty member. The student must initiate the good faith discussion within ten class days of the day the faculty member submitted grades on a unit exam, clinical evaluation, or laboratory evaluation to the class. In the case of an appeal of a final course grade, the good faith discussion must take place within the first ten class days of the following semester. (In the case of an appeal of a Charge and/or Penalty for violation of the Academic Integrity Policy, the good faith discussion must be initiated by the student within ten class days* of the certified mail delivery of the charge. - See catalog section "Academic Integrity"). If the good faith discussion is not initiated within these time frames, the student's right to appeal will have been waived. If the good faith discussion has not resolved the matter and the student wishes to pursue the appeal further, the faculty member will direct the student to the Program Chair under whose jurisdiction the course resides and the appeal will move to the third step.

Step Three
The student must submit the appeal in writing to the appropriate Program Chair within five class days from the date of the good faith discussion with the faculty member or the student's right to appeal will have been waived. For subject areas such as English, math and science where there is no Program Chair the appeal is to be sent to the respective Associate Dean.

The written documentation contained in the appeal must include the following:
- Student name
- Course name, number, semester
- Faculty member name
- Date of good faith discussion with faculty member
- Date of submission of written appeal to the Program Chair or Associate Dean
- Reason for further appeal
- Desired outcome

The student, faculty member, Associate Dean or the Program Chair may request a discussion of the appeal with the parties specifically involved, either individually or together, as deemed appropriate by the Program Chair.

The Program Chair will issue a written decision (to be sent by certified mail – return receipt requested) to the student and the faculty member within ten class days of the date the appeal is submitted to her/him. If the student or the faculty member believes the Program Chair's decision has not adequately resolved the matter, either the student or the faculty member may move forward to step four of the appeal process, submission of the appeal to the Associate Dean. If the faculty member is the Associate Dean to whom the appeal would

normally be submitted, the Vice President of Academic Affairs will appoint another Associate Dean to consider the appeal.

Step Four
(If the step three appeal was made directly to the Associate Dean and a student wishes to continue the appeal, step four should be disregarded.)

The student must submit the appeal in writing to the appropriate Associate Dean within ten class days from the date of receipt of the decision of the Program Chair or the student's right to appeal will have been waived.

The written documentation contained in the appeal must include the following:
- A copy of the written response of the Program Chair
- A written statement of why the student disagrees with the decisions of the faculty member and Program Chair

The Associate Dean will issue a written decision to the student, the faculty member and the Program Chair within 15 class days of the date the appeal is submitted via registered mail to the Associate Dean. If the student, faculty member or Program Chair believes the Associate Dean's decision has not adequately resolved the matter, either the student, the faculty member or Chair may move forward to step five of the appeal process, submission of the appeal to the Vice President of Academic Affairs.

Step Five
The student or faculty member must submit the appeal and its step three and four documentation, including the written decision of the Associate Dean, to the Vice President of Academic Affairs within five class days from the date the written decision was received or the right to appeal will have been waived. The Vice President of Academic Affairs will conduct such hearings with the parties specifically involved as deemed necessary and issue a final decision within 15 class days of receipt of the appeal.

While the College will make every reasonable effort to adhere to the timelines listed in the appeals policy, circumstances such as access to information, availability of personnel and school breaks may justify an extension of time.

Student Academic Appeal Process in Cases of Dismissal from the College or a Specific Program of Study
Students disputing dismissal from the College or from a specific program of study within the College may appeal in compliance with the following procedure:

Step One
The student must notify the College in writing of the intent to begin the formal academic appeal process within 10 class days of receiving written notice of the dismissal. If the intent

to appeal is not initiated within this time frame, the student's right to appeal will have been waived. The "Application for Formal Academic Appeal" can be found on the College website. The completed form must be submitted to the Student Records Office.

After the above written notification is filed with the Student Records Office, the student proceeds to Step Two of the appeal process as listed below.

Step Two
The student must submit the appeal in writing to the appropriate Associate Dean within 10 class days from the date of receipt of the decision to dismiss.

The written documentation contained in the appeal must include a written statement of why the student disagrees with the decision for dismissal.

The Associate Dean will issue a written decision, via registered mail, to the student within 15 class days of the date the appeal was submitted to the Associate Dean. If the student believes the Associate Dean's decision has not adequately resolved the matter, the student may move forward to step three of this appeal process: submission of the appeal to the Vice President of Academic Affairs.

Step Three
The student must submit the appeal and its step two documentation, including the written decision of the Associate Dean, to the Vice President of Academic Affairs within five class days from the date of the decision or the right to appeal will have been waived. The Vice President of Academic Affairs will conduct such hearings with the parties specifically involved as deemed necessary and issue a final decision within 15 class days of receipt of the appeal.

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day Mercy College receives a request for access. A student should submit to the Student Records Office a written request that identifies the record(s) the student wishes to inspect. The Mercy College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Mercy College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For additional information concerning FERPA, please go to: http://www.ed.gov/policy/gen/guid/fpco/index.html

CATALOG POLICY/RIGHTS RESERVED

All college publications contain current pertinent information. While striving to ensure the accuracy of published information, the College may need and reserves the right, to make necessary changes in any or all of the policies, requirements, curriculum offerings and tuition and fees contained herein and to apply revisions to current and new students alike.

Therefore, the information is subject to change without notice and does not constitute a contract between Mercy College of Ohio and a student or an applicant. See disclaimer statement on introductory sheet of the catalog.

ASSESSMENT OF STUDENT LEARNING

In an effort to continuously support Mercy College's mission of educating students, the College is committed to achieving incrementally higher levels of performance in all aspects of College goals. Through the assessment of student learning, the College can ascertain the extent to which it is meeting its mission and make improvements in program design, curricula and instruction.

Assessment of student learning at the program level provides quantitative and qualitative data about what the program is designed to accomplish and what students should know, understand, and be able to achieve upon graduation. The assessment process produces information which supports data driven decisions for program improvement.

Assessment of student learning at the institutional level determines the capabilities of students not only in their respective programs of study, but also in their attainment of Mercy College's Institutional Learning Outcomes:
1. Communication
2. Critical Thinking
3. Mathematics
4. Values and Catholic Identity
5. Computer Technology
6. Science
7. Humanities
8. Social and Global Consciousness
9. Lifelong Learning

These Learning Outcomes are also integrated into and reinforced in all discipline-specific programs.

Assessment activities are conducted from student entry to student exit and post graduation, and students will be asked to participate in these activities throughout their tenure at the College. Student participation is crucial to the assessment process to help guide the College in the advancement of its institutional effectiveness.

POLICIES AND PROCEDURES – BOTH LOCATIONS

Academic Advising

Each student is assigned an advisor at the time of registration for the first term. Assigned advisors will be available to students throughout their entire academic program. Students are encouraged to meet with their advisor each term prior to registration to review their program of study.

Infectious Disease Policy

A student who has an infectious disease considered by the CDC to present a risk to others shall take means to prevent the spread of the disease to anyone. This is especially important for students who may have individuals under their care (an example would be a student nurse doing clinicals). In order to comply with this policy, any student with an infectious disease, including AIDS or HIV infection, must notify the Vice President of Administrative Services at 419-251-1786 of his or her status immediately.

In instances where College administration is informed that someone has an infectious disease such as Acquired Immunodeficiency Syndrome (AIDS), positive HIV laboratory tests, TB, hepatitis, or herpes, the individual situation will be discussed with the appropriate Task Force on Infectious Diseases. The College reserves the right to seek independent medical consultation and will make decisions, as pertinent, about the students' housing, activities, and continued attendance. Such decisions will be made on a case-by-case basis based upon professional medical, psychological, pastoral and legal counsel. The individual's right to privacy and confidentiality will be respected.

Civil Rights/Non-Discrimination Policy

Mercy College does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, marital status or disability (that would not interfere with that student's performance in his/her professional program). The College does not discriminate in the administration of its admission or academic policies, financial aid program or other College-administered programs and will not tolerate discriminatory acts or harassment by anyone.

All applicants will receive equal consideration provided said applicant has meet all admissions requirements of the College and the professional program the applicant has selected for enrollment.

Discrimination is defined as behavior or conduct that tends to demean or disparage an individual on the basis of race, color, gender, age, religion, ethnic or national origin, or disability.

The College will promptly and thoroughly investigate all allegations of harassment and discrimination. The College will take any action necessary against an individual(s) found guilty of harassment or discrimination including dismissal in order to maintain a harmonious campus environment. Any student who is a witness to or victim of harassment or discrimination should immediately notify the Vice President of Administrative Services, Vice President of Academic Affairs, or the President. The following procedure will be utilized in cases of alleged harassment or discrimination.

1. The notification to the Vice President of Administrative Services, Vice President of Academic Affairs, or President must be provided in writing.

2. The student bringing the complaint will suffer no retaliation from the College. The College will take every precaution available to protect the safety and well-being of the complainant during the investigation.

3. The student(s) accused of harassment or discrimination will be promptly contacted and given an opportunity to respond.

4. The accused student(s) will be formally charged through the campus judicial system if there is evidence of harassment or discrimination.

5. The accused student(s) will be notified in writing of any charges and the judicial process available.

6. A student found guilty of harassment or discrimination will be subject to appropriate disciplinary sanctions. These sanctions can range from a reprimand to suspension or dismissal depending on the severity of the incident.

7. Cases of alleged harassment or discrimination involving faculty, staff, or administration will be handled through the grievance process. Any faculty, staff, or administrator found guilty of harassment or discrimination through this process will be subject to appropriate disciplinary sanctions. The sanction imposed will depend on the severity of the incident.

8. When it is determined that there is insufficient evidence of harassment or discrimination to warrant formal charges against the accused, the accuser(s) will be notified in writing of the specific reason(s) for this determination and of his/her right to pursue the matter with external enforcement agencies.

Clinical Practices: Area Health Care Facilities
Students doing a clinical experience at any area hospital or other health care facilities must adhere to all policies and procedures that govern the department where the clinical experience is being performed. Specific information concerning these policies and procedures can be found in the Program Handbook, or obtained from the clinical instructor. Both of these resources can also provide information on the types of facilities offered at the site (i.e. food services, parking, lockers, etc.).

Students must dress appropriate to the standards adopted at their clinical site and the standards of the College. Identification badges must be worn at all times when at clinical sites.

Information concerning policies and procedures governing health requirements and standards of the specific clinical site can be obtained from the clinical instructor. General health requirements governing clinical experiences can be found in the Program Handbooks.

Evaluation of student clinical experience is the joint responsibility of the unit coordinator and the clinical instructor. A post-clinical conference will be held for all parties involved if any significant problems are identified.

College Closing/Cancellations

The College will be open for classes and/or clinical experience according to the class schedule unless an emergency or inclement weather warrants closing the College or postponing the beginning of the class and/or clinical experience time. If these situations arise, the College will contact local radio and television stations with a closing or delay announcement. Students should tune in to local stations for information. In the absence of any announcement, the College is open and students are expected to attend. Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas.

College Property

All items of College property, including furniture, equipment, and other accoutrements, are to remain in their designated locations. Removal of College property from the campus premises will be interpreted as an act of theft. Appropriate disciplinary and/or legal action may be taken against the violator(s).

Concealed Weapons

The carrying of a concealed weapon on the property of Mercy or Humility of Mary Health Partners is strictly prohibited. This includes the locations of Mercy College in Toledo and Youngstown and at events sponsored by the College.

Dress Code

All students are expected to wear clothing that is neat, clean, and appropriate for the setting when in classrooms, main lounges, library and cafeteria. Short shorts, mini-skirts, tank tops, bare midriffs, house slippers and bare feet are not appropriate. Knee length shorts may be worn except in a clinical area. Lab coats and student ID badges must always be worn when on a clinical unit.

Drug And Alcohol Abuse/Prevention Policy

Purpose

Mercy College has an ethical and professional duty to students, employees, patients, and to the community to provide an environment that maintains high standards of safety, health, and efficiency. The use, sale, transfer or possession of controlled substances or alcohol by students creates a potential for harm. This policy provides guidelines to deal with actual or potential situations in a systematic manner. An agreement to abide by this policy is a condition of admission to Mercy College.

General Statement

It is the responsibility of all students to conduct themselves in a manner consistent with College requirements for maintaining an environment free from threat to person, property, efficiency or reputation because of illegal use, sale, transfer, or possession of alcohol or

dangerous drugs as defined by Section 2925.01 of the Ohio Revised Code and United States Code 21, Section 811 and 844.

Policy
1. The use, sale, transfer or possession of controlled substances, alcohol or dangerous drugs, as defined by Section 2925.01 of the Ohio Revised Code during working hours, on clinical assignment or any Mercy organization property is forbidden, and are grounds for disciplinary action including dismissal from the College. The presence of controlled substances and/or alcohol in a student's physical system during working hours or while the student is on clinical assignment is grounds for dismissal from the College.
2. The illegal use, sale, transfer or possession of controlled or illegal substances off college property or clinical sites constitutes grounds for dismissal from the College.
3. Law enforcement may be notified of illegal sale, use, transfer or possession of controlled or illegal substances required by Section 2921.22, Ohio Revised Code, which states in part, "No person knowing that a felony is being committed shall knowingly fail to report such information to law enforcement authorities."
4. Mercy College may take any disciplinary action deemed appropriate for violation of this policy. Violation of this policy may result in dismissal from Mercy College.
5. Mercy College is under no financial obligation to assist any student who violates this policy. However, efforts would be made to assist and guide the student in initiating appropriate referral and rehabilitation.
6. Mercy College will permit the legal use of medication or drugs prescribed by a licensed practitioner if such usage does not adversely affect the student or others. Mercy College reserves the right to define "adversely affect" and may at its discretion reject any applicant who it deems may be adversely affected by the use of legally prescribed medications. All students who are taking prescribed medications must inform their Program Chair of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician. This information will be handled in a confidential manner. Failure to inform the Program Chair is grounds for disciplinary action for individuals enrolled in the College.
7. In cases in which the faculty or administration of the College or appropriate representatives of affiliating hospitals or clinical sites reasonably suspect violations of this policy, these individuals may request blood and/or urine sampling for substance detection. Verification of violations by a second person is desirable, but not mandatory. A student's failure to comply with a request to undergo sampling or refusal to sign a consent authorizing testing will result in disciplinary action, which may include dismissal from the College.
8. If an initial test result for a student is positive, a second and different test of the sample will be performed to confirm the initial result. A student may be suspended pending the outcome of the confirmation test.

9. Students must notify the College of any criminal drug statue conviction (this includes misdemeanor or felony) within five (5) days after the conviction. Mercy College will notify any appropriate government agency entitled to notice within ten (10) days of receiving notice of a conviction.
10. Alcoholic beverages and/or alcoholic containers are not permitted in the College, residence, or hospital/College property. Administration reserves the right to require the student to move out of the residence hall or to dismiss the student from the College for failure to comply with this policy.

Awareness Program

Any student who wishes counseling or help with substance abuse should contact the Director of Counseling, Vice President of Administrative Services, or Vice President of Academic Affairs, for assistance with referral. Since the College does not currently have professional rehabilitation services, referrals will generally be to outside agencies or programs. The student will be responsible for the cost of the programs if not covered by medical insurance. The dangers/health risks of alcohol and/or drug abuse are included in the curriculum. Examples of available agencies or programs are Mercy Family Practice Center, Talbot Center, and Alcoholics Anonymous.

Procedure for Drug Testing

If required by circumstance, testing of Mercy College students for controlled substances/ alcohol will be conducted by a hospital laboratory with the assistance of College staff personnel.

1. The student will be sent to the hospital laboratory or to the specific collection point as required. The student will sign the required consent form at that time. Refusal to consent is grounds for dismissal from the College.
2. The drug screening collection procedure will be handled according to established procedure to assure the confidentiality of the screening process. All testing of the samples will be done by a private reference laboratory.
3. If a blood sample is required, authorized lab personnel will draw the sample.
4. All samples will be processed in accordance with laboratory chain-of-custody procedures.
5. The results of the testing will be forwarded to the Vice President of Administrative Services.
6. Referral to an appropriate agency or program will be made as needed.

Facilities

The following are general policies and procedures governing the use of facilities at Mercy College.

1. **Posters.** College policy bans any posting of signs, notices, or posters without the permission of the Coordinator, Classrooms and Communications Operations or the Division of Student Formation.

2. **Repairs.** Needed repairs are to be reported in writing at the Front Desk in the Madison building.
3. **Pets/Animals.** Pets/Animals of any type, with the exception of service dogs for students with disabilities, are prohibited for students in the residence life facility and on any Mercy College property, grounds and buildings.
4. **Christmas Lights.** No lights are allowed in rooms, offices or lounge areas unless approved by the Vice President of Administrative Services.

The College is not responsible for personal property, money or other valuables left unattended.

Fire Safety Plan
A. PREVENT FIRES AND FOLLOW SAFETY RULES
1. Keep all hallway and stairway doors closed at all times (Do not prop doors open.)
2. Keep hallways clear at all times.
3. Know where exit doors and stairways are located (Do not use elevators in a fire situation.)
4. Follow safety rules when cooking or using electrical appliances.
5. There is NO SMOKING anywhere in the building.
6. In the event of a fire remain calm and walk quickly; never run or shout "Fire!"

B. FOLLOW THESE PROCEDURES FOR REPORTING A FIRE
1. Close the door of the room in which the fire is discovered.
2. Ring the nearest fire alarm box by pulling down.
3. Call Security first, giving location and room number. Then call the receptionist at the Front Desk at 419-251-1313 (Toledo) or 330-480-2379 (Youngstown).

C. FOLLOW THESE PROCEDURES FOR LEAVING THE BUILDING AND REPORTING
1. Turn the light ON in your office/classroom and CLOSE the doors and windows. Turn off fans, AC, and appliances.
2. Listen for the fire alarm code (number of clangs) to determine the location of the fire.
3. Leave the building by the nearest exit and stairway, away from the fire. DO NOT USE ELEVATORS!
4. Notify other persons of the emergency as you pass their rooms.
5. Remain calm and walk quickly; never run or shout "Fire!"

Hazing

Any action taken or situation created intentionally on or off College premises to produce mental or physical discomfort, embarrassment, harassment or ridicule is considered hazing. Any student or organization believed to be involved in hazing another student(s), will be referred to the Vice President of Administrative Services for appropriate disciplinary action.

Criminal Background Checks and Health Requirements

Health requirements depend on the program a student is in and the sites where clinicals are being held. To determine what health requirements must be met, students should consult their program handbook, or their Program Chair/Lead for complete details.

Institutional Fund Raising Policy

If a class or organization chooses to sponsor a fund raising project to raise money for an organization or a class gift, the following guidelines apply:

1. Fund raising can take place at the College and in the community with approval from the Director of College Advancement. Fund raising should not take place at any Mercy facility, or any clinical agency where students may be assigned.
2. Fundraising must be for the benefit of Mercy College, an Internal Revenue Service (IRS) recognized non-profit organization, or other approved charitable organizations.
3. Funds for class or organization activities are limited to dues, collections, or per event charges.

Students with questions should contact their advisor or the Director of College Advancement.

Non-Academic Dismissal/Grading

If a student is dismissed for non-academic reasons, the student is eligible for the appropriate add/drop or withdraw dates of each course depending on the date of the non-academic dismissal. If the student is dismissed during the add/drop period, he/she is dropped from his/her course(s). If the student is dismissed during the withdraw period, he/she is withdrawn from all course(s) and receive a grade of W. If the student is dismissed after the withdraw time period he/she is withdrawn from all course(s) and receive grades of WP or WF depending upon the students grade at the time of the dismissal.

Program Handbooks

Each professional program has a handbook containing the policies and procedures specific to the academic requirements of that program. Program Handbooks can be obtained from the Program Chair/Lead, or a member of the faculty in that program.

Registration/Scheduling

The schedule of classes is distributed each term prior to registration week. Information concerning registration is distributed through the Mercy College email accounts and posted throughout the College.

EMPOWERME! Registration Instructions

EMPOWER ME! is the on-line student database system that empowers students to access their academic and financial records. EMPOWER ME! enables student to access their schedules, unofficial academic transcripts, grades, course offerings and financial records. To register students should:

LOG IN
1. Go to https://my.mcnwo.mercycollege.edu
2. Type in Username and Password
3. Press LOG IN
4. Click on STUDENT RECORDS
5. Click on COURSE REGISTRATION – Students will NOT be able to register on-line until they have taken care of any holds. Students should see the Business Office to rectify any holds on their account.
6. Select TERM – Note: Provisional students, post-secondary education students, Certificate (credit-bearing) students, Associate of General Studies students, or students that are not yet in a program of study (meaning they are currently NOT or have not been enrolled in any CVT, NUR, RAD, or HIT courses), must see their advisor prior to registering on-line to obtain an Advisor Pin Number.
7. Click on ADD COURSES to add courses to a schedule – Select the DEPARTMENT CODE (Example BIO, ENG). Then click on SEARCH. Click on ADD to add the Course and Section to enroll.
8. To add additional courses, follow the procedure in 7
9. To drop a course, select the word DROP next to the course and click on REGISTER.
10. Students can either Click on Print to obtain a schedule, or TO PRINT A SCHEDULE:
11. Go to CURRENTLY SET and Select the TERM
12. Click on RECORDS
13. Click on STUDENT SCHEDULE
14. Click to PRINT
15. TO LOG OUT – Click on the LOG OFF button in the upper right hand corner of the screen.

Questions

For questions concerning the Online Registration process, student should contact Student Records.

Sexual Assault/Rape

Rape, including date rape and any form of sexual assault, including sexual battery, is prohibited by the College and by law. Rape is defined as: "The carnal knowledge of a person forcibly

and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force." (National Incident-Based Reporting System definition) Date rape is defined as the act of forcing sex on a date.

Mercy College periodically offers programs on sexual assault, rape, and date rape to students. Any student who is a victim of rape or any other form of sexual assault should report the incident immediately to the Vice President of Administrative Services, staff, faculty member or security. A victim of rape should see a doctor immediately for treatment of any injuries and for other tests, which can provide important medical evidence. This can be done at any hospital emergency room. Victims should not douche, bathe, shower or change clothes before seeking treatment in order to preserve necessary evidence.

Sexual/Gender Harassment
Mercy College adheres to the principle that students, faculty, and staff are entitled to an environment that is free of sexual harassment practices. The College does not tolerate sexual harassment.

Sexual harassment is defined by Title VII of the Civil Rights Act as "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment practices include, but are not limited to, the following: acts that interfere with an individual's work or academic performance; establishment of an academic or work environment that is hostile, offensive or intimidating; or an implicit or explicit threat that affects an individual's academic or employment status. Any Student who believes he/she has been the object of sexual harassment or gender discrimination should notify the Vice President of Administrative Services, or any other College official.

The College will promptly and thoroughly investigate all allegations of harassment. The College will take any action necessary against an individual(s) found guilty of harassment including dismissal in order to maintain a harmonious campus environment. Any student who is a witness to or victim of harassment should immediately notify the Vice President of Administrative Services, V. P. of Academic Affairs, or the President. The following procedure will be utilized in cases of alleged harassment.

1. The notification to the Vice President of Administrative Services, Vice President of Academic Affairs, or President must be provided in writing.
2. The student bringing the complaint will suffer no retaliation from the College. The College will take every precaution available to protect the safety and well-being of the complainant during the investigation.
3. The student(s) accused of harassment or discrimination will be promptly contacted and given an opportunity to respond.

4. The accused student(s) will be formally charged through the campus judicial system if there is evidence of harassment or discrimination.
5. The accused student(s) will be notified in writing of any charges and the judicial process available.
6. A student found guilty of harassment or discrimination will be subject to appropriate disciplinary sanctions. These sanctions can range from a reprimand to suspension or dismissal depending on the severity of the incident.
7. Cases of alleged harassment or discrimination involving faculty, staff, or administration will be handled through the grievance process. Any faculty, staff, or administrator found guilty of harassment or discrimination through this process will be subject to appropriate disciplinary sanctions. The sanction imposed will depend on the severity of the incident.
8. When it is determined that there is insufficient evidence of harassment or discrimination to warrant formal charges against the accused, the accuser(s) will be notified in writing of the specific reason(s) for this determination and of his/her right to pursue the matter with external enforcement agencies.

Steroids
The use of anabolic steroids is prohibited at Mercy College. Violations of this policy will be handled in the same manner as a violation of the institution's drug and alcohol policy.

Student Rights And Responsibilities
Students at Mercy College come from many different backgrounds and localities. While students may have their own ideals, cultural backgrounds, and rules of personal conduct, campus harmony cannot be maintained without specific standards of conduct. For this reason, the College has established certain uniform regulations. To see that regulations are observed, certain judicial procedures have been established to be applied through the following Student Code of Conduct.

Student Code Of Conduct/Student Judicial System
The following actions constitute misconduct for which students may be penalized through the College's judicial process.

Section 1: Violation of any local, state, or federal criminal law while enrolled at the College.
Section 2: Violation of College policies and procedures as outlined in the College Catalog, Resident Student Handbook, and the Program Handbooks.
Section 3: Knowingly furnishing false academic or personal information to College officials; forgery; or tampering with College documents, records, and identification cards with the intent to deceive or fraud.
Section 4: Intentional or reckless behavior that causes or attempts to cause physical harm to another person.

Section 5:   Misuse of fire safety equipment, including transmittal of a false fire alarm and tampering with fire extinguishing equipment; or other safety devices; plumbing and lighting fixtures; library materials and equipment; or private property on the campus.

Section 6:   Actual or attempted violation of computer use policy, computer security, and/or tampering with computer software equipment.

Section 7:   Theft of, or damage to, property of the College, campus organization, a member of the college community, or College visitor, or possession of stolen or misappropriated property.

Section 8:   Possession or use of unauthorized weapons (such as firearms, knives, bows and arrows, and martial arts weaponry), explosives (including fireworks), and dangerous chemicals.

Section 9:   Use, possession, or distribution of illegal and controlled substances (such as marijuana and cocaine); and violation of state laws and College policies governing the use, possession, and distribution of alcoholic beverages.

Section 10: Involvement in acts of public indecency, disorderly conduct, and/or use of lewd, indecent, or obscene language.

Section 11: Unprofessional behavior in the classroom or a clinical assignment.

Section 12: Hazing, or other serious forms of physical or mental harassment, abuse, threats, or intimidation, sexual harassment, racial harassment, or action which intentionally subjects another person to public ridicule.

Section 13: Unauthorized entry to College facilities and/or possession of keys or duplicate keys.

Section 14: Academic dishonesty such as cheating, plagiarism, and violation of copyright laws.

Section 15: Gambling on any College-owned or supervised property.

Section 16: Willful obstruction or disruption of teaching, research, administrative or disciplinary procedures, or of other College activities, including functions and other authorized activities held on College premises.

Section 17: Failure to comply with directions of College officials acting in the performance of their duties.

In any situation not specifically covered by a regulation, the College reserves the right to take action that will most effectively protect the welfare of its students and the interest of the College, including but not limited to the dismissal of any student.

The Judicial System
The judicial system at Mercy College was established to adjudicate violations of College policy and the student code of conduct. This system is guided and advised by the Vice President of Administrative Services. Campus judicial inquiries are considered educational proceedings. Students' right to fairness in the judicial process is carefully observed, but specific rules of procedure may differ from those maintained in the civil courts.

The following outlined procedures will be used when a student becomes involved in an activity requiring possible disciplinary action:

Complaint(s)
Any member of the Mercy College campus community has the right to register a complaint against any student or group allegedly in violation of the Student Code of Conduct. The complaint must be in writing and should be directed to the Vice President of Administrative Services. Allegations of academic dishonesty should be directed to the Vice President of Academic Affairs. All other academic matters will be handled in accordance with the procedures outlined under the Student Academic Appeals Policy in the College Catalog.

Preliminary Procedures
The appropriate College official will conduct a preliminary investigation of the complaint. The College official may find it necessary to meet with the accused student/group regarding the complaint. The judicial proceedings will stop at this point if the student/group admits to the violation. The College official will determine appropriate disciplinary sanctions.

Charges
If sufficient evidence exists to support the complaint, specific charges of violation(s) of the Student Code of Conduct will be made.

Notice
Written notification will be delivered to the student/group charged at the last known local address. The notice will inform the student/group of the following:
  A. Section(s) of the Student Code of Conduct allegedly violated.
  B. Synopsis of the event.
  C. Judicial hearing options available.

Every attempt will be made to orally inform the student/group of the charges as well.

Interim Action
The Vice President of Administrative Services may immediately suspend a student until a formal hearing is conducted after consultation with the President, in an emergency or if a student is a danger to either himself/herself or another student.

Hearing
The student/group may request an administrative hearing or board hearing to discuss the violation of the Student Code of Conduct. The administrative hearing will be conducted by the Vice President of Administrative Services, or appointed staff member. The Community Court will conduct board hearings. The Community Court shall he comprised of the following:

A. Three (3) faculty members selected by the faculty on an annual basis at the beginning of each academic year; and

B. Three (3) student members selected on an annual basis at the beginning of each academic year; and

C. Chairperson appointed by the Vice President of Administrative Services.

All Members of the Community Court, with the exception of the Chairperson who votes only in the case of a tie, will have voting privileges. If a member of the Community Court is involved with the incident under consideration, the President will appoint a replacement. Legal counsel will not be allowed in the hearing.

The student/group will be notified in writing of the time, date, and location of the hearing. The hearing will proceed regardless of whether the student/group attends. Decisions will be made based on the available evidence and testimony.

Finding and Sanctions

When a decision on a case is made, the Vice President of Administrative Services will be informed and the decision will go into effect immediately. The Vice President of Administrative Services will notify, in writing, the student/group of the findings and the sanctions if any are to be imposed.

Sanctions

The following sanctions may be imposed.

A. **Admonition and Warning**, which is administered as a warning and carries with it no additional disciplinary action.

B. **Loss of Privileges**, which involves forfeiting particular privileges either permanently or for a specified period. These may involve being restricted from participating in student activities, campus organizations, and living in College-sponsored housing. All forms of College funded financial aid to the student could also be revoked.

C. **Behavioral Restrictions**. This is a set of actions imposed to provide an educational experience as well as disciplinary guidelines for an extended period.

D. **Probation**, which may be imposed with or without loss of privileges, including receipt of College financial aid, for an indefinite period.

E. **Restitution**, which requires reimbursement for damage to or misappropriation of property.

F. **Suspension**, an involuntary separation of the student from the College for a specified period of time after which the student is eligible to return. The student will forfeit any tuition or fees paid to the College and is not entitled to any refunds.

G. **Dismissal**, an involuntary separation of the student from the College. Students dismissed under this sanction may not be reinstated. The student will forfeit any tuition or fees paid to the College and is not entitled to any refunds.

H. **Group Sanctions**. The following sanctions may be imposed on any group in violation of the Student Code of Conduct.
   1. Loss of privileges for a recognized organization including the use of College facilities.
   2. Prohibition of social functions.
   3. Other sanctions as approved by the Vice President of Administrative Services consistent with the nature of the offense and the organization's own objectives and structure.

Students charged will be informed of the outcome of the judicial process and any sanctions imposed orally and in writing by the Vice President of Administrative Services.

Appeals
Judicial decisions rendered by the Vice President of Administrative Services may be appealed to the President if there is evidence that due process has been abridged, or new evidence has been discovered. Appeals must be submitted in writing within twenty-four hours after the student has been informed of the decision.

Student Organizations
Student organizations are expected to assume responsibility for the conduct of their individual members and guests at functions of the organization. Upon credible evidence that the organization has encouraged, committed, or has not taken reasonable steps as an organization to prevent violations of college policy, the organization may be subject to disciplinary action.

Telephones
The College does not maintain public phones for student use.

Tobacco Products/Smoking
In compliance with the following Mercy Tobacco Policy, all facilities and campuses – including Mercy College-are tobacco-free. This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco, none of which will be sold, used, or transferred on campus or at any facility owned, leased or operated by Mercy. Tobacco use is prohibited anywhere on any Mercy property and is regulated by law. Tobacco use is also prohibited in all facilities used by Mercy including Mercy buildings, property, parking lots, company-leased buildings, vehicle spaces, parking garages, company-owned/leased vehicles, private vehicles used on company business and private vehicles on company property. There are no designated smoking areas on any Mercy properties. Employees will be restricted from use of any designated smoking areas on properties leased by Mercy. This policy applies to everyone, including by not limited to, all employees, patients, medical staff, students, contracted personnel, auxilians, volunteers, visitors, vendors, and tenants of Mercy.

Persons in violation of this policy shall be requested to stop. Any student who violates this policy may be subject to disciplinary action, including but not limited to probation, suspension and/or dismissal from Mercy College.

Tornado/Bomb Threat Safety
Tornado Warning Safety
1. In the event of a tornado warning, the Security Department will announce the emergency.
2. If possible, close all doors as you are leaving.
3. All students, faculty, staff and visitors should go to the basement. USE STAIRWAYS…**DO NOT** USE ELEVATORS!
4. Remain in the basement until the "all clear" notice is announced by the Security Department.

Bomb Threat Safety
1. In the event of a bomb threat, do not use elevators.
2. Do not turn On or Off **any** electrical or battery operated appliance, including televisions, radios, and appliances. Leave everything "AS IS".
3. Do not move or touch any unidentified or unusual package, container, or object. Report object and location to the Security Department.
4. Do not close stairway or hallway doors.
5. Do not leave the area or building until instructed to do so by a College administrator, instructor, or member of the Security Department.

Procedures
for Admission

Toledo and Youngstown

DIVISION OF ENROLLMENT SERVICES

Guided by the mission, vision, values, and strategic plan of Mercy College of Ohio, the mission of the Division of Enrollment Services is to design, implement, and monitor programs and services that support the recruitment, enrollment, retention and graduation of highly capable and diverse students.

In keeping with the mission, the Division of Enrollment Services' goals are to:
1. Work as a team to provide enrollment-related services that are seamless, student centered, and efficient.
2. Create a welcoming and inviting environment to students and visitors as they arrive on campus.
3. Provide accurate, clear, and honest communication to prospective students, their families, and other constituencies we serve.
4. Assist students in securing the federal, state, private, and institutional funds that will make their education affordable.
5. Introduce new students to campus values, beliefs, services, activities, policies and academic requirements during orientation.
6. Collaborate with other Mercy College Divisions to assist and provide support for programs and services that foster student development.
7. Utilize technology to better serve our constituents as well as improve efficiency.
8. Continuously evaluate policies, procedures and practices to ensure that operations are effective and improvement is achieved.

The Division of Enrollment Services is located on the first floor of the Madison Avenue side of the building.

As an equal opportunity institution, Mercy College of Ohio seeks and admits qualified students of any age, race, color, national or ethnic origin, religion, disability, sex and marital status. Before an application is sent, all applicants should make sure they meet all the requirements for admission to Mercy College. Meeting standards at the minimum level does not guarantee admission to the general college and/or program of study. Applicants to Mercy College tend to be highly qualified and the Admissions Committee screens candidates individually to determine that they meet high standards. Careful consideration is given to a number of factors in reviewing applications: academic records, performance in math and science courses, likelihood of success in program of study and standardized test scores (ACT or SAT). Applicants should have an interest in the mission and purposes of the College and accept the standards depicted by the values defined in the College's mission and vision.

Practice in various health professions requires specific physical skills and abilities. Questions about the competencies required for students should be discussed with an admissions representative.

The following are online programs* offered through the Toledo Campus:
1. Bachelor of Science in Health Care Administration (completion program for those with an Associate Degree or approved healthcare diploma)
2. Bachelor of Science in Medical Imaging (completion program for those with an Associate Degree in specified related fields)
3. Bachelor of Science in Nursing (completion program for Registered Nurses)

The following program is offered at the Youngstown site:
Associate of Science in Nursing

APPLICATION SUBMISSION

1. Those interested in attending the College must complete and submit a Mercy College Application for Admission, along with a $25.00 non-refundable processing fee. Partially filled out applications and/or applications without payment for the fee cannot be accepted by the College.
2. Applicants must arrange to have all official academic transcripts sent directly to the College. This includes the following:
   A. Official high school transcript, or
   B. A copy of GED scores and certificate, with an official high school transcript showing any work attempted and/or completed
   C. Official transcript(s) from all other colleges and universities attended
   D. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
      1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
      2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.
      3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.
      4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

It is the responsibility of the applicant to request all the above-required documents be sent directly to Mercy College. Transcripts issued to students or unofficial transcripts cannot be accepted by the College.

Once all of the above items have been received, then the applicant file is considered "complete." Each completed application is given individual attention by the College Admissions Committee, which makes all decisions on admissions to the College. Admission is competitive and best applicants will be considered first. Admission is not guaranteed.

POST ACCEPTANCE PROCEDURES PRIOR TO ATTENDING CLASSES

Once the applicant has been notified of acceptance into the College, the following steps must be completed:

1. **Reservation/Matriculation Card**
   All accepted applicants must submit a reservation/matriculation card. Should an applicant decide not to enroll at Mercy College after submitting the card, the Admissions Office should be notified in writing.

2. **COMPASS Placement Testing**
   Students who have not earned a college degree from a regionally accredited institution of higher education may be required to complete a number of COMPASS placement tests before starting classes at Mercy College. Such COMPASS placement tests are designed to provide information about student abilities in reading, writing and mathematics and to provide guidance for determining the course(s) students may need to enhance their success in college.

   If a student has been admitted to either the Nursing or Radiologic Technology program and shows a need for additional coursework in reading, writing and/or mathematics as identified by COMPASS placement testing, the student will not be able to start the clinical portion of the program until the courses are successfully completed. All other students must complete additional coursework within the first two semesters at Mercy College or risk dismissal.

   If a student does not successfully meet required reading and writing minimum scores after two attempts, the student will not be allowed to enroll at Mercy College.

   A student who has never attended an institution of higher education or has been admitted provisionally is required to successfully complete GEN 101: Student Success Strategies, a two credit hour course, within his/her first two semesters of enrollment at Mercy College.

3. **Orientation**
   Accepted students are required to attend an orientation program prior to the start of classes. Orientation allows new students to meet one another, as well as faculty and staff members. Information regarding College policies and procedures is also given during orientation.

TRANSFER STUDENTS

Mercy College welcomes transfer students who meet all admission criteria for degree or transient/special status admission and who supply official transcripts from all post-secondary institutions attended. A minimum of 30 (for Associate, Certificate and Bachelors Completion students and 36 (for Bachelors Pre-licensure students) credit hours including one religion course taught from the Catholic perspective must be taken from Mercy College to meet residency requirements.

Transfer of Credit
Transfer of credit is considered on an individual basis and may be granted for comparable science, general education and specific program courses completed at another regionally accredited post-secondary institution. Note: Transfer of credit of specific program courses is different for each program. Please refer to Program Handbooks for complete details. For transfer credit to be granted, a course must correspond to one offered through Mercy College or be evaluated as comparable by the appropriate faculty advisors.

Students seeking transfer credit are responsible for supplying a catalog containing the course description for those courses considered for transfer. To determine course equivalency, students may also be requested to supply course syllabi and/or other materials related to a specific course.

Any course with a grade of 'C' or better and taken within the past seven years will be considered for transfer. Written requests to waive the time limits will be considered on an individual basis. Transfer credits are not calculated in the students' grade point averages.

Students choosing to retake a course that has been transferred from another institution will forfeit the transferred course. The course taken at Mercy College will supersede the transfer course.

TRANSFER MODULE REQUIREMENTS

Institutional Transfer
The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to independent institutions are encouraged to check with the College or university of their choice regarding transfer agreements.

Transfer Module
The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education program.

The Transfer Module consists of 54 to 60 quarter hours (or 36 to 40 semester hours) of courses in the following areas: English, Mathematics, Arts and Humanities, Social and Behavioral Sciences, Natural and Physical Sciences and Interdisciplinary Study.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may require additional general education courses beyond the Transfer Module.

Since many degree programs require specific courses that may be taken as a part of the general education or Transfer Module program at an institution, students are encouraged to meet with an academic advisor at the institution to which they plan to transfer early in their academic career. For example, students who will be majoring in any of the majors in the College of Business and Administration at the receiving institution should take Economics 201, 202 and 203 (or equivalent course at another institution) rather than the Economics 200 course listed as a part of the Transfer Module. Because of specific major requirements such as these, early identification of a student's intended major is encouraged. Advisors at the institution to which a student wishes to transfer should be consulted regarding the Transfer Module and general education courses and any specific program requirements that can be completed before transfer.

Conditions for Transfer Admission
1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Associate of Arts or the Associate of Science degree with a cumulative grade point of 2.3 or better for all previous college level courses.
2. The policy encourages receiving institutions to give preferential treatment to students who have not earned an Associate of Arts or Associate of Science degree but have earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college level courses.
3. The policy further encourages that students who have not earned an Associate of Arts or Associate of Science degree or who have not earned 60 semester hours or 90 quarter hours with a cumulative grade point of 2.0 or better for all previous college level courses are eligible for admission as transfer students on a competitive basis.

Acceptance of Transfer Credit by Mercy College
Students who have completed the Associate of Arts or Associate of Science degree with a cumulative grade point of 2.0 or better will receive transfer credit for all college level courses in which a grade of 'C' or better has been earned.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students
In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both a Mercy College counselor and the college or university to which they plan to transfer.

Transfer Credit Appeals Process
A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and of the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university.

If a newly admitted or currently enrolled student wishes to challenge his/her transfer credit evaluation, the student must appeal in writing to the Student Records Office within two weeks of receipt of the transfer evaluation. The appeal will then be forwarded to the appropriate Academic Associate Dean.

Upon receipt of the appeal of a transfer credit evaluation, research will be conducted under the auspices of the Associate Dean. The Associate Dean will notify the student in writing of the decision within 14 business days of receipt of the appeal. Please note that while the College will make every reasonable effort to adhere to the timelines listed in the appeals policy, circumstances such as access to information, availability of personnel and school breaks may justify an extension of time.

ADVANCED PLACEMENT

Students who have completed advanced placement courses while in high school may be eligible to receive college credit. The decision to grant credit, or to waive prerequisite coursework, is based on several factors including a review of records, scores on College Board Examinations or similar tests and official score reports from the College Board Advanced Placement Program. Final determination will be made by the Associate Dean of the appropriate College division in consultation with program faculty.

Toledo Campus

The main campus of Mercy College of Ohio is located in Toledo, Ohio. Located at the western tip of Lake Erie, Toledo is the trading center for 14 counties in northwestern Ohio and southeastern Michigan. The area has several manufacturers of glass, making Toledo the "Glass Capital of the World." Toledo's expressway system is linked to the east-west Ohio Turnpike and the north-south I-75, which extends from northern Michigan to Florida. The community is also home to a major university, various hospitals and numerous healthcare agencies.

The city offers many recreational and cultural opportunities that complement academic life. The Toledo Museum of Art is one of the world's leading museums and the Toledo Zoo has a Museum of Health and Natural History, botanical center, amphitheater and large freshwater aquarium.

PROVISIONAL ADMISSION STATUS

Applicants who do not meet the minimum College admission criteria may be offered Provisional Admission Status at the discretion of the College Admissions Committee. Provisional admission students are considered non-degree seeking students and thus are not eligible for financial aid.

Individuals seeking provisional admit status are, but are not necessarily limited to, the following:
1. Individuals who do not meet the minimum College admission criteria.
2. Individuals who have completed post-secondary work successfully at an institution that is not regionally accredited.

Provisional admit students must complete all COMPASS assessments. Provisional admission status is only granted for two consecutive semesters, or a total of fifteen hours. Two of those fifteen hours must be GEN 101 Student Success Strategies. At the end of fifteen semester hours, a provisional admit student may petition the College Admissions Committee for regular admission status. Regular, degree-seeking admission status will be granted to those provisional admit students who have demonstrated successful academic performance. Options will be discussed for those provisional admit students who are not ready for regular college admission after the completion of twelve hours.

The College Admissions Committee may attach additional stipulations on a provisionally admitted student, such as, requiring regular meetings with the Director of Counseling. Additional stipulations will be added if it is deemed necessary for that individual's success as a student at this institution.

REGULATIONS

Child Care
There are childcare facilities available to Mercy College students, for a fee, located at Mercy St. Charles Hospital. Children are not permitted to accompany parents to class or to remain on campus unsupervised. Mercy College is not responsible for any unsupervised children on campus at any time.

Communications

Means of communication on the Mercy College campus include:
- E-Mail. See e-mail section for further information.
- Mercy College Website and News Blog.
- Student Newsletter: The Pulse of Mercy.
- Bulletin Boards throughout campus.
- Building intercom announcements.

Lack of familiarity with announcements will not be accepted as an excuse for noncompliance.

E-mail

All Mercy College students are required to have a college e-mail account. An e-mail account is assigned to students when admitted, including a user name and password. The e-mail account will be used to send important correspondence from the college. E-mail accounts should be checked daily. All e-mail is the property of Mercy College. The user name will always be the same, but passwords may be changed at any time. However, if you forget your password, you will need to contact the Mercy College IT department.

Mercy College uses network security to help protect against outside sources of viral and spam infection. Accordingly, it is recommended that you do NOT forward your Mercy College email account to another outside email. These emails are seen as "spam relayed messages" and deleted. Neither the sender nor the receiver will ever know it was deleted.

Misuse of Electronic Mail

E-mail is covered under the Electronic Communication Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading, or altering another's e-mail without permission. Mail deemed obscene or otherwise abusive by the recipient is considered an abuse of network privileges.

Any attempt to forge an e-mail message is considered an abuse of network privileges. If a user receives mail that could have been forged, it is in the best interests of all parties involved to confirm the e-mail with the sender via personal contact. Contact the E-Mail Administrator at 419.251.1780, or e-mail to email@mercycollege.edu if it is determined the e-mail is a forgery. Please save a complete copy of the original message for further investigation.

An individual's account on the network may be temporarily restricted for many reasons, including:
- Maintenance or servicing of network resources
- Dissemination of information before continued use of an account
- Investigation of policy violations or suspected abuse of an account.

Temporary access restrictions are intended to be short lived and usually require the account's owner to contact the email administrator for reactivation. Investigations of network policy

violations may require any number of potentially affected accounts to be temporarily restricted. The owner of the account may not be the object of the investigation if, for example, it is suspected that the user's password has been cracked by a third party.

Permanent Restrictions
If it is determined that a user's policy violations are so serious that continued use of the Network would infringe upon the rights or security of other users, the user's account will be permanently restricted. The Vice President of Administrative Services must approve all permanent access restrictions. All accounts assigned to a user may be restricted and future network privileges denied.

Severe Abuse
An individual accused of severe abuse, as defined by the College IT department, may be referred to the Vice President of Administrative Services for further action or to the appropriate law enforcement agency.

Mass E-Mailings
All Mercy College students, faculty, and staff are requested not to create mass e-mail address lists. Sending a message to hundreds of people at once puts serious constraints on resources and may crash some systems. Limit messages to the most appropriate recipients. Unauthorized mass e-mailings are prohibited and will result in immediate loss of computing privileges. An example of an unauthorized mass e-mailing is using an address book or a directory service to send SPAM e-mail to every user listed. In cases where the System Administrator observes a decline in server performance due to excessive incoming e-mail, the e-mail recipient will be requested to reduce the volume by unsubscribing from lists, etc.

SPAM
Spam could result in the loss of your computing privileges. Spam is unsolicited bulk e-mail on the Internet. It includes chain letters, items for sale, get rich quick scams, or any other unwanted e-mail that people often receive. Do not send these messages, and if you reply to them do not reply to all recipients.

Motor Vehicle Regulations (Parking)
Persons parking on property owned or controlled by Mercy are required to register their vehicle and display a current parking permit. Vehicle registration is completed during orientation.

General Parking Regulations
1. All vehicles MUST be parked within a single parking space.
2. Parking in restricted areas (such as fire lanes, in "no parking" areas, in reserved parking areas, in drives, in outpatient parking areas, etc.) or parking in any area not specifically designed for parking, constitutes a violation and is subject to penalty.

3. Parking in designated handicapped spaces is restricted to individuals with State handicapped permits or plates.

Violations

Individuals must maintain compliance with this policy. The following instances are considered parking violations and may result in actions described in the "Results of Non-Compliance" section of this policy.

1. Non-Registered Vehicles
2. Failure to display Parking Permit/Hang Tag
3. Parking outside designated lines
4. Parking in posted NO PARKING ZONE designated by signage or pavement marking
5. Parking in restricted areas, including visitor parking
6. Blocking another vehicle
7. Parking in spaces not authorized for students

Results of Non-Compliance

1. Refusal of services: Any Metro Division Security officer responding to an employee requesting a jump-start or vehicle unlock request and finds that the requesting employee is out of compliance with this policy may refuse to render the requested service until that employee meets compliance with this policy.
2. Parking Citations: Parking citations may be issued at any facility and may serve as a warning, indicating that you are in violation of the parking policy, or may include a fine. Fines are in the amount of $20.00 per violation and are payable to the Security Department. These fines must be paid within 30 (thirty) days of the offense.
3. Vehicle Immobilization: Mercy Metro Division Security officers shall be permitted to use vehicle immobilization devices on those vehicles found to be in violation of regulations outlined in this policy. These devices may be used in instances including, but not limited to; parking in reserved spaces, fines or reimbursement totals in excess of twenty-five (25) dollars. A $20.00 fee shall be assessed and payable at the time of the removal of the immobilization device.
4. Towing: All Metro Division Security Supervisors shall be permitted to utilize towing services on those vehicles found to be in violation of regulations outlined in this policy. These regulations may include, but are not limited to: parking in reserved spaces, parking in unauthorized spaces, impeding traffic flow or failure to comply with a Metro Division Security officers request to move the vehicle in question. All applicable fees for having a vehicle towed and stored shall be at the owner's expense.
5. Monetary Fines: All monetary fines may be paid for in cash to the Metro Division Security Department. A receipt will be provided at the time of payment.

Students are also subject to Code of Conduct sanctions for parking infractions.

Disputes

Any person that has been assessed a fine, has had their vehicle immobilized or towed may dispute the citation, fine, and/or fees with the Metro Security Manager or the Administrative Director during normal business hours (8:00am to 4:30pm, Monday through Friday).

Security

Campus security and law enforcement is primarily the responsibility of the Mercy Metro Division Security Department. The Security Department provides 24 hour a day patrols of the grounds, parking areas and buildings. The officers use both vehicle and foot patrols. Security officers enforce College rules/regulations, and federal, state, and local laws.

The Security Department is located at the main entrance of the Mercy Healthcare Center. The station is staffed 24 hours a day. The Security Department provides an escort service that operates 24 hours a day. The purpose of this service is to provide for the safety of anyone walking alone on campus. To request an escort call 11463 from an on-campus phone or 419-251-1463 from off campus phone and a security officer will come to your location and accompany you to your vehicle or another building. A security vehicle is also available for these escorts.

FACILITIES

The Toledo campus of Mercy College of Ohio is located on the corner of Madison Avenue and Twenty-Third Street. It is on the campus of the Mercy Healthcare Center.

Library Facilities

The Mercy College Library exists to provide access to information for the students, faculty, staff and alumni of Mercy College. The library staff maintains a diverse collection of materials that support the education and research needs of its patrons. The library also provides access to electronic databases and library catalogs of other institutions through its membership in OhioLINK.

The Library is located off the Madison Avenue Lobby of Mercy College. Call the Library at 419-251-1700 for hours of operation and for help with your information needs. You can also learn about library resources by visiting the Mercy College website, under "Current Students," then "Library."

The Mercy College Library collection includes over 10,000 volumes of books, journals, and audiovisuals. Current materials are kept in the library, with older volumes in storage, but available to patrons upon request. Computers in the library and the adjacent computer lab provide access to the Internet, OhioLINK and to Mercy College communication systems. They also contain software programs, including Word, to help students with their course work. Quiet corners, tables, study rooms and AV viewing rooms are available for individual and group study. Printers/copiers are available in both the library and the computer lab. Professional librarians and experienced staff are present to help patrons locate the information they need.

Access to materials from other Ohio academic libraries is possible through the OhioLINK system, where patrons can also search on-line databases and locate electronic journal articles, e-books, images and videos. Students are issued personal bar code numbers that are printed on the back of their ID badges. This number allows access to the Mercy College Library collection and to OhioLINK through the internet from anywhere on or off campus.

Computer Laboratories
Three computer laboratories are available, in room 2704, in the library, and on the 3rd floor next to the HIT laboratory. They house modern computer hardware and programs. Internet, as well as email, is available in these settings. Many faculty members communicate with their students via approved email and post additional lecture information via the web. Software programs are available for self-testing, self-evaluation, word processing, spreadsheet, presentation and database applications.

Emergency Medical Technician and Paramedic Laboratories
Lab space for these programs is located on the ground floor of the Professional Center. The space contains high quality equipment as well as enough open area to simulate a variety of experiences.

Health Information Technology and Medical Coding Laboratory
The laboratory is located on the third floor of the Madison Avenue side of the College and contains the latest in Health Information Technology software and equipment. This setting provides the student with the ability to practice the technological applications of his/her theories. The use of such technology prepares students for the ever-changing healthcare environment.

Nursing Skills Laboratory
A large, state-of-the-art, nursing skills laboratory is located on the third floor on the Jefferson Avenue side of the building. The lab contains two private exam rooms, the latest in equipment, anatomic models and simulators to facilitate learning. The lab provides a realistic environment for students to practice skills that are necessary when caring for patients in the clinical areas. The full-time nursing skills lab coordinator's office is located in the lab area.

Ophthalmic Laboratory
This space is located on the first floor of the Madison Avenue side of the College and contains a variety of equipment and supplies used by the students in the Ophthalmic certificate program including a tonometer. This space is also equipped with a variety of technical stations including a fully functional eye lane.

Polysomnographic Laboratory
Our Polysomnographic students have a great place to practice their skills in this space, located on the first floor of the Madison Avenue side of the building. It is equipped with two patient

bed stations to simulate a real patient environment during a sleep study. Plastic heads, electrodes and a variety of other needed supplies and equipment are readily available for student practice. Two computers are also present to allow students to view and evaluate sleep data.

Science Laboratories
Large, comprehensive multi-purpose laboratories are located on the third floor on the Jefferson Avenue side of the building. The laboratories are fully equipped for instruction in the fields of chemistry, microbiology, anatomy and physiology. The laboratories provide a safe environment where experimentation by the students results in a solid framework on which to build the necessary skills for the degree programs.

Radiologic Technology Laboratory
A dedicated Radiography Laboratory is located on the second floor of the College. This laboratory provides students with a learning environment to practice patient positioning and equipment manipulation skills. The equipment simulates equipment that students will be expected to operate in a live clinical setting.

Cardiovascular Technology Laboratory
A dedicated cardiovascular wing is located on the 4th floor of the Professional Building. There are two classrooms for the CVT didactic courses. There is an EKG/Stress Testing/ Ambulatory Monitoring laboratory along with an Ultrasound Laboratory for the Echocardiography and Vascular Technology students. This provides the students with an environment to learn the skills necessary to function as a Cardiovascular Technologist.

Clinical Facilities
Mercy College of Ohio utilizes four major healthcare facilities in Toledo for student clinical experiences: Mercy St. Vincent Medical Center, Mercy Children's Hospital, Mercy St. Anne Hospital and Mercy St. Charles Hospital. The facilities are located in the greater Toledo area within 15 minutes of the College. In addition, a variety of diverse sites are utilized, including local pharmacies, laboratories, schools, daycare and regional healthcare facilities.

Food Service
The Mercy Healthcare Center Cafeteria is open Monday through Friday from 7:00 AM until 2:00 PM. Students receive a discount on items purchased at the cafeteria. Most clinical/ practicum locations also have cafeterias available for students to purchase items.

Two kitchens, one in the Student Lounge and another in the Student Success Center, are available for use by students. Vending machines can be found on the ground, second, third, fifth floors and in the student lounge. Residence Life fees do not include meals.

Student Success Center

The Student Success Center houses the Division of Student Formation. This includes the Associate Dean of Students, the Campus Minister/Service Learning Coordinator, the Director of Counseling, the Director of Student Life, the Director of Career and Professional Development, the Writing Center Coordinator, the Math/Science tutor, and the Testing Center Assistant. In addition, there are study rooms, a testing center, a computer lab, a resource library and a kitchen. The Student Success Center is located on the fifth floor of the Madison Avenue building.

Purchasing Textbooks

Textbooks and medical supplies can be purchased at Mercy College of Ohio through an online campus bookstore. Orders for textbooks and medical supplies can be placed online at www.matthewsstores.com/mercycoll. Students who do not have internet access can place orders via the telephone 1-800-633-2665, fax, or regular mail.

Clothing Store

Mercy College sweatshirts, t-shirts, clinical supplies, basic school supplies and other items are available for purchase through the College Clothing Store, located on the second floor on the Madison Avenue side of the Toledo campus. Items also can be viewed and purchased online through the Mercy College website. Visit mercycollege.edu and click on *Mercy Gear* on the far right.

DIVISION OF STUDENT FORMATION

Informed by the mission, vision, values and strategic plan of Mercy College, the mission of the Division of Student Formation is to design, implement and monitor programs and services that contribute to the holistic development of students as individuals, professionals and servant leaders.

In keeping with the mission, the Division of Student Formation's goals are to:
1. Assist students in achieving personal and academic success related to their educational and vocational abilities and goals.
2. Provide opportunities for student involvement that encompass programs, events, leadership development and service.
3. Promote student wellness in the areas of interpersonal, intrapersonal, physical and spiritual development.

Activities include:
1. Success
    a. Academic support services--study skills strategies, guidance, workshops and software.
    b. Tutoring--composition, math/science and nursing.

    c.   Accessibility--assistance/accommodations for students with documented disabilities.

    d.   Testing Center--for academic accommodations and make-up exams.

    e.   Career Services--job board, resume writing, mock interviews.

2. Involvement

    a.   Service Learning--service to the community from an academic perspective.

    b.   Residence Life--housing and residence life programming.

    c.   Student Activities--extracurricular programming and events.

    d.   Student Leadership--student senate, leadership programs.

3. Wellness

    a.   Counseling--personal and group counseling, workshops.

    b.   Campus Ministry--religious/spiritual liturgies/prayer services, programming, events.

    c.   Personal development programs--extracurricular programming and events.

    d.   Diversity--extracurricular programming and events.

Student Life Office and Student Activities

The Mercy College of Ohio Office of Student Life's mission is to enhance classroom learning through a co-curricular experience for students. The Office of Student Life provides meaningful campus programming, community service opportunities and exposure to diverse topics to prepare students for success beyond higher education and to serve the needs of the poor and under-served in the community.

Various social, cultural, intellectual and recreational activities are provided throughout the year to compliment the academic programs and provide personal and professional development. Students are also encouraged to participate in local community activities. Information regarding student activities and community events are posted throughout the campus and on the Mercy College website.

Career Services

Career assistance is available in areas of job search, resumes, cover letters, interviewing and more. The College also hosts a comprehensive web-based career services program that includes job searching, resume upload, career events and career development programs. Students and alumni can access this site at http://www.collegecentral.com/mercycollege/.

Campus Ministry

Mercy College of Ohio is a Catholic educational institution serving the needs of qualified students of various religious backgrounds. In this setting of religious diversity, the goal of campus ministry is to encourage the exploration and expression of spiritual values in the midst of our community. This is accomplished in a number of ways, but particularly in the general areas of community building, worship and volunteer activities.

Liturgical celebrations and Masses are held periodically throughout the year in conjunction with various student activities, such as the beginning of a new academic year and the celebration of graduation. All students are welcome to attend and participate in these services. A full-time campus minister is available to direct ministry programs and to work individually with students in their spiritual growth.

Counseling Services

Mercy College offers free supportive counseling services to all its students provided by the Director of Counseling, a licensed professional counselor. Students are encouraged to seek counseling help when they first experience signs of distress or other issues that they would like to discuss in a confidential setting. The counseling office is located on the 5th floor in the Student Success Center. The Director of Counseling also has a therapy dog named Tuesday that is available to calm and comfort students. Appointments can be scheduled by phone 419-251-1454 or email at wendy.nathan@mercycollege.edu. Walk-ins are also accepted.

Office of Academic Accessibility

Responsibility for Equal Access

Mercy College is committed to making individuals with disabilities full participants in its programs, services and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the policy of Mercy College that no otherwise qualified individual with a disability shall be denied access to, the benefits of, or participation in any program, service or activity offered by the College.

As such, individuals with disabilities have a right to request reasonable accommodations. Individuals will receive reasonable accommodations in order to fully participate in or benefit from the College's programs, services and activities in a non-discriminatory, integrated manner.

All college representatives, including faculty, staff and students are responsible for the adherence to this policy and adherence to the principles of equal access.

Initiating Consideration for Accommodation

Students who are seeking assistance from the Office of Academic Accessibility (OAA), on the basis of a specific disability, are responsible for:

- Contacting OAA. Students bear the responsibility for disclosure of a disability and the request of services. Official notification usually must be done in person, depending on the nature of the disability.
- Providing complete, adequate and current documentation from an appropriately qualified professional regarding the disability and the need for accommodations (see OAA Documentation Guidelines, which may be found in the Student Success Center and on the College's website).
- Providing notification of disability, request for accommodation and the supporting documentation within a reasonable time frame. Many accommodations require ample notice to make available.

The Office of Academic Accessibility is located in the Student Success Center on the fifth floor of the Madison Avenue side of the building. The Associate Dean of Students is the ADA/504 Coordinator and can be reached at 419-251-1710.

Student Senate
Student Senate functions as the officially recognized governing structure of the student body at Mercy College of Ohio. Student Senate is comprised of at least one elected representative from each academic degree program and one representative from each chartered student organization officially recognized by the College. In addition, the executive committee of Student Senate is comprised of the President, Vice-President, Secretary and Treasurer elected from the entire student body.

National Student Nurses Association
Upon admission to the nursing program, students are enrolled in the National Student Nurses Association. This is a professional organization to aid in the preparation of student nurses for the assumption of professional responsibilities. The organization is structured on a multi-level basis, including national, state and local chapters.

Each student receives individual benefits of membership such as affordable health and liability insurance. Active participation in this organization provides students with the opportunity to be involved with their peers in addressing issues affecting nursing students across the country.

Phi Theta Kappa
Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in the United States, U.S. territories, Canada and Germany. Membership eligibility is based on number of hours completed with a minimum of 12 credit hours and a minimum GPA of 3.5; membership is a special honor afforded to a small group of outstanding students.

Sigma Theta Tau
The mission of the Honor Society of Nursing, Sigma Theta Tau International, is to support the professional development of nurses committed to making a difference in worldwide health. The vision of the Honor Society of Nursing, Sigma Theta Tau International is, to create a global community of nurses who lead through scholarship, service and learning to improve the health of the world's people. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

Mercy College Ambassadors
The Mercy College Ambassador Program is a group of students committed to service to the Toledo and Mercy College communities. Ambassadors are provided a variety of opportunities to enhance civic responsibility, leadership development and service-learning experiences.

- Ambassadors gain a better understanding of values, integrity, ethics and accountability through training, common reading and programming on and off campus.
- Ambassadors meet weekly with the Ambassador Coordinator and reflect through activities, journals and group discussions.
- Ambassadors are required to complete 250 Mercy College Ambassador hours within the year. Hours include service, training and leadership workshops.
- Mercy College Fellows will receive a $3,000 scholarship from the College.
- Interested students should visit the Student Success Center. Membership to Mercy College Ambassadors is selective and application deadlines apply.

Academic Support Services / Tutoring
Academic support is provided for current students, transferring students, undecided students, those with basic skill development needs and those with personal or other concerns interfering with college success.

In addition to academic support, students are assisted in personal development and adjustment to college life. They receive guidance in decision-making, values clarification, goal setting, time management and study skills. Advisors may refer students to resources within the College or to outside agencies for specialized services. Tutoring in math, science, writing and nursing is also available.

Health Services
Students are encouraged to take personal interest in their health and wellness and to make personal decisions or behavioral changes to ensure positive health habits. Information concerning drug and alcohol abuse and prevention is available in the Student Success Center. Other health education programs and screening services are offered in cooperation with Mercy and community agencies.

Prior to patient contact students enrolled in a healthcare program are required to provide a health history, physical examination, laboratory studies and required immunizations completed at students' expense. Students without a personal physician are assisted in seeking available resources. Information found in the student health record is confidential.
In case of sudden illness, the student may choose a private physician or be referred to the Mercy St. Vincent Medical Center Emergency Room. Students are responsible for payment of any expenses incurred through accident or illness.

2011-2012 RESIDENCE LIFE

Mercy College has a limited number of rooms available for students to lease for the 2011-2012 academic year near the Toledo Campus. Student housing is not available through Mercy College on the Youngstown Site. It is important to note that the demand for housing often exceeds available space. In order to provide housing to as many incoming students as possible and still provide quality service to all, Mercy College accepts more applications than the normal capacity of housing, assuming there will be cancellations and no-shows. Housing assignments are made on a first-come, first-served basis. For additional information on residence life at Mercy College, please contact the Division of Student Formation at 419-251-1734.

Mercy College may change room fees during the period of the housing contract at the beginning of the next semester.

DIVISION OF SHORT TERM EDUCATION

Short Term Education offers courses that require a relatively short amount of time to complete — anywhere from one day to less than a year. Programs are offered in a variety of formats including lecture settings, laboratory and hands-on workshops and online. While the course formats may vary, all programs are created with the students' needs in mind and include quality education taught by expert instructors.

Courses offered through Short Term Education focus primarily on education needed by those who are not currently in an associate or baccalaureate degree program. These include short term certificate programs as well as professional development classes often required by disciplines to maintain healthcare certification or licensure. The Division of Short Term Education is committed to the delivery of excellent community and professional education that anticipates and responds to changes, needs and trends in healthcare. Programs are kept current with an emphasis on the latest demands in the healthcare market.

Certificate Programs
Credit and non-credit certificate programs teach entry level skills needed to begin a healthcare career. Students who successfully complete the credit certificate programs will also have established a pathway toward the General Studies Associate of Science degree if they wish to continue their education. Certificate programs include:

> **NON-CREDIT CERTIFICATES**
> Home Care Aide
> Medical Inpatient and Outpatient Billing and Coding (online)
> Medical Transcription (online)
> Medical Transcription Editor (online)
> Personal Training
> Pharmacy Technician
> Phlebotomy

CREDIT CERTIFICATES
EMT
Medical Coding
Paramedic
Polysomnographic Technology
Ophthalmic Technology

Professional Development
Short Term Education is dedicated to providing opportunities for professionals to remain current with skills and trends in healthcare and related fields. Continued research and suggestions from advisory committee members ensure that the courses are responsive to employer need. Social Work and Counselor Ethics, Spanish for the Healthcare Worker and Gerontology are a few of the most popular programs. Courses have been offered for many professionals including nurses, nursing home administrators, counselors, social workers, massage therapists, radiologic technologists, occupational therapists, physical therapists, teachers, guidance counselors and deacons.

Continuing education courses are offered throughout the year and cover topics that meet professional accreditation standards, award discipline-specific CEUs, and expand knowledge in healthcare trends. Professional development is offered in several formats including seminars, conferences, online, and theatrical productions.

Please visit mercycollege.edu/short-term-education for more information regarding topics, dates, and times.

Continuing Education Credit
- Mercy College of Ohio (OH-183) is an approved provider of continuing education by the Ohio Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation, OBN-001-91. Provider status is valid through 11-1-12.
- Mercy College of Ohio is approved as a Certified Continuing Education Provider by the State of Ohio Board of Examiners of Nursing Home Examiners.

Other discipline-specific continuing education credits may be awarded on a per-class basis. These will be listed with the course information.

Life Balance and Fitness
Life Balance courses are designed to meet the needs of the most overlooked person in your life — you! From exercise, nutrition, and time management, to scrapbooking and jewelry making classes, you will find something interesting to help you balance all that life has coming your way. The following is a list of sample courses:

- Abs and Toning
- Personal Fitness and Weight Training
- Running for Beginners
- Yoga
- Zumba

Online

The Division of Short Term Education offers several online course options to allow students the convenience and flexibility to learn anywhere at any time. Programs are presented by CareerStep and Ed2Go, both nationally recognized providers of online programming. More than 1800 online courses are offered including certificate programs such as Medical Coding, Medical Transcription or Administrative Dental Assistant. Students may also choose personal enrichment or lifelong learning courses, photography, green living, drawing, interior design, grant writing, to name a few. For more information please http://www.mercycollege.edu/short-term-education/

Contract Training

Contract Training, tailoring classes to meet specific employer needs, is also available. Classes can be scheduled at the location and time that is most convenient to accommodate employers who wish to provide groups of job specific training. Please call the Division at 419-251-1799 to discuss details.

DISTANCE EDUCATION DIVISION

The mission of the Distance Education Division at Mercy College is to provide support for faculty and staff during the creation, deployment and assessment of online courses and to identify the needs of students learning at a distance. In keeping with the College Core Values, the division strives to promote excellence in teaching through the evaluation of instructional technologies and pedagogies that improve learning outcomes within online and web-enhanced learning environments.

Online learning at Mercy College is accomplished using the Learning Management System (LMS), Desire2Learn (D2L). This platform is used for fully online courses and may be used to enhance traditional land-based coursework. All students will have access to D2L and will be enrolled each semester in the Online Student Tutorial. This course will assist students with using the D2L system for their classes. Please call the Distance Education Division at 419-251-1714 with questions regarding D2L or online learning at Mercy College.

Youngstown Site

Mercy College of Ohio's second site is located in Youngstown, Ohio, easily accessible from the Ohio and Pennsylvania Turnpike system and many major interstates.   Situated halfway between Cleveland and Pittsburgh, the area – the Mahoning Valley— known for its steel industry past, is one of the most dynamic light manufacturing and distribution hubs.

FACILITIES AND SERVICES

The Youngstown site is located in the Cardiac Health Center Building on the corner of Belmont and Park Avenues, directly south of St. Elizabeth Health Care Center.

Clinical Facilities
The Youngstown site utilizes the clinical facilities of the Humility of Mary Health Partners: St. Elizabeth Health Center (adjacent to the College), in Youngstown, St. Elizabeth Boardman Campus in Boardman and St. Joseph Health Center in Warren, Ohio. In addition, a variety of sites are utilized, including local schools, daycare facilities and area community agencies.

Nursing Skills Laboratory
A modern nursing skills laboratory is located on the Youngstown site. Models, manikins that simulate normal physiological sounds and other equipment and supplies are available for student use. The lab is designed to provide a realistic environment for students to practice skills necessary for patient care in the clinical setting.

Computer Laboratory
A computer laboratory is available on-site at the College. Additional computers are available for student use on the Youngstown State University and in the St. Elizabeth Heath Center computer laboratory.

Bookstore
Textbooks and medical supplies can be purchased online through the Mercy College campus bookstore. Orders for textbooks and medical supplies can be placed online at www. matthewsstores.com/mercycoll. Students who do not have internet access can place orders via the telephone, fax, or regular mail. Please contact the Coordinator of Student Support Services for complete instructions on purchasing textbook orders.

Library
Located on the second floor of St. Elizabeth Health Center, the hospital library provides materials and services that support the educational, professional and informational needs of the Mercy College students, attending physicians, house staff, faculty and all hospital employees. Additional resources are available at the Youngstown State University and through the Toledo Campus of Mercy College.

Over 90,000 volumes of books, journals and audiovisuals comprise the library's collection. Services provided by the library include photocopy, telephone conference, document delivery, interlibrary loan, fax service and internet access at the three terminals available in the library. Participation in local, state and national computerized library networks enables the library to quickly obtain needed information not owned by the hospital library.

In addition to the Health Center Library, students have access to many of the College libraries in Ohio through OhioLINK. Also, the main branch of the Public Library of Youngstown and Mahoning County is located nearby.

Meals
Upon showing their name tags, students receive a 10% discount in the St. Elizabeth Health Center cafeteria. Beverages and some other items are excluded.

Parking
Student Parking for first year students is available in designated free lots. A discount is available for second year students wishing to park in a designated lot next to the College building.

Center for Student Progress
The Center for Student Progress at Youngstown State University, located in the Kilcawly Center, works with Mercy College and its students to provide services necessary for students to be successful in their college endeavors. Types of services offered include individual and group tutoring, time management, study skills and several types of academic testing: COMPASS, ACT testing, CLEP testing and Grammar-Spelling-Punctuation Test. Also offered is online English tutoring: writing and proofreading assistance is available online by sending e-mail to the Academic Services Online Writing Lab. Students will receive a reply within 2 business days. Students do not need an appointment to get academic help at Academic Services. All services are provided free of charge to students.

Health Services
Students on the Youngstown site have access to health services through the HMHP Employee Health Department. If counseling is necessary, they also have access to the HMHP Employee Assistance Program.

Financial Aid
Financial aid is administered through the Toledo campus by the Financial Aid Office with the assistance of the Coordinator of Student Support Services on the Youngstown site.

Campus Ministry/Student Life

Mercy College is a Catholic educational institution serving the needs of qualified students of various religious backgrounds. In this setting of religious diversity, the goal of campus ministry is to encourage the exploration and expression of spiritual values in the midst of our community. This is accomplished in a number of ways, but particularly in the general areas of community building and volunteer activities.

The St. Elizabeth Medical Center pastoral care department serves the students of Mercy College in Youngstown by offering prayer services before major exams. Masses are held daily in the St. Elizabeth Chapel and all students are welcome to attend. A campus ministry committee has been established under guidance of a faculty member and the Coordinator of Student Services. They work with the students to sponsor annual community events focused on helping the needy in our community.

New Student Orientation

New student orientation is coordinated through the Toledo Campus. Representatives from the Student Records Office, Admissions and Financial Aid departments are on hand to orient new students to appropriate policies of the College. Faculty and staff from the Youngstown site fully participate in the orientation and offer campus-specific information, e.g. security, parking, meal service, etc.

Student Success Center

Youngstown site students have full access to extra services provided through the Center for Student Progress at Youngstown State University (YSU) if enrolled in YSU courses. These include COMPASS testing, math and science tutoring and career counseling. Additionally, students on the Youngstown site have access to a faculty member who is a Psychiatric/Mental Health Clinical Specialist and Licensed Social Worker, for such things as decreasing test anxiety and relaxation methods. Teaching faculty and the Associate Dean-Youngstown Site/ Nursing Program Chair provide tutoring to all students who request it.

Academic Advising

All students on the Youngstown site are advised by the Associate Dean-Youngstown Site/ Nursing Program Chair and faculty. All policies in place at the Toledo campus are adhered to at the Youngstown site.

Purpose

To provide every student enrolled in the Associate of Science in Nursing Program at Mercy College of Ohio, Youngstown site the tools, support and resources to achieve his/her highest level of academic success.

Objectives
- To provide students with academic counseling, to assist them in career planning, personal development and adjustment to College and course demands.
- To provide guidance in decision-making, values clarification, goal setting, time management and study skills.
- To provide support and encouragement to assist each student to achieve their highest level of academic success.
- To identify and refer students who may require specialized services to assist them in achieving their full potential or in dealing with school, family and personal stressors that may interfere with their functioning in the student role.

Student Support Group
A Student Support Group meets twice a month and is open to all students in the nursing program. It provides an educational component, as well as a forum for students to address concerns and questions. The group also promotes interaction between different level students for the purpose of sharing and problem solving.

Student Disability Services
If students are enrolled at Youngstown State University, the Student Disability Services (SDS) office at YSU works with Mercy College to provide assistance to students with varying degrees and types of disabilities. These services are designed to enhance students' academic potential and to minimize any physical and attitudinal barriers they might encounter in their studies at Mercy College and at Youngstown State.

The Office of Accessibility procedures on page 87 of this catalog also apply to students seeking consideration for accommodation at the Youngstown site.

General College

Pre-Major Admission

ADMISSION REQUIREMENTS

A. All applicants must either be a high school graduate with a grade point average (GPA) of at least 2.3, or a general equivalency diploma (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer student guidelines.

Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework, from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPAs from all of these colleges must combine to equal at least 2.3

B. Applicants should have completed and passed the necessary high school courses, or their college equivalents:
    - English - three units (May include public speaking or journalism. Not required for GED recipients.)
    - Math - two units
    - Social Studies - two units (Not required for GED recipients.)

    All courses should be completed with a grade of 'C' or better; a grade of B or better is preferred.

C. Each completed application is given individual attention by the College Admissions Committee, which makes all decisions on admission to the College. Admission is competitive and best applicants will be considered first. Admission is not guaranteed.

D. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
    1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
    2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.
    3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.
    4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

E. Note: Admission to the general college as a pre-major student does not guarantee admission into a specific program of study. Each program at Mercy College has

specific admission criteria outlined later in this catalog. Students are encouraged to meet with an Admissions Officer and required to meet with their Academic Advisor after enrollment to discuss admission criteria for their desired program of study.

Admission for Transient/Special Status Students

Applicants who wish to take non-clinical courses, but do not intend to pursue a degree may be admitted as a transient/special status student. Applications for transient/special status students are accepted year-round. These students may be, but are not limited to:

- Persons who want to take classes for their own interest, knowledge or job upgrading
- Persons enrolled in another college or university intending to transfer credit earned at Mercy College to that institution
- Persons who have already earned a college degree and now desire additional undergraduate courses for personal or professional development

Criteria

- Graduation from high school or its equivalent and a minimum GPA of 2.3 on a 4.0 scale in high school or at the last post-secondary institution attended (some courses may require a higher GPA unless waived by the instructor).
- Good standing at the last post-secondary institution attended
- Any prerequisites required for the intended course(s)

Applicants deficient in any of the above criteria may choose to seek permission of the instructor(s) to register for the course(s) desired. Consideration is based on prerequisite knowledge, professional and personal experience, space available in the course and instructor workload.

Contact the Student Records Office to apply as a transient/special status student.

Note: Transient/special status students are not eligible for federal and state financial aid programs.

Post-Secondary Enrollment Options Program

The Post-Secondary Enrollment Options (PSO) Program at Mercy College offers academically talented high school students (seniors and juniors only) the opportunity to take college level courses for high school and/or college credit. Ohio Senate Bill 140 established the PSO Program allowing students to enroll on either a full or part-time basis. All coursework must be approved by the college and the student's high school guidance counselor. Under this program, qualified students have two (2) options:

Option A: The student may elect to enroll in this program to receive only college credit. The student is responsible for all fees associated with taking these college courses. High school credit will not be awarded for these courses.

Option B: The student elects to receive both high school and college credit for the college classes the student is taking. The State of Ohio reimburses the college for fees, tuition, books, etc. This reimbursement is done in accordance with Section 3365.07 of the Ohio Revised code.

Students who wish to participate in the PSO Program must meet these evaluation criteria:
1. Be a student in good standing enrolled in high school.
2. Be a resident of the State of Ohio.
3. Commute from the student's permanent residence.
4. Demonstrate the ability and potential to do college level work.*
   a. Seniors should have a 3.3 cumulative grade point average (GPA) or a 3.0 in the area(s) the student wishes to take courses. Seniors also should have a minimum ACT composite score of 20.
   b. Juniors should have a cumulative GPA of 3.3 or higher and an ACT composite score of 25.
   c. Submit a letter of reference from one of a current or previous high school teacher, the high school guidance counselor or the principal. This letter should specifically reference the following items: the student's maturity, ability as a self-directed learner, and a demonstrated interest in a healthcare career.

* Admission to the PSO program is contingent upon successful completion of all sections of the College COMPASS placement test, which only can be taken once. A student will not be allowed to enroll in the College if the student places into developmental coursework (MTH 098, ENG 099, developmental reading). However, the student will be given the option to reapply for admission and retest the following year.

* At Mercy College of Ohio, PSO Program Students are considered to be matriculated College students. All policies and procedures of the College must be adhered to by PSO Students.

PSO Program Admission Procedures
Students Applying Must:
1. Submit a completed and signed PSO Program application and forward Part 2 of the application to the appropriate guidance counselor.
2. Submit a letter of reference from either the high school guidance counselor or the principal.
3. Submit an official copy of high school transcripts that reflects the ACT or comparable test score.

Information
Contact Admissions at 419-251-1313 or 1-888-80-MERCY or admissions@mercycollege.edu with any questions about the PSO program.

Cardiovascular Technology

Associate of Science

- Echocardiography
- Peripheral Vascular

PROGRAM OF STUDY

CARDIOVASCULAR TECHNOLOGY ASSOCIATE DEGREE PROGRAMS

Criminal Background checks and program health andimmunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements
CVT Students are admitted to the program in the spring/summer with courses beginning in the fall semester (once a year). The number of students selected for admission each year is determined by the availability of space in the clinical facilities affiliated with the program. An applicant must be a high school graduate with a grade point average (GPA) of at least 2.7 or a general equivalency diploma (GED) recipient with a score of 570 (score of 57 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer student guidelines.

Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.7. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least 2.7. Applicants must have the following test scores:
- ACT composite score of 21, with a score of 20 on mathematics sub-test and a score of 19 on scientific reasoning sub-test, or SAT with a combined score of 950 or above.
- ACT/SAT is waived for transfer students who have earned a minimum of 12 college semester hours at a regionally accredited institution of higher education with a minimum 2.7 GPA.

Applicants must have completed and passed these high school courses, or their college equivalents, within the past seven years:
- Algebra** – one unit
- Biology** - one unit
- Chemistry** with a lab – one unit

In addition, applicants should have completed and passed these high school courses, or their college equivalents:
- English – three units (may include public speaking or journalism; not required for GED recipients).
- Math – two units (includes the above mentioned Algebra**).
- Social Studies – two units (not required for GED recipients).

All courses must be completed with a grade of C or better; a grade of B or better preferred. Courses marked with ** must have been completed within the past seven years with grade of C or better; a grade of B or better preferred. The seven-year limit applies to all students, even for students who hold degrees or healthcare diplomas.

Technical Standards
Cardiovascular Technologists and Cardiovascular Technology students must comply with the Technical Standards. These standards can be found on-line.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Overview
Cardiovascular Technology (CVT) is an allied health profession specifically concerning the non-invasive diagnosis and treatment of patients with cardiac (heart) and peripheral vascular (blood vessel) disease. It is a multidisciplinary science requiring the technologist to be trained and educated in the basic and applied principles of several diagnostic and therapeutic techniques.

Mercy College offers two Cardiovascular Technology associate degree programs:
- **Cardiovascular Technology - Echocardiography**
- **Cardiovascular Technology - Peripheral Vascular**

Mission Statement
The mission of the Cardiovascular Technology programs is to provide quality educational experiences that prepare individuals for entry-level positions in a non-invasive cardiovascular setting.

Program Learning Outcomes
At the completion of the Associate of Science in Cardiovascular Technology Program, the graduate will be able to:
1. Successfully complete the entry-level credentialing examination offered through Cardiovascular Credentialing International (CCI). (cognitive domain)
2. Successfully complete advanced credentialing examinations offered through CCI and the American Registry for Diagnostic Medical Sonographers (ARDMS). (cognitive domain)
3. Demonstrate competence in ultrasound physics, instrumentation, tissue characteristics, measurements and calculations relating to cardiac and vascular anatomy and physiology. (cognitive domain)
4. Demonstrate technical proficiency in performing non-invasive cardiovascular exams including; electrocardiograms, ambulatory monitoring and stress testing, as well as, echocardiograms and peripheral vascular studies. (psychomotor domain)

5. Demonstrate professional behaviors consistent with the following: OSHA and HIPAA requirements, confidentiality obligations, professional conduct, code of ethics, dress code, scope of practice and technical standards. (affective domain)
6. Perform exams using proper body mechanics to decrease muscle-skeletal injuries. (psychomotor domain)

Cardiovascular Technology Curriculum Plans
The CVT programs are six consecutive semesters in length and generally require two academic years to complete. Courses in the associate degree programs are divided into didactic, laboratory and clinical areas. Cardiovascular technology students are educated in the theory of a broad spectrum of diagnostic techniques used in the diagnosis and follow-up care of cardiovascular disease.

In the first year of the programs, students receive education and training in cardiovascular anatomy and physiology, and the application of clinical cardiovascular techniques including electrocardiograms, ambulatory monitoring and stress testing. Students completing the first year of study, are eligible and encouraged to take the National Certification Exam, Certified Cardiographic Technician (CCT) through Cardiovascular Credentialing International (CCI).

The second year of the programs has emphasis on non-invasive vascular studies OR adult echocardiography, with lecture and laboratory courses combined with clinical experience in local hospitals and clinics.

According to the United States Department of Labor, Bureau of Labor Statistics, 2010-2011 Occupational Outlook Handbook, "Employment is expected to grow much faster than the average; technologists and technicians with multiple professional credentials, trained to perform a wide range of procedures, will have the best prospects."

Growth is projected to continue in the future with employment opportunities for qualified sonographers (registered) in both urban and rural areas. Graduates can choose to work in hospitals, Cardiovascular Clinics, private practice, labs, mobile units and as travel temps. Career advancement opportunities exist in education, research, commercial companies as application specialists and technical advisors.

All curriculum requirements for the associate of science degree programs in Cardiovascular Technology are arranged so that students follow a sequence of prerequisite courses building on their previous studies and preparing them for future courses.

Associate of Science in Cardiovascular Technology – Echocardiography Program (ACVE)

SEMESTER I		CREDIT HOURS
ALH 120	Medical Terminology	2
BIO 220	Anatomy and Physiology I	4
CVT 110	Cardiac Dysrhythmias	4
CVT 111	Cardiac Dysrhythmias Lab	1
GEN 101	Student Success Strategies	2
		13

SEMESTER II		CREDIT HOURS
BIO 221	Anatomy & Physiology II	4
CVT 120	12-Lead EKG Interpretation	4
CVT 121	12-Lead EKG Interpretation Lab	1
ENG 101	English Composition I	3
MTH 104/106	Math Requirement	3
		15

SEMESTER III		CREDIT HOURS
CVT 122	12- Lead EKG Interpretation Clinical	4
ENG 102	English Composition II	3
		7

SEMESTER IV		CREDIT HOURS
CVT 130	Ultrasound Instrument Mechanics & Wave Physics Lab	1
CVT 210	Echocardiography	4
CVT 212	Echocardiography Lab I	2
CVT 214	Echocardiography Clinical Practicum I	2
PSY 101	Introduction to Psychology	3
REL 301	Medical Ethics	3
		15

SEMESTER V		CREDIT HOURS
CVT 140	Ultrasound Physic and Instrumentation	4
CVT 220	Advanced Echocardiography	2
CVT 222	Advanced Echocardiography Lab II	1
CVT 224	Advanced Echocardiography Clinical Practicum II	3
	Humanities Elective	3
SOC 211	Cultural Diversity	3
		16

SEMESTER VI		CREDIT HOURS
CVT 252	Cardiovascular Clinical Capstone	4

TOTAL CREDIT HOURS: **68/70**

Associate of Science in Cardiovascular Technology – Peripheral Vascular Program (ACVP)

SEMESTER I		CREDIT HOURS
ALH 120	Medical Terminology	2
BIO 220	Anatomy and Physiology I	4
CVT 110	Cardiac Dysrhythmias	4
CVT 111	Cardiac Dysrhythmias Lab	1
GEN 101	Student Success Strategies	2
		13

SEMESTER II		CREDIT HOURS
BIO 221	Anatomy & Physiology II	4
CVT 120	12-Lead EKG Interpretation	4
CVT 121	12-Lead EKG Interpretation Lab	1
ENG 101	English Composition I	3
MTH 104/106	Math Requirement	3
		15

SEMESTER III		CREDIT HOURS
CVT 122	12- Lead EKG Interpretation Clinical	4
ENG 102	English Composition II	3
		7

SEMESTER IV		CREDIT HOURS
CVT 130	Ultrasound Instrument Mechanics & Wave Physics Lab	1
CVT 240	Peripheral Vascular-Venous Disorders	4
CVT 242	Peripheral Vascular Lab I	2
CVT 244	Peripheral Vascular Clinical Practicum I	2
PSY 101	Introduction to Psychology	3
REL 301	Medical Ethics	3
		15

SEMESTER V		CREDIT HOURS
CVT 140	Ultrasound Physic and Instrumentation	4
CVT 250	Peripheral Vascular-Arterial Disorders	2
CVT 246	Peripheral Vascular Lab II	1
CVT 248	Peripheral Vascular Clinical Practicum II	3
	Humanities Elective	3
SOC 211	Cultural Diversity	3
		16

SEMESTER VI		CREDIT HOURS
CVT 252	Cardiovascular Clinical Capstone	4

TOTAL CREDIT HOURS: **68/70**

General Studies

Associate of Science

GENERAL STUDIES

Admission Requirements

    A. All applicants must either be a high school graduate with a grade point average (GPA) of at least 2.3, or a general equivalency diploma (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer student guidelines.

    Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPAs from all of these colleges must combine to equal at least 2.3

    B. Applicants should have completed and passed the necessary high school courses, or their college equivalents:
- English - three units (May include public speaking or journalism. Not required for GED recipients.)
- Math - two units
- Social Studies - two units (Not required for GED recipients.)

All courses should be completed with a grade of C or better; a grade of B or better is preferred.

    C. General studies degree applicants must have achieved the following testing scores:
- ACT composite score of 20, with a score of 19 on the sub-tests in both mathematics and scientific reasoning, or SAT with a combined score of 1575 or above.
- ACT/SAT testing will be waived for transfer students who have earned a minimum of 12 college semester hours at a regionally accredited institution of higher education with a minimum of 2.3 GPA.

    D. Each completed application is given individual attention by the College Admissions Committee, which makes all decisions on admissions to the College. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

    E. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level

evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

F. *COMPASS Placement Testing*

Students who have not earned a college degree from a regionally accredited institution of higher education may be required to complete a number of COMPASS placement tests before starting classes at Mercy College of Ohio. Such COMPASS placement tests are designed to provide information about student abilities in reading, writing and mathematics and to provide guidance for determining the course(s) students may need to enhance their success in college.

If a student has been admitted to either the Nursing or Radiologic Technology program and shows a need for additional coursework in reading, writing and/or mathematics as identified by COMPASS placement testing, the student will not be able to start the clinical portion of the program until the courses are successfully completed. All other students must complete additional coursework within the first two semesters at Mercy College or risk dismissal.

If a student does not successfully meet required reading and writing minimum scores after two attempts, the student will not be allowed to enroll at Mercy College.

A student who has never attended an institution of higher education or has been admitted provisionally is required to successfully complete GEN 101: Student Success Strategies, a two credit hour course, within his/her first two semesters of enrollment at Mercy College.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Philosophy

In accordance with the College mission statement, the philosophy of the general studies program is to provide education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). This associate degree program is designed to meet the needs of a variety of students seeking a Christian education.

For those who wish to prepare for admission to a health related program of study at Mercy College or to transfer to another college or university, the courses outlined in this program of study can be tailored to meet program Prerequisites and are equivalent to the freshman and sophomore years of a Bachelor of Science Degree Program. For students who wish to enroll in a program of study that allows for a broad sampling of liberal arts courses, an opportunity to pursue areas of study of interest to them while providing maximum flexibility in designing their programs of study, the general studies program is an ideal option. This flexible degree is of particular value to those employed in positions where completion of an associate degree is required for job advancement and for those who wish to pursue their educations in a small Catholic college environment.

Program Learning Outcomes
Graduates of the Associate of Science in General Studies will be able to:
1. Exhibit proficiency and competency within one's discipline and in service to others.
2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.
3. Communicate clearly in both written and oral forms of expression.
4. Demonstrate an understanding of Catholic beliefs and faith within one's ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the global community.

Associate of Science in General Studies
The students enrolled in this program will be required to complete the Mercy College associate degree General Education requirements as outlined in this catalog. General Studies students must complete a total of 60-62 credit hours with a minimum 2.0 cumulative grade point average. For those wishing to transfer to another four-year college or university in Ohio, the Ohio Board of Regents Transfer Module applies to this program of study. The minimum number of credits required is identified for each area. Students may choose to take courses in excess of these minimums and apply them in the electives area.

AREA	MINIMUM CREDIT HOURS	REQUIREMENTS
Communication Skills & Literature	6 Hours	English: 101 and 102 required
Mathematics and Statistics	6 Hours	Mathematics: MTH 102, 103, 104, 106, 107 Statistics: MTH 310
Natural Sciences	8 Hours	Biology: BIO 101, 105, 201, 210, 220, 221, 280, 320, 330, 331, 332, 334, 335, 340 Chemistry: CHM 110, 111, 210,211 Required: One course must have a lab component.
Social and Behavioral Sciences	9-12 Hours	Sociology: SOC 101, 150, 211, 280, 350, 370, 380, 399, 410, 420 Psychology: PSY 101, 201, 280, 320, 340, 350, 360, 380
Humanities/ Religious Studies	9 Hours	Philosophy: REL 301 Foreign Language: SPN 101, SPN 102 Humanities: ART 101, ART 103, ART 104, ART 300, HST 200, 400, HUM 150, IDS 390, 399, MUS 101, 301, 311 Religious Studies: 101,204, 250, 260, 280, 299/399, 301, 311, 324, 325, 330, 335, 350, 360, 380, 382, IDS/REL 385, 390 English: ENG 200, 201, 202, 203, 210, 280, 310, and COM 260, 270, 300 Required: One religious studies course taught from the Catholic perspective must be taken to fulfill this requirement.
Computers	3 Hours	Computers: CIS 104, 106, 108
General	2 Hours	General: GEN 101 This course is required of all first time college students. It may be waived for others.
Electives	12-19 Hours	Students should consult with their advisors to select electives to support their educational objectives.
Total Minimum Credit Hours	**60 - 62 Hours**	

General Studies Curriculum Plan

SEMESTER I		CREDIT HOURS
ENG 101	English Composition I	3
GEN 101	Student Success Strategies (1st time college student)	2
CIS 104	Introduction to Word Processing/	
	Presentations Applications (5 weeks)	1
CIS 106	Introduction to Spreadsheet Applications (5 weeks)	1
CIS 108	Introduction to Database Applications (5 weeks)	1
*Math Elective		3
General Elective(s)		1-4
		12/15

SEMESTER II		CREDIT HOURS
ENG 102	English Composition II	3
*Math Elective		3
*Natural Science Elective		2-4
*Social Science/Humanities/Religious Studies Elective		3
General Elective(s)		1-3
		12/16

SEMESTER III – SUMMER	CREDIT HOURS
Humanities/Religious Studies/Social Science/General Elective(s)	1-12
	1/12

SEMESTER IV	CREDIT HOURS
*Social Science Elective	3
*Natural Science Elective	2-4
General Elective(s)	4-6
*Humanities/Religious Studies Elective	3
	12/16

SEMESTER V	CREDIT HOURS
*Humanities/Religious Studies Elective	3
*Social Science Elective	3
General Elective(s)	6-8
	12/14

TOTAL CREDIT HOURS: **60/62**

*at least 6 hours of Math is required
*One Natural Science course must have a lab component and at least 8 hours of Natural Science is required.
*at least 9-12 hours of a Social & Behavioral Science is required
*at least 9 hours of a Humanities/Religious Studies is required and one course must be a Religious Studies course taught from the Catholic perspective.
*12-19 hours of General Electives are required

Health Care Administration

Bachelor of Science Degree Completion

PROGRAM OF STUDY

HEALTH CARE ADMINISTRATION, DEGREE COMPLETION PROGRAM

Admission Requirements

A. Students must be a high school graduate or hold a general equivalency diploma (GED).

B. Students holding an associate/bachelor degree from a regionally accredited college or an approved healthcare diploma, with a minimum GPA of 2.3, will be considered for admission to the Health Care Administration Degree Completion Online Program. All students must meet the minimum Bachelor of Science degree, general education and residency requirements, as listed in the Mercy College catalog.

C. The Health Care Administration program does not require a physical examination and proof of immunization. A physical examination and proof of immunization may, however, be a requirement of the internship site. Students are expected to meet all requirements set forth by their internship location.

D. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:

1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.

2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

Philosophy

The Health Care Administration (HCA) Degree Completion Program provides a solid values-driven foundation of management skills and business knowledge specific to the healthcare industry. Opportunities through distance learning coursework and internship experiences will assist students in future management positions, to advance the health of their local communities. Emphasis is placed on building strong communication skills and organizational competence that highlight the effective healthcare manager.

Online Programs at Mercy College blend traditional classroom instruction with distance education. The lecture portion of the courses is primarily online, with interactive activities

such as discussion threads, live chats, and interactive video or audio conferences. This blend allows for the convenience of online learning with real time interaction with faculty and classmates. There are also required residency courses, and an internship at a location close to the student whenever possible. This allows for acquisition of specific skills in a real-world setting. More specific information may be obtained from the program chair.

Program Learning Outcomes
At the completion of the Bachelor of Science in Healthcare Administration completion program, the graduate will be able to:
1. Demonstrate advanced attainment of Mercy College Core Values.
2. Demonstrate workplace readiness through the ability to understand resource management (fiscal, human and physical), the importance of planning and leadership skills, as well as the understanding of the legal impact on professional ethical decision-making.
3. Possess interpersonal communication skills required for successful performance in the healthcare environment.
4. Demonstrate a working knowledge of computer technology as applied to systems in healthcare operations, presentation technology and other communication, planning, analysis and quality applications.

Health Care Administration: Degree Completion Program Curriculum Plan
In addition to the online courses listed below in the program of study, the HCA Degree Completion Program has a 96-hour internship requirement (HCA 400 – 1 credit hour) and two residencies. (Fall and Spring starts available).

NOTE: Students with at least one year of healthcare management experience may be eligible to have the 96-hour Health Care Administration internship requirement waived. Additionally, students are responsible for completing the minimum requirements associated with completing a bachelor's degree from Mercy College, which can be reviewed in this catalog on pages 38-40.

SEMESTER I		CREDIT HOURS
REL 301	Medical Ethics (2nd 8 wks)	3
BUS 312	Human Resource Mgmt. (2nd 8 wks)	3
HCA 214	Integrated Healthcare Delivery Systems (1st 8 wks)	3
REL 311	World Religions (1st 8 wks)	3
HCA 300	Residency for DL Program I	.5
		12.5

SEMESTER II		CREDIT HOURS
BUS 222	Managerial Accounting (1st 8 wks)	3
HCA 224	Health Care Economics (2nd 8 wks)	3
300/400 level	Humanities or Social Science course (1st 8 wks)	3
HCA 430	Management Accountability in	3
	Health Care Organizations (2nd 8 wks)	
		12

SEMESTER III		CREDIT HOURS
SOC 211	Cultural Diversity (Summer III – 8 wks)	3
HCA 412	Health Care Law & Ethics (Summer III – 8 wks)	3
		6

SEMESTER IV		CREDIT HOURS
HCA 316	Health Care Information Systems (1st 8 wks)	3
HCA 418	Managed Care Contracting (2nd 8 wks)	3
BUS 318	Marketing Concepts (1st 8 wks)	3
HCA 410	Health Care Finance (2nd 8 wks)	3
		12

SEMESTER V		CREDIT HOURS
HCA 400	Health Care Administration Internship	1
	8 hours/week for 12 weeks	
HCA 424	Health Care Administrative Capstone (2nd 8 wks)	3
HCA 401	Residency for DL Program II	0.5
		4.5

TOTAL CREDIT HOURS (HCA Degree Completion Online Program): **47**
TOTAL CREDIT HOURS NEEDED FOR DEGREE: **120**

NOTE: Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy coursework toward his/her graduation requirements.

Health Information Technology

Associate of Science

PROGRAM OF STUDY

HEALTH INFORMATION TECHNOLOGY

Criminal Background checks and program health and immunization requirements must be met. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements
An applicant must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

In addition to the General College admission policies and procedures, Health Information Technology program applicants must have completed and passed (with a C or better) these high school courses, or their college equivalents, within the past seven years:
- Algebra – one unit
- Biology - one unit
- CIS 101 (or demonstrate computer/keyboarding proficiency)

Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least 2.3

Philosophy
In accordance with the College mission statement, the philosophy of the Health Information Technology program is to provide associate degree education based on the Christian values underlying the educational efforts of the Sister of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). It is a belief that the education of health information management technicians is responsive to national and community needs.

Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of healthcare and the continued development of health information management technicians.

The program strives to set realistic and achievable goals/objectives for each student based on professional standards. The goal is to produce a competent practitioner who can function in a rapidly-changing healthcare environment. In addition, the Health Information Technology program is based on the belief that the education of the associate degree graduate should not be limited to their professional/technical area of study, but include exposure to a diverse general education.

Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories and experiential activities within an environment that promotes mutual trust, critical thinking and self development.

Program Learning Outcomes
At the completion of the Associate of Science in Health Information Technology program, the graduate will be able to:

1. Apply legal policies, regulations, principles and standards for the control and disclosure of protected health information.
2. Review health records for timeliness, accuracy, appropriateness and completeness of health care documentation
3. Perform processes related to collection, storage and retrieval of health care data/ records.
4. Code, abstract, classify and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
5. Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
6. Review, abstract, retrieve, and compile health data for reimbursement, quality assessment, patient care research, clinical registries and other informational needs.
7. Collect, organize, and apply quality management and quality improvement tools and techniques for performance improvement.

Health Information Technology: Curriculum Plan
The associate of science degree program in Health Information Technology (HIT) prepares graduates to serve the healthcare industry and the public by managing, analyzing and utilizing data vital for patient care. Health information technicians work to ensure the quality of health records and healthcare data by verifying their completeness, accuracy and proper entry into computer systems. With the future state of health information being electronic, Health Information Technologists use computer applications to assemble and analyze patient data to improve patient care and control healthcare costs. Some areas of specialization include coding diagnoses and procedures in patient records for reimbursement and research, privacy roles due to HIPAA legislation and other clinical data management functions.

Employment opportunities exist in any organization that uses health information, including: hospitals, managed care organizations, long term care facilities, consulting and law firms, information system vendors, ambulatory care facilities, skilled nursing facilities, home care providers, government agencies, pharmaceutical companies, physician practices and insurance companies.

All curriculum requirements for the associate of science degree in health information technology are arranged so that students follow a sequence of prerequisite courses building on their previous studies and preparing them for future courses.

SEMESTER I	(FALL)	CREDIT HOURS
BIO 105**	Human Structure and Function	5
ENG 101	English Composition I	3
GEN 101	Student Success Strategies (1st time college student)	2
HIT 114	Orientation to Health Information Technology	3
ALH 120	Medical Terminology	2
		15/13

SEMESTER II	(SPRING)	CREDIT HOURS
ALH 210	Introduction to Pharmacology	2
BIO 320	Pathophysiology	3
HIT 126	Clinical Coding/Classification Systems I	3
HIT 142	Legal Aspects in Health Information	3
ENG 102	English Composition II	3
CIS 104	Introduction to Word Processing/Presentation Applications	1 (5 weeks)
CIS 106	Introduction to Spreadsheet Applications	1 (5 weeks)
CIS 108	Introduction to Database Applications	1 (5 weeks)
		17

SEMESTER III	(SUMMER)	CREDIT HOURS
HIT 233	Professional Practice Experience I	2
HIT 140	Clinical Coding Lab I	1
CIS 230	Advanced Spreadsheet Applications	1 (6 weeks)
CIS 231	Advanced Database Applications	1 (6 weeks)
	* Social Science Elective	3
		8

SEMESTER IV	(FALL)	CREDIT HOURS
HIT 236	Health Care Information Systems and Technology	3
HIT 120	Health Records in Ancillary Facilities	2
HIT 243	Clinical Quality Management	3
HIT 238	Healthcare Registries and Statistics	3
HIT 234	Clinical Coding/Classification Systems II	3
	* Humanities Elective	3
		17

SEMESTER V (SPRING)		CREDIT HOURS
HIT 240	Clinical Coding Lab II	1
HIT 245	Professional Practice Experience II	3
HIT 246	HIT Capstone Seminar	2
HIT 244	Healthcare Data in Reimbursement	4
	* Religious Studies Elective	3
		13

TOTAL CREDIT HOURS: **68/70**

One Social Science, one Religious Studies and one Humanities elective required for graduation.
Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
Social Sciences = Psychology & Sociology

Human Biology

Bachelor of Science

BACHELOR OF SCIENCE IN HUMAN BIOLOGY

Program is pending approval by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Admission Requirements

A. An applicant must be a high school graduate with a grade point average (GPA) of at least 2.7 or have earned a general equivalency diploma (GED) with a score of 570 (score of 57 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she maybe eligible for admission under the transfer guidelines.

 Transfer Student Guidelines
 A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.7. For applicants who have attended more than one regionally accredited college, GPAs from other colleges will be considered.

B. Applicants must have the following test scores:
   *   ACT composite score of 21, with a score of 20 on mathematics and scientific reasoning sub-tests, or SAT with a combined score of 1575 or above.
   *   ACT/SAT is waived for transfer students who have earned a minimum of 12 college semester hours at a regionally accredited institution of higher education with a minimum 2.7 GPA.

C. Applicants should have completed these high school courses or their college equivalents within the past seven years with a C or better:
   *   Math requirements**   Algebra I; Algebra II and Trigonometry or Pre-Calculus or an integrated sequence of advanced math courses. (Statistics, Business Math, and/or computer courses will not fulfill this requirement).
   *   Science Requirements**   Biology; Chemistry with a lab
   *   Social Studies - 2 units (or 2 semester credits at the college level)
     All courses must be completed with a grade of C or better; a grade of B or better preferred. Courses marked with ** must have been completed within the past seven years with grade of C or better; a grade of B or better preferred. The seven-year limit applies to all students, even for students who hold degrees or healthcare diplomas.
   *   English - 3 units (or 3 semester credits at the college level)

D. Each application is given individual attention by the College Admissions Committee. Admission is competitive and the most qualified applicants are considered first. Admission is not guaranteed. You will be notified in writing of the decision.

To progress in the program, a grade of "C" or better is required in all theory, field, and laboratory courses, as well as required non-major support courses, and required elective hours. Once admitted into the program, students must maintain an overall cumulative GPA of 2.00 or above. If the GPA falls below 2.0, the student will be dismissed from the program.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Overview

The Bachelor of Science in Human Biology seeks to prepare graduates for various fields of medicine and graduate study. This degree program will present students with a strong, relevant, and current foundation in the basic sciences. Graduates will be prepared to go on to medical school, physician's assistant programs, or other professional fields of medicine, as well as graduate school for work as a research scientist. Students completing this degree program would also be eligible for immediate employment as a science lab technician in an academic setting or in industry.

Mission Statement

The mission of the degree program is to graduate individuals who will be prepared to go on to graduate school or secure science related jobs such as research assistants or technologists. The program will strive to educate students beyond their professional goals to their role as a citizen in a diverse society and a steward of the environment.

Program Learning Outcomes

Upon completion of the Bachelor of Science in Human Biology Program, graduates will be able to:
1. Demonstrate competency in mathematical computations related to understanding and application of scientific principles.
2. Apply the scientific method to examine and interpret biological questions.
3. Demonstrate competency performing laboratory techniques.
4. Be prepared to enter graduate schools or scientific fields

Curriculum Plan

FALL START

SEMESTER I	(FALL)	CREDIT HOURS
CHM 210	General College Chemistry I	5
BIO 205	General Biology I	5
ENG 101	English Composition I	3
BIO 100	Student Success Strategies (for biology majors)	2
		15

SEMESTER II (SPRING)		CREDIT HOURS
CHM 211	General College Chemistry II	5
BIO 206	General Biology II	5
ENG 102	English Composition II	3
PSY 101	Introduction to Psychology	3
		16

SEMESTER III (FALL)		CREDIT HOURS
CHM 310	Organic Chemistry I	4
BIO 220	Anatomy and Physiology I	4
MTH 150	Calculus	4
REL 101	Foundations of Faith and Religion	3
		15

SEMESTER IV (SPRING)		CREDIT HOURS
CHM 311	Organic Chemistry II	4
BIO 221	Anatomy and Physiology II	4
REL	Religious Studies Elective	3
SOC 211	Cultural Diversity	3
BIO 240	Career Topics for Biology Majors	1
		15

SEMESTER V (FALL)		CREDIT HOURS
BIO 200	Science in the News	2
PHS 210	College Physics I	5
BIO 400	Service Learning	2
CHM 410	Biochemistry	5
		14

SEMESTER VI (SPRING)		CREDIT HOURS
BIO 210	Microbiology	4
PHS 211	College Physics II	5
300/400 level	Humanities or Social Science Elective	3
REL 301	Medical Ethics	3
		15

SEMESTER VII (FALL)		CREDIT HOURS
BIO 320	Pathophysiology	3
BIO 350	Biology of Human Reproduction	3
BIO 410	Cell Biology	4
MTH 310	Introduction to Statistics	3
	Elective	2
		15

SEMESTER VIII (SPRING)		**CREDIT HOURS**
BIO 334	Genetics	2
BIO 430	Principles of Ecology	4
BIO 420	Histology	4
	Electives at 300/400 level	5
		15

TOTAL CREDIT HOURS: **120**

Medical Imaging

Bachelor of Science

PROGRAM OF STUDY

BACHELOR OF SCIENCE IN MEDICAL IMAGING,
DEGREE COMPLETION ONLINE PROGRAM*

If required, Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements
   A. All applicants must either be a high school graduate or have earned a general equivalency diploma (GED).
   B. Applicants are required to possess an associate degree in Radiography, Radiologic Technology, Radiologic Sciences, Radiation Therapy or Nuclear Medicine Technology from a regionally accredited institution with a minimum cumulative GPA of 2.70. Applicants can apply for admission if they are expected to complete an associate degree before the start of the program.
   C. Applicants without an associate degree in Radiography, Radiologic Technology, Radiologic Sciences, Radiation Therapy or Nuclear Medicine Technology can be considered for Pathway recognition but must complete designated general education and science course work with a minimum cumulative GPA of 2.70 before being considered for admission to the program. Pathway consideration is only available for applicants with an interest into entering the Bachelor of Science in Medical Imaging program; other programs at the College are not applicable.
      a. For Pathway consideration, applicants must currently be registered by the American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board (NMTCB).
      b. Pathway applicants are granted 36 college credits by validation for having successfully passed the ARRT registry or NMTCB certification exam.
      c. Pathway designated general education and science course work requirements include: Communications (total of 6 credit hours), Mathematics (3 credit hours), Social Science (3 credit hours) and Natural Sciences (total of 8 credit hours). Designated course work requirements may be transferred from another regionally accredited institution and are subject to the transfer credit policies of the College.
      d. A Pathway student who has never attended an institution of higher education is required to successfully complete GEN 101: Student Success Strategies, a two credit hour course, within his/her first two semesters, if enrolled at Mercy College for designated course work requirements.
      e. Consultation with academic advisor is required prior to Pathway consideration.

D. Applicants must be currently registered with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB).

E. Applicants who are recent graduates from an applicable program of study and not currently registered with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB) can be considered for admission. Students must be ARRT or NMTCB registered before the end of the first semester in the program. Failure to obtain the required professional registration may result in dismissal from the program.

F. Each completed application is given individual attention by the College Admissions Committee, which makes all decisions on admissions to the College. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

G. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:

    a. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.

    b. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

    c. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

    d. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

H. Applicants must abide by the standards depicted in the College's mission, vision and values statement. Practice in various health professions requires compliance with specific technical standards. Questions about the standards required for students should be discussed with an admissions officer.

Philosophy
The Bachelor of Science in Medical Imaging Degree Completion Online Program is designed to meet the needs of a variety of medical imaging professionals seeking a balanced curriculum approach toward the completion of a bachelor degree. The program builds upon prior credits earned from regionally accredited institutions and professional certifications allowing individuals to progress towards the completion of a bachelor degree. The program is delivered in a dynamic online environment to meet the needs of working healthcare professionals.

The Bachelor of Science in Medical Imaging Degree Completion Online Program provides students with a diversified plan of study in advanced imaging (computed tomography (CT) and magnetic resonance imaging (MRI)), health care administration, technical support knowledge (picture archiving and communication systems (PACS) and quality management (QM)), and general studies in a balanced curriculum in preparation for advancement in multiple career roles. For students wishing to pursue advanced certification, the program curriculum will prepare them with the foundational theoretical knowledge required for the American Registry of Radiologic Technologists (ARRT) post-primary certification exams in CT, MRI and QM. The program also prepares students for roles in health care management with a study of the health care system that includes law, human resources and finance. For students who wish to continue their education beyond a bachelor degree, the Bachelor of Science in Medical Imaging program provides a solid foundation towards graduate study.

NOTE: Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements not required with this program. A supporting objective of this program is to provide students with the theoretical knowledge to successfully pass select ARRT post-primary certification exams. Contact the ARRT for complete exam requirements.

Mission Statement

To support career advancement and academic progression by providing a balanced plan of study for medical imaging professionals in a flexible, responsive and engaging learning environment.

Program Goals
1. To prepare students for successful career progression in medical imaging.
2. To provide students with a balanced and diversified education to promote multiple career opportunities.
3. To prepare students for continuation to a graduate level education.

Program Learning Outcomes

Upon completion of the Bachelor of Science in Medical Imaging program, graduates will be able to:
1. Demonstrate knowledge of advanced imaging modalities that supports post-primary certification.
2. Exhibit the essential managerial skills necessary in the direction of a medical imaging department.
3. Understand the role of research and supportive technical applications in medical imaging.

Bachelor of Science in Medical Imaging: Degree Completion Online Program Curriculum Plan

SEMESTER I		CREDIT HOURS
RAD 310	Sectional Anatomy for Medical Imaging	3
REL	*Religious Studies Elective	3
RAD 305	PACS and Digital Applications	3
RAD 320	Advanced Patient Care for Medical Imaging	3
RAD 300	Residency for DL Program I	.5
		12.5

SEMESTER II		CREDIT HOURS
RAD 330	Principles of Computed Tomography	3
HCA 214	Integrated Healthcare Delivery Systems	3
RAD 340	Computed Tomography Applications	3
BUS 312	Human Resource Management	3
		12

SEMESTER III		CREDIT HOURS
SOC	*Social Science Elective	3
HCA 412	Health Care Law and Ethics	3
		6

SEMESTER IV		CREDIT HOURS
HCA 410	Health Care Finance	3
REL	*Religious Studies Elective	3
RAD 405	Principles of Quality Management	3
RAD 415	Research Methods and Information Literacy	3
		12

SEMESTER V		CREDIT HOURS
RAD 430	Principles of Magnetic Resonance Imaging	3
300/400 level	Humanities or Social Science Course	3
RAD 440	Magnetic Resonance Imaging Applications	3
RAD 480	Medical Imaging Capstone	3
RAD 401	Residency for DL Program II	.5
		12.5

TOTAL CREDIT HOURS (BSMI Completion Degree Online Program): **55**
TOTAL CREDIT HOURS NEEDED FOR DEGREE: **120**

One course must be Medical Ethics from the Catholic perspective

Social Sciences = Psychology & Sociology (One selection must be Cultural Diversity)

Nursing

Associate of Science

PROGRAM OF STUDY

NURSING – ASSOCIATE OF SCIENCE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements
The admission requirements are currently being revised. The most current admission criteria will be available on the College website (www.mercycollege.edu) **after August 1, 2012**. The criteria also may be obtained by calling the College at 419-251-1313 or emailing admissions@mercycollege.edu **after August 1, 2012**.

Applicants should have an interest in the mission and purposes of the College and accept the standards depicted by the values defined in the College's mission, vision and values. Practice in various health professions requires specific physical skills and abilities. Questions about the competencies required for students should be discussed with an admissions' officer.

Post-Acceptance Procedures Prior to Attending Nursing Classes
1. *Cardiopulmonary Resuscitation (CPR) Certification*
   Nursing students are required to complete an American Heart Association (AHA) course for cardiopulmonary resuscitation (CPR) certification for healthcare providers prior to taking nursing courses. It is the student's responsibility to maintain certification throughout the program. Current AHA CPR card must be uploaded to the immunization tracker website. Further information will be sent to the student upon admission to the program. If this documentation is not received by the specified due date, the student will forfeit their acceptance into the nursing program.
2. *Licensure Requirements*
   Prospective nursing students are advised that when applying for state licensure examination, they will be required to indicate whether or not they have ever been convicted of a felony or other crimes. A positive response to this question may disqualify the candidate for licensure. The Ohio Board of Nursing makes all eligibility decisions. Effective June 1, 2003 for all students entering a pre-licensure nursing program after June 1, 2003, candidates who wish to sit for the NCLEX RN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCII). Students are responsible for the cost of this procedure.
3. *Liability Insurance*
   Each student enrolled in a clinical nursing course is required to have personal liability coverage. This cost is billed through the College.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

History

The Mercy College of Ohio nursing program has a rich heritage of compassionate care and excellence in nursing education. More than 3,000 nurses were educated through Mercy School of Nursing, founded in 1918 by the Sisters of Mercy. That program, which led to the Diploma in Nursing, evolved into the current Associate of Science in Nursing Degree program.

Philosophy

Individual

Based on fundamental Christian principles, sacredness of life and human dignity, the individual is viewed as a creature of God, composed of body and soul, endowed with intellect and free will from which stems a person's dignity and integrity as a unique individual. Each individual has the right to be treated with respect and dignity. The individual is a complex being who has unique values, beliefs and life experiences that influence self-care behavior. Individuals have vast resources for self-directed behavior enabling them to make decisions, set goals and take action to promote, maintain and restore health.

Society

Society is a complex social system comprised of unique individuals, groups, families and communities existing within a changing environment. The environment includes spiritual, physical, psychological, cultural, social, technological, economic, geographic, ecological political forces. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of nursing care and the continued development of nursing roles that promote the well being of others.

The nursing program fulfills its community responsibility by developing an awareness of health needs and resources within the community. The program prepares graduates to establish a milieu of trust and to promote the fundamental rights and responsibilities of members of society within the evolving healthcare delivery systems. Faculty and students practice in multiple settings with individuals across the lifespan.

Health

Health is a dynamic state of bio-psycho-social-spiritual functioning of a person, family, group, or community and is viewed on a continuum throughout the lifespan. All individuals have the right as well as a responsibility to maintain health based on their inherent capabilities, depth of knowledge, growth and development, environment, culture, perception of needs and the accessibility to resources. The deliberative actions that individuals, families, groups and communities take to maintain an optimal state of health are designated as self-care. When self-care actions are not sufficient to maintain health, a self-care deficit results, necessitating nursing interventions.

Nursing

Nursing is a human service directed toward the achievement of self-care. As a human service, nursing involves acting with compassion and care to assist, guide, support, provide a developmental environment and teach individuals, families and communities. The nurse and patient form a healthcare relationship. The patient presents deficits in self-care and the nurse identifies self-care demands based on a holistic assessment of the patient. The nurse, working within established legal, ethical and professional standards, provides services designed to increase the self-care agency of individuals, families and communities. The nurse uses nursing process as the methodology to provide these services.

Learning

Education is a lifelong process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. Learning is a reciprocal process in which the learner and faculty are active and willing participants.

Faculty members facilitate and promote learning in an environment which fosters mutual trust, accountability, responsibility, self-expression, intellectual curiosity, critical thinking and creativity. Faculty members recognize that learners enrich this environment by bringing to it a diversity of backgrounds, age, education and life experiences. The success of the learner is dependent upon self-motivation, active participation and goal directed behavior in the planned curriculum experiences.

Associate Degree Nursing Education Program

Associate degree nursing education which occurs in institutions of higher learning prepares the graduate with the values, knowledge and skills needed to practice nursing with integrity and professional competence.

Associate degree nursing education, in conjunction with integration of knowledge from other disciplines, provides a broad theoretical base in nursing, related sciences and general studies; knowledge of the role of the associate degree nurse; the ability to practice in multiple settings; and a foundation for advanced nursing study. An essential component of nursing education is the concurrent integration of theory into the clinical practice setting. The graduate is prepared to function as a manager of care in acute and long-term settings where policies and procedures are specified and guidance is available.

As a member of the health team, this graduate is also able to collaborate with other nursing and health team members and to provide guidance to less skilled workers in the delivery of nursing care.

Professional Development

The faculty is committed to quality associate degree education through a curriculum that allows for flexibility, career mobility and professional development. Responding to the diverse backgrounds and needs of the learner population, the curriculum provides a strong academic base for nursing practice as well as future career mobility. Educational mobility encourages lifelong personal and professional development. The faculty is responsible for planning, implementing and evaluating the nursing education program. Faculty must be academically prepared, proficient in practice, knowledgeable about student needs and aware of changes in nursing practice, healthcare and nursing education. Faculty serve as role models, resource persons and teachers in classroom and practicum settings.

Program Learning Outcomes

The terminal learning outcomes of the program identify behaviors that are to be demonstrated by the graduate. Derived from the mission, philosophy and organizing framework, they are:

1. Apply the nursing process in assisting the patient to meet self-care requisites.
2. Integrate health-illness concepts in the provision of care.
3. Synthesize the concepts of the teaching/learning process in the delivery of care.
4. Demonstrate accountability and professional behavior in entry level associate degree nursing practice.
5. Using the concepts of the Self-Care Deficit Theory of Nursing, formulate plans of care for patients across the life span.
6. Integrate knowledge of the humanities, sciences and nursing research to provide rationale for nursing practice.
7. Demonstrate the consistent performance of safe, effective nursing skills in entry level associate degree practice.
8. Demonstrate interpersonal skills throughout nursing practice.
9. Practice Christian values within the ethical, legal and professional standards of nursing practice.

Curriculum Plan

The associate degree in nursing (ASN) is a minimum level of education for technical nursing practice. Upon completion of the degree, students are eligible to sit for the State Board examination to practice as a registered nurse. Associate level nursing education prepares nurses to provide services to individuals with common or recurring health problems. The associate degree nurse promotes health and provides, maintains and restores wellness of individuals and their families within structured healthcare settings.

All curriculum requirements for the nursing degree are arranged so that students follow a sequence of prerequisite courses building on previous studies and preparing them for future courses. The curriculum consists of five semesters over two calendar years.

SEMESTER I		**CREDIT HOURS**
BIO 220	Anatomy & Physiology I	4
ENG 101	English Composition I	3
NUR 110	Introduction to the Profession of Nursing	5
PSY 101	Introduction to Psychology	3
		15

SEMESTER II		**CREDIT HOURS**
BIO 221	Anatomy & Physiology II	4
BIO 201	The Physiological Basis of Nutrition	2
NUR 112	Universal Self-Care Requisites I	5
ENG 102	English Composition II	3
		14

SEMESTER III		**CREDIT HOURS**
NUR 123	Integration of Self-Care Requisites I	3
NUR 122	Universal Self-Care Requisites II	4
PSY 201	Lifespan Psychology	3
BIO 320	Pathophysiology	3
		13

SEMESTER IV		**CREDIT HOURS**
NUR 233	Developmental Self-Care Requisites I	4
NUR 232	Integration of Self-Care Requisites II	5
SOC 211	Cultural Diversity	3
BIO 210	Microbiology	4
		16

SEMESTER V		**CREDIT HOURS**
NUR 241	Integration of Self-Care Requisites III	8
NUR 242	Transition to Practice	3
REL 301	Medical Ethics	3
	(Medical Ethics taught from the Catholic perspective is required)	**14**

TOTAL CREDIT HOURS: **72**

The College requires that first time college students take GEN 101: Student Success Strategies.

Evening Option
An evening/weekend program is available and is designed to be complete in 10 (ten) semesters of part time study. Students interested in the evening/weekend track should discuss the program requirements with the nursing program advisor. Students who can only attend classes and clinical experiences scheduled after 5:30 PM or weekends must complete 22 credit hours of general education and science courses prior to beginning the first nursing course (See courses in Semesters I-III below). Individualized plans can be designed for students whose schedules can accommodate both day and evening/weekend classes.

SEMESTER I (FALL)		**CREDIT HOURS**
BIO 220	Anatomy & Physiology I	4
ENG 101	English Composition I	3
		7

SEMESTER II (SPRING)		**CREDIT HOURS**
BIO 221	Anatomy & Physiology II	4
BIO 201	The Physiological Basis of Nutrition	2
ENG 102	English Composition II	3
		9

SEMESTER III (SUMMER)		**CREDIT HOURS**
PSY 101	Introduction to Psychology	3
SOC 211	Cultural Diversity	3
		6

SEMESTER IV (FALL)		**CREDIT HOURS**
NUR 110	Introduction to the Profession of Nursing	5
PSY 201	Lifespan Psychology	3
		8

SEMESTER V (SPRING)		**CREDIT HOURS**
NUR 112	Universal Self-Care Requisites I	5
BIO 210	Microbiology	4
		9

SEMESTER VI (SUMMER)		**CREDIT HOURS**
NUR 123	Integration of Self-Care Requisites I	3
		3

SEMESTER VII (FALL)		CREDIT HOURS
NUR 122	Universal Self-Care Requisites II	4
BIO 320	Pathophysiology	3
		7

SEMESTER VIII (SPRING)		CREDIT HOURS
NUR 233	Developmental Self-Care Requisites	4
REL 301	Medical Ethics	3
		7

SEMESTER IX (SUMMER)		CREDIT HOURS
NUR 232	Integration of Self-Care Requisites II	5
		5

SEMESTER X (FALL)		CREDIT HOURS
NUR 241	Integration of Self-Care Requisites III	8
NUR 242	Transition to Practice	3
		11

TOTAL CREDIT HOURS: **72**

Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy the graduation requirements of each program of study in which the student enrolls.

Progression
To progress in the nursing program, a grade of "C" or better is required in all nursing theory, clinical, and laboratory courses, as well as required non-nursing support courses, and required elective hours. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.0 or above. If the GPA falls below 2.0, the student will be dismissed from the nursing program.

Nursing

Bachelor of Science

- BSN Prelicensure

- RN-BSN Completion Full-Time
  Online Program

- RN-BSN Completion Part-Time
  Online Program

NURSING – BACHELOR OF SCIENCE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Pre-licensure Program Admission Requirements

The admission requirements are currently being revised. The most current admission criteria will be available on the College website (www.mercycollege.edu) **after August 1, 2012**. The criteria also may be obtained by calling the College at 419-251-1313 or emailing admissions@mercycollege.edu **after August 1, 2012**.

RN-to-BSN Completion Program Admission Requirements

A. All applicants must either be a high school graduate or a general equivalency diploma (GED) recipient.

B. Registered nurses (RNs) applying for admission to the Bachelor of Science in Nursing (BSN) completion program must be graduates of an NLNAC accredited diploma or associate degree-nursing program and be licensed to practice as an RN.

C. *Conditional Admission*

Graduates of non-accredited nursing programs seeking admission to the RN to BSN completion program must meet the following criteria to ensure that standards set forth by the NLNAC have been met:

1. Applicants must complete 12 semester credit hours of required courses in the RN to BSN curriculum at Mercy College with a "C" or better in each course. Twelve semester credit hours must include:
   - Completion of NUR 280: Nursing Transitions
   - Completion of NUR 270: Nursing Assessment
   - Two additional required courses in general education and/or science

2. Petitions for conditional admission will be considered on an individual basis by the Associate Dean of Nursing, BSN Program Chair and BSN faculty.

3. Admission will be granted to qualified candidates on a "space available" basis.

D. All RN-to-BSN completion applicants must meet current Bachelor of Science in Nursing admission criteria.

E. Each completed application is given individual attention by the College Admissions Committee, which makes all decisions on admissions to the College. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

F. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:

1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.
3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.
4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

G. Applicants should accept the standards depicted by the values defined in the College's mission, vision and values statement. Practice in various health professions requires specific physical skills and abilities. Questions about the competencies required for students should be discussed with an admissions officer.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

History

From the inception of Mercy College in 1993, its strategic plan had included the eventual implementation of a baccalaureate program in nursing. In 1999, the Ohio Board of Nursing (OBN) and the Ohio Board of Regents (OBR) granted program approval. In June 2000, The North Central Association of Colleges and Schools approved the Bachelor of Science in Nursing (BSN) program. Both pre-licensure and Registered Nurse (RN) completion students were admitted for the first BSN classes in Fall 2000.

Philosophy

The faculty of the School of Nursing believes that the education of professional nurses must include the concepts around which nursing knowledge is structured: the individual, society, health, nursing and learning. The philosophy of the Division of Nursing is congruent with the philosophy of Mercy College of Ohio.

The faculty holds the following beliefs:

Individual

Based on fundamental Christian principles, sacredness of life and human dignity, the individual is viewed as a creature of God, composed of body and soul, endowed with intellect and free will from which stems a person's dignity and integrity as a unique individual. Each

individual has the right to be treated with respect and dignity. The individual is a complex being who has unique values, beliefs and life experiences that influence self-care behavior. Individuals have vast resources for self-directed behavior enabling them to make decisions, set goals and take action to promote, maintain and restore health.

Society
Society is a complex social system comprised of unique individuals, groups, families and communities existing within a changing environment. The environment includes spiritual, physical, psychological, cultural, social, technological, economic, geographic, ecological and political forces. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of nursing care and the continued development of nursing roles that promote the well being of others.

The nursing program fulfills its responsibility to society by caring for the health needs of the diverse community. Faculty and students practice in multiple settings with patients across the lifespan.

Health
Health is a dynamic state of bio-psycho-social-spiritual functioning of a person, family, group or community and is viewed on a continuum throughout the lifespan. All individuals have the right, as well as a responsibility, to maintain health, based on their inherent capabilities, depth of knowledge, growth and development, environment, culture, perception of needs and accessibility to resources. The deliberative actions that individuals, families, groups and communities take to maintain an optimal state of health are designated as self-care. When self-care actions are not sufficient to maintain health, a self-care deficit results, necessitating nursing interventions.

Nursing
Nursing, a dynamic discipline, is both a science and an art. Professional nursing practice is based on a firm foundation of the physical, behavioral and nursing sciences; humanities; and liberal arts. The discipline is expressed in nursing practice, the development of theory and integration of scholarship. Nursing includes therapeutic use of self, critical thinking, problem solving, psychomotor skills, management of information, effective communication and collaboration skills.

As a caring service, nursing involves acting with compassion to design, provide, manage and coordinate care for individuals, families, groups and communities within established legal, ethical and professional standards. Holistic nursing practice is further defined through application of research and the essential concepts of caring and self-care derived from a variety of nursing theorists. Assessment, focusing on functional health patterns, provides the data for clinical inference and judgment as a component of nursing process. Further, the appropriate integration and application of knowledge from a wide array of other fields and

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disciplines enhance the practice of nursing.

As a member of a profession, the nurse assumes responsibility and accountability for care management, positive patient care outcomes and quality care. The nurse forms partnerships with others in order to assure effective responses to health issues. The nurse functions as an advocate for individuals, families, groups and communities through interdisciplinary collaboration, delegation, education and communication in the organization and management of care. Nurses are members of healthcare teams that deliver care to an increasingly diverse population. Sensitivity to and knowledge of age, gender, religion, culture, race, socioeconomic status, educational level, cognitive ability and lifestyle preference are essential in the provision of competent holistic nursing care.

Learning
Education is a lifelong process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. Learning is a reciprocal process in which the learner and faculty are active and willing participants.

Faculty members facilitate and promote learning in an environment, which fosters mutual trust, accountability, responsibility, self-expression, intellectual curiosity, critical thinking and creativity. Faculty members recognize that learners enrich this environment by bringing to it a diversity of backgrounds, age, education and life experiences. The success of the learner is dependent upon self-motivation, active participation and goal directed behavior in the planned curriculum experiences.

Bachelor of Science Degree Nursing Education Program
Bachelor nursing education is provided within institutions of higher learning and prepares graduates with the knowledge, skills and values needed to practice nursing with competence, compassion and integrity. Baccalaureate nursing is dependent on understanding and integration of general education, liberal arts, biological sciences, social sciences and nursing theory.

Bachelor of Science degree nurses are prepared to function as providers, designers, managers and coordinators of care in acute, long-term and community settings. They are responsible for delegation to and supervision of supportive healthcare workers and for collaboration with other members of the healthcare team.

Professional Development
Changes in healthcare and the role of professional nurses mandate that baccalaureate nurses are prepared for career mobility. Their nursing education must provide the basis for ongoing study, both formal and informal. Furthermore, the nursing program must instill the value for lifelong personal and professional development.

Program Learning Outcomes

The terminal learning outcomes of the program identify behaviors that are to be demonstrated by the graduate. Derived from the mission, philosophy and organizing framework, they are:

1. Incorporate core values of compassion, excellence, human dignity, justice, sacredness of life and service in the practice of nursing.
2. Integrate knowledge from physical, behavioral and nursing sciences; humanities; and liberal arts as a basis for professional nursing practice.
3. Use Self-Care-Deficit Theory of Nursing and nursing research to provide therapeutic nursing interventions that assist individuals, families, groups and communities to attain optimal health.
4. Practice critical thinking through intellectual curiosity, rational inquiry, problem-solving skills and creativity in the management and coordination of care.
5. Integrate professional behavior in the multidimensional role of the nurse in a variety of settings.
6. Provide holistic nursing care to diverse individuals, families, groups and communities.
7. Coordinate community resources to promote, maintain and restore health in the individual, family, group and community.
8. Practice effective communication through the sharing of accurate information to positively affect care outcomes.

Curriculum Plan

Graduates of the baccalaureate nursing program are eligible to sit for State Board examination to practice as a registered nurse. The baccalaureate nurse is prepared to plan, provide and coordinate care for clients experiencing problems across the health-illness continuum.

Pre-Licensure Students

Curriculum requirements for the pre-licensure students are arranged so that students follow a sequence of prerequisite courses building on previous studies and preparing them for future courses. The curriculum consists of eight semesters over four calendar years. Students must successfully complete all clinical nursing courses for each semester before progressing to the next semester.

The College requires that first time college students take GEN 101: Student Success Strategies

SEMESTER I (FALL)		CREDIT HOURS
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
MTH 104	Mathematical Formulas, Models and Probability	3
BIO 220	Anatomy & Physiology I	4
		13

SEMESTER II (SPRING)		CREDIT HOURS
REL 101	Foundations of Faith and Religion	3
ENG 102	English Composition II	3
PSY 201	Lifespan Psychology	3
BIO 210	Microbiology	4
BIO 221	Anatomy & Physiology II	4
		17

SEMESTER III (SUMMER)		CREDIT HOURS
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
HUM	Humanities Elective	3
		6

SEMESTER IV (FALL)		CREDIT HOURS
CHM 111	Chemistry II	4
MTH 310	Introduction to Statistics	3
NUR 250	Nursing as a Discipline	3
NUR 270	Nursing Health Assessment	3
REL	Religious Studies Elective	3
		16

SEMESTER V (SPRING)		CREDIT HOURS
BIO 320	Pathophysiology	3
BIO 201	The Physiological Basis of Nutrition	2
NUR 260	Foundations of Nursing Practice	5
SOC 211	Cultural Diversity	3
NUR 290	Nursing Research	3
		16

SEMESTER VI (FALL)		CREDIT HOURS
NUR 361	Pharmacology, Part I	2
NUR 320	Clinical Nursing Therapeutics	5
NUR 340	Maternal-Newborn Nursing	4
or NUR 350	Pediatric Nursing	
HUM	Humanities Elective	3
		14

SEMESTER VII (SPRING)		CREDIT HOURS
REL 301	Medical Ethics	3
	(Must be taken from a Catholic Perspective)	
NUR 310	Mental Health Nursing	3
NUR 330	Gender Oriented Nursing Care	2
NUR 350	Pediatric Nursing	4
or NUR 340	Maternal-Newborn Nursing	
NUR 362	Pharmacology, Part II	2
		14

SEMESTER VIII (FALL)		CREDIT HOURS
SOC 300/400	Social Science Elective	3
NUR 410	Adult Health I	5
NUR 420	Adult Health II	5
NUR 430	Community Health Nursing	4
		17

SEMESTER IX (SPRING)		CREDIT HOURS
IDS 399 or any 300/400 level Humanities or Social Science course		
	Interdisciplinary Study	3
NUR 440	Nursing Management	5
NUR 450	Practicum: Selected Patient Population	3
NUR 472	Trends & Issues	2
NUR 480	NCLEX-RN Preparation Course	1
NUR 490	BSN Senior Seminar	1
		15

TOTAL CREDIT HOURS: **128 (130)**

* Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies

* Social Sciences = Psychology & Sociology

SUMMER START

In addition to the standard Bachelor of Science in Nursing admission criteria, Summer Start applicants must have a cumulative college grade point average (GPA) of 3.0 or higher and no previous course failures. For applicants who have attended more than one regionally accredited college, GPAs from all of these colleges must combine to equal at least 3.0

To determine eligibility for Summer Start, applicants must contact the BSN program coordinator during the application process. It is recommended that applicants to the summer start program transfer approximately 40-45 credit hours for scheduling purposes.

BIO 220	Anatomy & Physiology I	4
BIO 221	Anatomy & Physiology II	4
BIO 320	Pathophysiology	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
BIO 201	The Physiological Basis of Nutrition	2
PSY 201	Lifespan Psychology	3
PSY 101	Introduction to Psychology	3
BIO 210	Microbiology	4
CHM 111	Chemistry II	4
MTH 104	Mathematical Formulas, Models and Probability	3

The following courses are recommended:

SOC 211	Cultural Diversity	3
HUM	Humanities Elective (2)	3
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1

Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
Social Sciences = Psychology & Sociology

All of the above courses must be completed with grades of 'C' or higher, 'B' preferred, before admission in the program can occur. Transfer credit guidelines are posted at www.mercycollege.edu and in the Student Records Office.

Program of Study of Pre-licensure BSN

<u>SUMMER START PROGRAM</u>

SEMESTER (SUMMER)		CREDIT HOURS
NUR 250	Nursing as a Discipline	3
NUR 270	Nursing Health Assessment	3
NUR 260	Foundation of Nursing Practice	5
		11

SEMESTER II (FALL)		CREDIT HOURS
NUR 320	Clinical Nursing Therapeutics	4
NUR 340	Maternal-Newborn Nursing	
or NUR 350	Pediatrics Nursing	4
NUR 361	Pharmacology, Part I	2
MTH 310	Introduction to Statistics	3
REL 101	Foundations of Faith and Religion	3
		16

SEMESTER III (SPRING)		CREDIT HOURS
NUR 310	Mental Health Nursing	3
NUR 330	Gender Oriented Nursing Care	2
NUR 350	Pediatric Nursing	
or NUR 340	Maternal Newborn Nursing	4
NUR 362	Pharmacology, Part II	2
NUR 290	Nursing Research	3
		14

SEMESTER IV (FALL)		CREDIT HOURS
NUR 410	Adult Health I	5
NUR 420	Adult Health II	5
NUR 430	Community Health Nursing	4
SOC 300/400	Social Science Elective	3
		17

SEMESTER V (SPRING)		CREDIT HOURS
NUR 440	Nursing Management	5
NUR 450	Practicum: Selected Patient Population	3
NUR 472	Trends & Issues	2
IDS 399 or any 300/400 level Humanities or Social Science course		
	Interdisciplinary Study	3
NUR 480	NCLEX-RN Preparation Course	1
NUR 490	BSN Senior Seminar	1
		15

The following classes must be completed in addition to the classes listed above. Students may need to take classes during the summer semesters in order to graduate upon completion of their nursing courses.

REL 301	Medical Ethics	3
SOC 211	Cultural Diversity	3
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
HUM	* Humanities Elective	3
HUM	* Humanities Elective	3
REL	* Religious Studies Elective	3

Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
Social Sciences = Psychology & Sociology

Registered Nurses - Bachelor of Science in Nursing Completion Online Program
Registered nurses who have completed a diploma or an associate degree program and are licensed R.N.s must complete the following classes or their equivalent to earn a Bachelor of Science in Nursing. All Mercy College residency requirements must be met (See Residency Credit Requirements). It is recommended that registered nurses interested in the Bachelor of Science in Nursing Degree Completion Online Program discuss the proposed program with an admissions or nursing program representative.

The lecture portion of courses are online, with interactive activities such as discussion threads, live chats, interactive video or audio conferences. This allows for the convenience of online learning with interaction with faculty and classmates. There are also required residency days, and an internship or practicum at a location close to the student whenever possible. This allows for acquisition of specific skills in a real-world setting. More specific information may be obtained from the program chair.

GENERAL EDUCATION		**CREDIT HOURS**
ENG 101	* English Composition I	3
ENG 102	English Composition II	3
MTH 104	Mathematical Formulas, Models and Probability	3
MTH 310	Introduction to Statistics	3
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
		15

RELIGION		CREDIT HOURS
REL 101	Foundation of Faith and Religion	3
REL 301	Medical Ethics	3
REL	Religious Studies Elective	3
		9

HUMANITIES		CREDIT HOURS
HUM	Humanities Elective	3
HUM	Humanities Elective	3
IDS 399 or any 300/400 level Humanities or Social Science course		
	Interdisciplinary Study Elective	3
		9

SOCIAL SCIENCES		CREDIT HOURS
PSY 101	Introduction to Psychology	3
PSY 201	Life Span Psychology	3
SOC 211	Cultural Diversity	3
SOC 300/400	Social Science Elective	3
		12

NATURAL SCIENCES		CREDIT HOURS
BIO 220	Anatomy & Physiology I	4
BIO 221	Anatomy & Physiology II	4
BIO 201	The Physiological Basis of Nutrition	2
BIO 210	Microbiology	4
BIO 320	Pathophysiology	3
CHM 111	Chemistry II	4
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NOTE: Only a small number of these Prerequisite courses are available online through Mercy College.

Students who do not have transfer credit for ENG 101 may earn credit through testing.
Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
Social Sciences = Psychology & Sociology

Program of Study of RN-BSN Completion Full-Time Online Program
The lecture portion of courses are online, with interactive activities such as discussion threads, live chats, interactive video or audio conferences. This allows for the convenience of online learning with interaction with faculty and classmates. There are also required residency days, and an internship or practicum at a location close to the student whenever possible. This allows for acquisition of specific skills in a real-world setting. More specific information may be obtained from the program chair.

PREREQUISITES TO PROGRAM		CREDIT HOURS
ENG 102	English Composition II	3
MTH 104	Mathematical Formulas, Models and Probability	3
CHM 111	Chemistry II	4
		10

SEMESTER I (FALL)		CREDIT HOURS
NUR 270	Nursing Health Assessment	3
NUR 280	Transitions	2
REL 101	Foundation of Faith and Religion	3
MTH 310	Introduction to Statistics	3
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
NUR 300	Residency for Distance Learning I	0.5
		14.5

SEMESTER II (SPRING)		CREDIT HOURS
NUR 290	Nursing Research	3
NUR 331	Gender Oriented Nursing Care	2
HUM	Humanities Elective (8 wks)	3
BIO 320	Pathophysiology	3
SOC 211	Cultural Diversity (8 wks)	3
		14

SEMESTER III (SUMMER)		CREDIT HOURS
		0

SEMESTER IV (FALL)		CREDIT HOURS
NUR 360	Pharmacology	4
NUR 431	Community Health Nursing	4
HUM	Humanities Elective (8 wks)	3
SOC 300/400	Level Social Science Elective (8 wks)	3
REL 301	Medical Ethics	3
		17

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SEMESTER V (SPRING)   **CREDIT HOURS**

NUR 441	Nursing Management (8 wks)	5
NUR 451	Capstone Experience	3
NUR 471	Trends and Issues (8 wks)	3
IDS 399 or any 300/400 level Humanities or Social Science course		
	* Interdisciplinary Study (8 wks)	3
REL	Religious Studies Elective (8 wks)	3
NUR 401	Residency for Distance Learning II	0.5
		17.5

TOTAL CREDIT HOURS (RN-BSN Full-Time Cohort): **73**

* Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
* Social Sciences = Psychology & Sociology

NOTE: In addition to the completion program requirements as listed above, all students must meet the minimum bachelor of science degree general education requirements and residency requirements as listed in the Mercy College of Ohio college catalog. This program is subject to change.

Program of Study of RN-BSN Completion Part-Time Online Program
The lecture portion of courses are online, with interactive activities such as discussion threads, live chats, interactive video or audio conferences. This allows for the convenience of online learning with interaction with faculty and classmates. There are also required residency days, and an internship or practicum at a location close to the student whenever possible. This allows for acquisition of specific skills in a real-world setting. More specific information may be obtained from the program chair.

PREREQUISITES TO PROGRAM		CREDIT HOURS
ENG 102	English Composition II	3
MTH 104	Mathematical Formulas, Models and Probability	3
CHM 111	Chemistry II	4
		10

SEMESTER I (FALL)		CREDIT HOURS
REL 101	Foundations of Faith and Religion	3
CIS 104	Introduction to Word Processing/Presentation Applications	1
CIS 106	Introduction to Spreadsheet Applications	1
CIS 108	Introduction to Database Applications	1
NUR 300	Residency for Distance Learning I	0.5
		6.5

SEMESTER II (SPRING)		CREDIT HOURS
HUM	Humanities Elective (8 wks)	3
BIO 320	Pathophysiology	3
SOC 211	Cultural Diversity (8 wks)	3
		9

SEMESTER III (SUMMER)		CREDIT HOURS
REL	Religious Studies Elective (8 wks)	3
SOC	300/400 Social Science Elective (8 wks)	3
		6

SEMESTER IV (FALL)		CREDIT HOURS
NUR 270	Nursing Health Assessment	3
NUR 280	Transitions	2
MTH 310	Introduction to Statistics	3
		8

SEMESTER V (SPRING)		CREDIT HOURS
NUR 290	Nursing Research	3
NUR 331	Gender Oriented Nursing Care	2
IDS 399 or any 300/400 level Humanities or Social Science course		
	Interdisciplinary Study (8 wks)	3
		8

SEMESTER VI (SUMMER)		CREDIT HOURS
HUM	Humanities Elective (8 wks)	3
REL 301	Medical Ethics	3
		6

SEMESTER VII (FALL)		CREDIT HOURS
NUR 360	Pharmacology	4
NUR 431	Community Health Nursing	4
		8

SEMESTER VIII (SPRING)		CREDIT HOURS
NUR 441	Nursing Management (8 wks)	5
NUR 451	Capstone Experience	3
NUR 471	Trends and Issues (8 wks)	3
NUR 401	Residency for Distance Learning II	0.5
		11.5

TOTAL CREDIT HOURS (RN-BSN Part-Time Cohort): **73**

* Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
* Social Sciences = Psychology & Sociology

NOTE: In addition to the completion program requirements as listed above, all students must meet the minimum bachelor of science degree general education requirements and residency requirements as listed in the Mercy College of Ohio college catalog. This program is subject to change.

Progression
To progress in the nursing program, a grade of "C" or better is required in all nursing theory, clinical, and laboratory courses, as well as required non-nursing support courses, and required elective hours. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.00 or above. If the GPA falls below 2.0, the student will be dismissed from the nursing program.

Radiologic Technology

Associate of Science

RADIOLOGIC TECHNOLOGY

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@ mercycollege.edu.

Admission Requirements

Radiologic Technology students are admitted to the program in the spring/summer with courses beginning in the fall semester (once a year). The number of students selected for admission each year is determined by the availability of space in the clinical facilities affiliated with the program.   An applicant must be a high school graduate with a grade point average (GPA) of at least 2.7 or a general equivalency diploma (GED) recipient with a score of 570 (score of 57 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer student guidelines.

Transfer Student Guidelines

A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.7. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least 2.7. Applicants must have the following test scores:
- ACT composite score of 21, with a score of 20 on mathematics sub-test and a score of 19 on scientific reasoning sub-test, or SAT with a combined score of 950 or above.
- ACT/SAT is waived for transfer students who have earned a minimum of 12 college semester hours at a regionally accredited institution of higher education with a minimum 2.7 GPA.

Applicants must have completed and passed these high school courses, or their college equivalents, within the past seven years:
- Algebra** – one unit
- Biology** - one unit
- Chemistry** with a lab – one unit

In addition, applicants should have completed and passed these high school courses, or their college equivalents:
- English – three units (may include public speaking or journalism; not required for GED recipients).
- Math – two units (includes the above mentioned Algebra**).
- Social Studies – two units (not required for GED recipients).

All courses must be completed with a grade of C or better; a grade of B or better preferred. Courses marked with ** must have been completed within the past seven years with grade of C or better; a grade of B or better preferred. The seven-year limit applies to all students, even for students who hold degrees or healthcare diplomas.

The Radiologic Technology Program follows the recommendations of the National Council on Radiation Protection, the Nuclear Regulatory Commission and the laws of the State of Ohio. A copy of the Pregnancy Policy is available by contacting the Radiologic Technology Program Chair at 419-251-8958.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Philosophy
The Mission of the Radiologic Technology Program is to educate and prepare students for entry-level radiologic technology positions as competent healthcare professionals. It is a belief that the education of radiologic technologists is responsive to national and community trends. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society and new technology impact the delivery of medical care and the continued development of radiologic technologists.

The program strives to set realistic and achievable goals/objectives for each student based on professional standards. The goal is to produce a competent practitioner who can function in a rapidly changing healthcare environment.

Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories and experiential activities within an environment that promotes mutual trust, critical thinking and self development.

Program Learning Outcomes
At the completion of the Associate of Science in Radiologic Technology program, the graduate will be able to:
1. Produce diagnostic quality radiographs.
2. Apply radiation protection to patients, self, and others.
3. Provide age-appropriate patient care and comfort.
4. Function effectively in a variety of clinical situations.
5. Evaluate radiographic images for appropriate quality.
6. Demonstrate effective communication skills in the classroom and clinical settings.
7. Practice professional behaviors and understand the need for continuous professional education.

8. Understand the Code of Ethics for Radiologic Technologists and integrate Christian values with clinical practice.
9. Perform at entry-level expectations.
10. Successfully complete the radiography program and obtain employment.

Post-Acceptance Procedures Prior to Attending Radiologic Technology Classes

1. *CPR Certification*
   Radiologic Technology students are required to complete an American Heart Association course for cardiopulmonary resuscitation (CPR) for healthcare provider certification prior to taking Radiologic Technology courses. CPR will be offered through the Division of Short-Term Education of the College and must be taken prior to the start of the first semester. It is the student's responsibility to maintain certification throughout the program.

2. *Registry Requirements*
   Prospective Radiologic Technology students are advised that when applying for American Registry examination, they will be required to indicate whether or not they have ever been convicted of a felony or other crimes. A felony or a crime conviction may disqualify an individual from becoming registered with the American Registry of Radiologic Technology. This registration is a requirement for licensure and practice in Ohio and many other states. The American Registry of Radiologic Technologists makes all eligibility decisions.

Curriculum Plan

All curriculum requirements for the associate of science degree program in Radiologic Technology are so arranged that students follow a sequence of prerequisite courses building on studies preparing them for future courses.

SEMESTER I		CREDIT HOURS
BIO 220	Anatomy and Physiology I	4
GEN 101	Student Success Strategies (1st time college students)	2
RAD 101	Foundations in Radiography	3
RAD 110	Principles and Techniques in Radiography	5
RAD 111	Radiology Practicum I	2
		16

SEMESTER II		CREDIT HOURS
ALH 120	Medical Terminology	2
BIO 221	Anatomy and Physiology II	4
RAD 120	Basic Principles of Radiography	5
RAD 121	Radiology Practicum II	2
MTH 103/104	Math for Healthcare Professions/	
	Math Formulas, Models, and Probability	3
		16

SEMESTER III		CREDIT HOURS
ENG 101	English Composition I	3
RAD 130	Intermediate Principles of Radiography	2
RAD 131	Radiology Practicum III	2
		7

SEMESTER IV		CREDIT HOURS
RAD 240	Advanced Principles of Radiography	2
RAD 241	Radiology Practicum IV	3
RAD 205	Radiologic Science (Physics)	2
ENG 102	English Composition II	3
SOC	* Social Science Elective	3
		13

SEMESTER V		CREDIT HOURS
RAD 215	Radiation Biology	2
RAD 250	Specialty Imaging in Radiography	2
RAD 251	Radiology Practicum V	3
REL 301	Medical Ethics	3
HUM	* Humanities Elective	3
		13

SEMESTER VI		CREDIT HOURS
RAD 260	Transition to Practice	3
RAD 261	Radiology Practicum VI	3
		6

TOTAL CREDIT HOURS: **71**

One Social Science and one Humanities elective required for graduation.
* *Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies*
* *Social Sciences = Psychology & Sociology*

NOTE: All RAD classes must be taken sequentially. Medical Terminology, Anatomy & Physiology I and II and English Composition I must be taken in the order designated in the curriculum. Successful completion of these courses is necessary for the continued progression in the RAD courses.

Credit Certificates

EMERGENCY MEDICAL TECHNICIAN (EMT)

CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Overview

The EMT certificate program seeks to prepare students to work as part of the healthcare team to provide care to emergency patients in an out-of-hospital setting. The program will include didactic, laboratory, and clinical components specifically designed to prepare students for entry into professional practice as EMT Technicians in the State of Ohio and prepare them to sit for the National Registry Written Examination. The program has been accredited by the State of Ohio, Department of Public Safety, Division of Emergency Medical Services (OH-22).

Admission Requirements

A. Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.3.

B. Applicants should have completed and passed these high school courses, or their college equivalents. All courses must be completed with a grade of "C" or better. A grade of "B" is preferred.
   - English-three units
   - Math-two units
   - Social Studies-two units

C. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
   1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicantís Mercy College application file.

2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

In addition to the General College admission policies and procedures, EMT Certificate program applicants must have the following:

A. Applicants must possess current and valid certification for Basic Life Support for Healthcare Providers, as well as certificates for NIMS IS100 & IS700 and submit proof of such.

B. Applicants must submit to a background check according to College policy effective Fall Semester 2011.

C. Applicants must have completed and passed (with a C or better) these high school courses, or their college equivalents, within the past seven years:

- Biology - one unit

Philosophy

In accordance with the college mission statement, the philosophy of the Emergency Medical Technician program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Emergency Medical Technicians is responsive to national and community needs that are clearly supported by the national agenda to streamline Emergency Medical Technician education and credentialing in the field of Emergency Medical Technology.

Course goals and objectives are determined based on the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAEMSP) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and guidelines, as well as the National Standard Curriculum. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the National Registry of Emergency Medical Technicians (NREMT) exam.

Program Goal

The goal of the Emergency Medical Technician program at Mercy College is to prepare competent entry-level basic technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Learning Outcomes

The certificate completer will also be able to:

1. Demonstrate problem-solving and critical thinking skills in a pre-hospital environment.
2. Demonstrate clinical competence in performing pre-hospital assessment of the ill or injured victim in a professional manner.
3. Utilize effective communication skills.
4. Understand the importance of continuous learning, professional development and Christian values.
5. Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

Progression

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a C grade, or higher, in all courses of the EMT-Basic Program.
   Any grade lower than a C is considered a failure. Students who fail an EMT-B program course or withdraw from an EMT-B program course failing may repeat the course one time only. However, if a student should fail two EMT-B program courses, the Program Chair reserves the right to consider the student for dismissal from the EMT-B program.

EMT Certificate Program Curriculum Plan

The Certificate program in Emergency Medical Technician -Basic is a one (1) semester full-time program of study. Classes are conveniently offered to accommodate working professionals and to allow for other commitments. In addition to lecture and lab, there are clinical practicum requirements. The degree program is 16.5 credit hours spanning one semester. This program will be financial aid eligible once all necessary approvals and authorizations have been obtained.

All curriculum requirements for the credit certificate program in Emergency Medical Technician-Basic follow a sequence of prerequisite courses while building on previous studies and preparing for future courses.

SEMESTER I (FALL)		CREDIT HOURS
GEN 100	College Academic Skills Seminar	0.5
EMS 101	Introduction to Basic Pre-Hospital Emergency Medicine	8
BIO 105	Human Structure and Function	5
ALH 120	Medical Terminology	2
ALH 102	Emergency/Disaster Preparedness for the Healthcare Professional	1
EMS 102:	Basic Pre-Hospital Emergency Medicine Clinical Practice	0.5

TOTAL CREDIT HOURS: **17**

PROGRAM OF STUDY

MEDICAL CODING

CREDIT CERTIFICATE

Admission Requirements

Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

Applicants should have completed and passed the following high school courses, or their college equivalents with a grade of C or better; a grade of B or better is preferred.
- English-three units
- Math-two units
- Social Studies-two units

The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applantís Mercy College application file.
2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.
3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.
4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

In addition to the General College admission policies and procedures, Medical Coding certificate applicants must have completed and passed (with a C or better) these high school courses, or their college equivalents, within the past seven years:

- Biology - one unit
- CIS 101 (or demonstrate computer/keyboarding proficiency)

Transfer Student Guidelines
A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least a 2.3.

See Program Admissions Guidelines available online or from the Student Records office, 5th floor.

Philosophy
In accordance with the college mission statement, the philosophy of the Medical Coding program is to provide a certificate level education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns).

Course goals and objectives are determined based on the American Health Information Management Association (AHIMA) standards and required knowledge and learning outcomes. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the Certified Coding Assistant (CCA) exam.

Education is a continuous process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychological changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

Program Learning Outcomes
At the end of the certificate program, students will be able to:

1. Review health records for timeliness, accuracy, appropriateness and completeness of health care documentation
2. Perform processes related to collection, storage and retrieval of health care data/records.
3. Code, abstract, classify and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
4. Review, abstract, and compile health data for reimbursement, patient care research, clinical registries and other informational needs.

Progression

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a C grade, or higher, in all courses of the Medical Coding Program.

Any grade lower than a C is considered a failure. Students who fail an Medical Coding course or withdraw from a Medical Coding course failing may repeat the course one time only. However, if a student should fail two Medical Coding courses, the Program Chair reserves the right to consider the student for dismissal from the Medical Coding program.

Curriculum Plan

The Medical Coding certificate program will prepare students to work as part of the healthcare team as integral members of the health information industry. Medical coders are responsible for selecting the appropriate diagnostic and procedural codes of various medical services for data analysis and reimbursement.

The program will include didactic and hands-on laboratory components specifically designed to prepare students for entry into professional practice as medical coders and prepare them to sit for the Certified Coding Associate (CCA) exam through the American Health Information Management Association (AHIMA). The CCA is the only HIM credential worldwide currently accredited by the National Commission for Certifying Agencies (NCCA).

Mercy College no longer offers a non-credit certificate program in medical coding and is developing the proposed credit certificate in order to meet the more rigorous demands of the medical coding industry.

Mercy College's Medical Coding certificate program will be 25.5 credit hours spanning three semesters. Program content includes several courses that currently exist as part of the Associate degree program in Health Information Technology (HIT) at Mercy College, with the addition of a newly developed course in Medical Reimbursement. The Medical Reimbursement course will serve as a synthesis of inpatient and outpatient coding classification systems that will be used in a variety of healthcare settings. The credit certificate program in Medical coding will allow the student to smoothly transition into the Associate degree program in HIT if they choose or employment trends dictate the need to do so.

All curriculum requirements for the credit certificate program in Medical Coding follow a sequence of Prerequisites courses while building on previous studies and preparing for future courses.

SEMESTER I – FALL		**CREDIT HOURS**
BIO 105*	Human Structure and Function	5
HIT 114	Orientation to Health Information Technology	3
ALH 120	Medical Terminology	2
GEN 100	College Academic Success Strategies	0.5
		10.5

SEMESTER II – SPRING		**CREDIT HOURS**
ALH 210	Introduction to Pharmacology	2
BIO 320	Pathophysiology	3
HIT 126	Clinical Coding/Classification Systems I	3
CIS 101	Introduction to Keyboarding and Computers	1
		9

SEMESTER III – SUMMER		**CREDIT HOURS**
HIT 140	Clinical Coding Lab I	1
HIT 234	Clinical Coding/Classification Systems II	3
HIT 235	Medical Reimbursement	2
		6

TOTAL CREDIT HOURS: **25.5**

Biology is a prerequisite to BIO 105.

PROGRAM OF STUDY

OPHTHALMIC TECHNOLOGY

CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements
   A. Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

Transfer Student Guidelines

A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least a 2.3.

B. Applicants should have completed and passed the following high school courses, or their college equivalents with a grade of "C" or better; a grade of "B" or better is preferred.

- English-three units
- Math-two units
- Social Studies-two units

C. Applicants must demonstrate knowledge and skills of basic computer knowledge and functions through a computer assessment test. Those who do not meet minimum requirements will be expected to take CIS101, preferably in the first semester.

D. Possess American Heart Association CPR certification-valid prior to the start of EYE 110 with current certification maintained through the completion of clinical rotations.

E. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:

1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.

2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Philosophy

In accordance with the college mission statement, the philosophy of the Ophthalmic Technology program is to provide a certificate level education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns).

Course goals and objectives are determined based on the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), and the Association of Technical Personnel in Ophthalmology (ATPO) standards and required knowledge and learning outcomes. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the Certified Ophthalmic Assistant (COA) exam.

Education is a continuous process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychological changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

Program Learning Outcomes
At the end of the certificate program, students will be able to:
1. Demonstrate technical competence when performing ophthalmic procedures.
2. Demonstrate responsible, ethical, and professional patient care.
3. Employ components of effective communication.
4. Apply an understanding of scientific and mathematical concepts to eye care situations.
5. Demonstrate the ability to solve problems and think critically.

Progression
Once enrolled in the program the student is required to:
1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a "C" grade, or higher, in all courses of the Ophthalmic Technology Program.

Any grade lower than a "C" is considered a failure. Students who fail an Ophthalmic Technology course or withdraw from an Ophthalmic Technology course failing may repeat the course one time only. However, if a student should fail two OT courses, the Program Lead reserves the right to consider the student for dismissal from the OT program.

Curriculum Plan
The Ophthalmic Technology Certificate prepares students to work as part of the health care team in the essential fields of ophthalmology and optometry. The program includes didactic, laboratory and clinical components specifically designed to prepare students for entry into practice as an ophthalmic assistant and to take the Certified Ophthalmic Assistant (COA) entry-level examination as administered by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). JCAHPO maintains accreditation through the National Commission for Certifying Agencies (NCCA), who verifies that programs meet the highest national voluntary standards for private certification. The certificate program curriculum was developed using content defined by the Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP).

All curriculum requirements for the credit certificate program in Ophthalmic Technology follow a sequence of Prerequisites courses while building on previous studies and preparing for future courses.

SEMESTER I		CREDIT HOURS
GEN 100	College Academic Skills Seminar	.5
EYE 111	Essentials of Ophthalmic Technology	2
EYE 112	Ocular Terminology, Anatomy, Physiology, and Diseases	4
EYE 113	Ophthalmic Technology Application and Practice	4
CIS101	Introduction to Keyboarding and Computers	1*

Computer course required if applicant does not pass computer assessment.

SEMESTER II		CREDIT HOURS
EYE 114	Ophthalmic Capstone	1.5
EYE 115	Ophthalmic Clinical (495 hrs)	5.5
		7

TOTAL CREDIT HOURS: **17.5/18.5***

PROGRAM OF STUDY

PARAMEDIC

CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Overview

The Emergency Medical Technician-Paramedic Certificate program seeks to prepare students to work as part of the healthcare team to provide care to emergency patients in an out-of-hospital setting. The program will include didactic, laboratory, clinical and field internship components specifically designed to prepare students for entry into professional practice as Emergency Medical Technician-Paramedics and prepare them to sit for the National Registry of Emergency Medical Technicians (NREMT) exam. The program has been accredited by the State of Ohio, Department of Public Safety, Division of Emergency Medical Services (OH-22).

Admission Requirements

A. Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

Transfer Student Guidelines

A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.3.

B. Applicants should have completed and passed these high school courses, or their college equivalents. All courses must be completed with a grade of "C" or better. A grade of "B" is preferred.
   - English-three units
   - Math-two units
   - Social Studies-two units

C. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
   1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
   2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.
   3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.
   4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

In addition to the General College admission policies and procedures, Paramedic Certificate program applicants must have the following:

A. Applicants must possess a current and valid Emergency Medical Technician certificate in the State of Ohio and submit proof of such.

B. Applicants must complete BIO 105, Human Structure and Function, or its equivalent, with a grade of C or better.

C. Applicants must possess current and valid certification for Basic Life Support for Healthcare Providers and submit proof of such.
D. Applicants must submit to a background check according to College policy effective Fall Semester 2011.

Philosophy

In accordance with the college mission statement, the philosophy of the Paramedic program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Paramedics is responsive to national and community needs that are clearly supported by the national agenda to streamline Emergency Medical Technician and Paramedic education and credentialing in the field of Emergency Medical Technology.

Course goals and objectives are determined based on the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAEMSP) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) standards and guidelines, as well as the National Standard Curriculum. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the National Registry of Emergency Medical Technicians (NREMT) exam.

Program Goal

The goal of the Paramedic program at Mercy College is to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Learning Outcomes

The certificate completer will also be able to:
1. Demonstrate problem-solving and critical thinking skills in a pre-hospital environment.
2. Demonstrate clinical competence in performing pre-hospital assessment of the ill or injured victim in a professional manner.
3. Utilize effective communication skills.
4. Understand the importance of continuous learning, professional development and Christian values.
5. Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

Progression

Once enrolled in the program the student is required to:
1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a "C" grade, or higher, in all courses of the EMT-Paramedic Program.

Any grade lower than a "C" is considered a failure. Students who fail an EMT-P program course or withdraw from an EMT-P program course failing may repeat the course one time only. However, if a student should fail two EMT-P program courses, the Program Lead reserves the right to consider the student for dismissal from the EMT-P program.

Paramedic Certificate Program Curriculum Plan
The Certificate program in Paramedic is a three (3) semester full-time program of study. Classes are conveniently offered to accommodate working professionals and to allow for other commitments. In addition to lecture and lab, there are clinical and field practicum requirements. The degree program is 40.5 credit hours spanning three semesters. This program will be financial aid eligible once all necessary approvals and authorizations have been obtained.

All curriculum requirements for the credit certificate program in Emergency Medical Technician-Paramedic follow a sequence of prerequisite courses while building on previous studies and preparing for future courses.

SEMESTER I: SPRING		**CREDIT HOURS**
GEN 100:	College Academic Skills Seminar	.5
EMS 110:	Introduction to Paramedic Pre-Hospital Emergency Medicine	10
EMS 111:	Pre-Hospital Emergency Medicine Directed Clinical Practice I	2
		12.5*

SEMESTER II: SUMMER (12 WEEKS)		**CREDIT HOURS**
EMS 120:	Emergency Cardiovascular Disease	10
EMS 121:	Pre-Hospital Emergency Medicine Directed Clinical Practice II	2
		12

SEMESTER III: FALL		**CREDIT HOURS**
EMS 130:	Medical Emergencies	11
EMS 131:	Emergency Medical Operations	3
EMS 132:	Pre-Hospital Emergency Medicine Practicum	2
		16

TOTAL PROGRAM CREDIT HOURS: **40.5**

POLYSOMNOGRAPHIC TECHNOLOGY

CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Admission Requirements

A. Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.3, or a general equivalency (GED) recipient with a score of 530 (score of 53 prior to 2002). If an applicant's GPA or GED score is below the minimum, he/she may be eligible for admission under transfer credit guidelines.

   Transfer Student Guidelines
   A transfer student must be a high school graduate or a GED recipient and have earned a minimum of 12 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.3. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.3.

B. Applicants should have completed and passed these high school courses, or their college equivalents. All courses must be completed with a grade of "C" or better. A grade of "B" is preferred.
   - English-three units
   - Math-two units
   - Social Studies-two units

C. Applicants must demonstrate knowledge and skills of basic computer knowledge and functions through a computer assessment test. Those who do not meet minimum requirements will be expected to take CIS101, preferably in the first semester.

D. American Heart Association CPR certification – valid prior to the start of PSG112, with certification maintained through the completion of practicum courses.

E. Physical, immunization records and a negative TB test will be required before PSG112 practicum begins.

F. The following additional application guidelines are required for students who are not United States citizens and/or for whom English is a second language:
   1. Applicant must be a Permanent Resident (Green Card holder) and present her/his Green Card for an admissions representative to photocopy for the applicant's Mercy College application file.
   2. Applicants with international transcripts are required to submit those transcripts to World Education Services (WES) for a course-by-course level

evaluation and calculated cumulative grade point average (GPA). Contact WES at www.wes.org.

3. Applicants for whom English is a second language must complete the TOEFL (Test of English as a Foreign Language) with a minimum combined score (internet-based) of 80. This test must be taken within the past two years. Contact TOEFL at www.ets.org.

4. Please Note: Mercy College has not petitioned the United States Department of Homeland Security for approval for attendance by non-immigrant students and cannot issue immigration Form I-20.

See "Program Admissions Guidelines" available online or from the Student Records office, 5th floor.

Philosophy

In accordance with the college mission statement, the philosophy of the Polysomnographic Technology program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). It is a belief that the education of polysomnographic technologists is responsive to national and community needs that is clearly supported by the national agenda to streamline polysomnographic education and credentialing in the field of sleep medicine.

Course goals and objectives are determined for each student based on CoA-PSG and CAAHEP standards and required knowledge clusters and learning domains. The goal is to produce a competent practitioner who can function in a rapidly changing health care environment as well as pass the RPSGT and/or RST exam.

Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty facilitates the teaching/learning process through the sequential presentation of concepts, theories and experimental activities within an environment that promotes mutual trust, critical thinking and self-development.

Program Learning Outcomes

At the end of the certificate program students will be able to:

1. Demonstrate behaviors reflective of the entry-level competencies required in Polysomnography.
2. Display responsible, ethical and professional patient care.
3. Employ components of effective communication.
4. Apply an understanding of scientific and mathematical concepts to Polysomnography situations.
5. Demonstrate the ability to solve problems and think critically.

Progression

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a "C" grade, or higher, in all courses of the Polysomnographic Technology Program.

Any grade lower than a "C" is considered a failure. Students who fail a Polysomnographic Technology course or withdraw from a Polysomnographic Technology course failing may repeat the course one time only. However, if a student should fail two PSG courses, the Program Lead reserves the right to consider the student for dismissal from the PSG program.

Curriculum Plan

28/29* credit hours

Polysomnographic Technology is a health care field that utilizes diagnostic tests known as sleep studies (polysomnography) to diagnose and treat sleep disorders. Sleep studies are used to gather extensive data concerning an individual's physiologic activity while sleeping. Sleep Technologists are the health care practitioners who perform and help interpret these studies. They provide data and make recommendations to physicians specifically trained in Sleep Medicine so that patients can receive appropriate therapy to treat discovered sleep disorders. The program is designed to train polysomnographic technologists to work as part of a healthcare team under the general supervision of a licensed physician to assist in the education, evaluation, treatment and follow up of sleep disorders in patients of all ages. Upon successful completion of the program, graduates will be eligible to sit for a national examination offered by the Board of Registered Polysomnographic Technologists (BRPT) to become credentialed as a Registered Polysomnographic Technologist.

All curriculum requirements for the credit certificate program in Polysomnographic Technology follow a sequence of prerequisite courses while building on previous studies and preparing for future courses.

SEMESTER I		CREDIT HOURS
GEN 100	College Academic Skills Seminar	.5
BIO103	Anatomic and Physiologic Consideration of Sleep	3
ALH120	Medical Terminology	2
PSG101	Fundamentals of Sleep	3
PSG102	Essentials of Polysomnographic Technology	3
CIS101	Introduction to Keyboarding and Computers	1*
		11.5/12.5*

SEMESTER II		CREDIT HOURS
PSG110	Polysomnography Analysis	3
PSG111	Respiratory Monitoring	3
PSG112	Polysomnographic Practicum I (90 hrs)	2
		8

SEMESTER III		CREDIT HOURS
PSG123	Advanced Topics in Polysomnographic Technology	3
PSG124	Polysomnographic Technology Capstone Seminar	2
PSG122	Polysomnographic Practicum II (180 hrs)	4
		9

TOTAL CREDIT HOURS: **28/29***

*Computer course required if applicant does not pass computer assessment.

Non-Credit Certificates

The policies within this catalog apply to credit courses and programs only. Refer to www.mercycollege.edu/short-term-education/ for policies specific to non-credit programs.

PROGRAM OF STUDY

HOME CARE AIDE

NON-CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@ mercycollege.edu.

Overview

The Home Care Aide Certificate program seeks to prepare students to work as part of the healthcare team by assisting people who are disabled, chronically ill, cognitively impaired, and older adults require assistance, live in their own homes, residential facilities or institutions. The program includes didactic and laboratory components specifically designed to prepare students for entry into professional practice as a Home Care Aide and prepare them to sit for the Home Care Aide National Certification (HCANC) an affiliate of the National Association for Home Care & Hospice.

Admission Requirements

An applicant must be a high school graduate or a general equivalency (GED) recipient. Home Care Aides are often required to personally drive themselves to patient's homes, therefore applicants are strongly encouraged to hold a current drivers license and proof of auto insurance. Applicants are required to complete a background check, health physical, and provide up-to-date immunization documentation. College policy effective Fall Semester 2011.

Philosophy

In accordance with the college mission statement, the philosophy of the Home Care Aide program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Home Care Aides is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of Home Health Care.

Course goals and objectives are determined based on the Home Care Aide National Certification (HCANC). The goal is to produce competent aides who can assist patients to live in their own homes, residential facilities or institutions as well as pass the Home Care Aide National Certification (HCANC) examination.

Program Learning Outcomes

The certificate completer will also be able to:

1. Display responsible, ethical and professional assistance to patients.
2. Employ components of effective communication.
3. Accurately follow care plans based on the patient's individual needs.
4. Successfully complete the Home Care Aide National Certification (HCANC) examination.

Program Completion

Students who earn a "C" grade, or higher in the course receive a certificate of completion. Any grade lower than a "C" is considered a failure and no certificate will be awarded.

Home Care Aide Certificate Program Curriculum Plan

The Certificate program in Home Care is a comprehensive program, as it includes the Home Care Aide National Certification (HCANC) curriculum and provides students with 60 contact hours of education and 15 practicum hours.

The course includes basic anatomy and physiology, medical terminology and overview of the Home Care industry as well as a number of patient skill areas including Body mechanics and repositioning in bed, transferring to a chair/wheelchair, using assistive devices, and personal hygiene.

PROGRAM OF STUDY

MEDICAL INPATIENT AND OUTPATIENT BILLING AND CODING
(online through Career Step)

NON-CREDIT CERTIFICATE

Overview

The Medical Inpatient and Outpatient Medical Billing and Coding program prepares students to use coding guidelines and procedural codes to patient records. The curriculum offers practical experience that will prepare a student to pass one of the national coding certification exams and to find employment as an inpatient or outpatient medical coder and/or medical biller.

Admission Requirements

An applicant must be a high school graduate or a general equivalency (GED) recipient. Applicants are required to complete a background check, health physical, and provide up-to-date immunization documentation. College policy effective Fall Semester 2011.

Philosophy
In accordance with the college mission statement, the philosophy of the Medical Inpatient and Outpatient Medical Billing and Coding program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Medical Coders is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of medical coding.

Course goals and objectives are determined based on the preparation for the American Academy of Professional Coders (AAPC) and American Health Information Management Association (AHIMA) certification exams. The goal is to produce competent medical coders as well as pass the CCA and CPC examination.

Program Learning Outcomes
The certificate completer will also be able to:
1. Display responsible, ethical and professional assistance to patients.
2. Employ components of effective communication.
3. Building a foundation of medical terminology, anatomy and physiology to interpret and document proper clinical documentation.
4. Become familiar with various types of payment systems used to reimburse impatient and outpatient medical services.
5. Accurately document patient records tests, treatments, procedure using the current International Classification of Diseases, Clinical Modification and the Current Procedural Terminology code books.
6. Successfully pass the CCA and CPC examinations.

Program Completion
Students who earn a "C" grade, or higher in the course receive a certificate of completion. Any grade lower than a "C" is considered a failure. Students who fail the course will not receive a certificate or course refund.

PROGRAM OF STUDY

MEDICAL TRANSCRIPTION *(online through Career Step)*

NON-CREDIT CERTIFICATE

Overview
The Medical Transcription program prepares students to create reports based audio dictations of doctor-patient interactions to accompany medical records. The programs curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI) and includes curriculum and practical experience that will prepare students to seek employment as a medical transcriptionist.

Philosophy
In accordance with the college mission statement, the philosophy of the Medical Transcription program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Medical Transcription is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of medical transcription.

Program Learning Outcomes
The certificate completer will also be able to:
1. Display responsible, ethical and professional assistance to patients.
2. Employ components of effective communication.
3. Accurately transcribe audio dictations of doctor-patient interactions to accompany medical records.
4. Apply AHDI approved standards to patient medical records.

Program Completion
Students who earn a "C" grade, or higher in the course receive a certificate of completion. Any grade lower than a "C" is considered a failure. Students who fail the course will not receive a certificate or course refund.

PROGRAM OF STUDY

MEDICAL TRANSCRIPTION EDITOR *(online through Career Step)*

NON-CREDIT CERTIFICATE

The Medical Transcription Editor program prepares students to correct and edit written reports created by speech recognition software, which automatically translates the doctor's dictation into text. The programs curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI) and includes curriculum and practical experience that will prepare students to seek employment as a medical transcription editor.

Philosophy

In accordance with the college mission statement, the philosophy of the Medical Transcription program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Medical Transcription Editor is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of medical transcription.

Course goals and objectives are determined based on the preparation for the American Academy of Professional Coders (AAPC) and American Health Information Management Association (AHIMA) certification exams. The goal is to produce competent medical coders as well as pass the CCA and CPC examination.

Program Learning Outcomes

The certificate completer will also be able to:
1. Display responsible, ethical and professional assistance to patients.
2. Employ components of effective communication.
3. Build a foundation of medical terminology, anatomy and physiology to interpret and transcribe proper audio dictations from physicians.
4. Develop skills to correct and edit written reports created by speech recognition software,
5. Apply AHDI approved standards to patient medical records.

Program Completion

Students who earn a "C" grade, or higher in the course receive a certificate of completion. Any grade lower than a "C" is considered a failure. Students who fail the course will not receive a certificate or course refund.

PROGRAM OF STUDY

PERSONAL TRAINING

NON-CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements.

Overview

The Personal Training Certificate program seeks to prepare students to work in the health and fitness industry by assessing clients level of physical fitness, and set and reach fitness goals. The program includes didactic and practicum components specifically designed to prepare students for entry into a career as a personal trainer and prepare them to sit for the American Council on Exercise (ACE) Certification Exam.

Admission Requirements

An applicant must be a high school graduate or a general equivalency (GED) recipient. Applicants are required to complete a background check, health physical, and provide up-to-date immunization documentation. College policy effective Fall Semester 2011.

Philosophy

In accordance with the college mission statement, the philosophy of the Personal Training program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Personal Trainers is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of fitness.

Course goals and objectives are determined based on the American Council on Exercise (ACE) Certification examination. The goal is to produce competent personal trainers as well as pass the American Council on Exercise (ACE) Certification examination.

Program Learning Outcomes

The certificate completer will also be able to:
1. Display responsible, ethical and professional fitness assistance to clients.
2. Employ components of effective communication.
3. Accurately assess clients level of physical fitness.
4. Evaluate clients exercise technique and demonstrate proper exercise form.
5. Successfully complete the American Council on Exercise (ACE) Certification examination.

Program Completion
Students who earn a "C" grade, or higher in the course receive a certificate of completion. Any grade lower than a "C" is considered a failure. Students who fail the Personal Trainer program or withdraw from the course will not receive a certificate or course refund.

Personal Training Certificate Program Curriculum Plan
The Certificate program in Personal Training is a comprehensive program, as it includes curriculum supported by the American Council on Exercise (ACE) and provides students with a minimum of 30 contact hours of education and 15 practicum hours.

PROGRAM OF STUDY

PHARMACY TECHNICIAN

NON-CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@ mercycollege.edu.

Overview
The Pharmacy Technician Certificate program seeks to prepare students to work as part of the healthcare team to provide care of patients under the direct supervision of a pharmacist in a variety of pharmacy environments including hospital, retail, and industrial complexes. The program includes didactic and laboratory components specifically designed to prepare students for entry into professional practice as a Pharmacy Technician and prepare them to sit for the Pharmacy Technician Certification Board (PTCB) exam.

Admission Requirements
An applicant must be a high school graduate or a general equivalency (GED) recipient and must pass math compass placement test with a score of 35 or higher.
Applicants are required to complete a background check, health physical, and provide up-to-date immunization documentation. College policy effective Fall Semester 2011

Philosophy
In accordance with the college mission statement, the philosophy of the Pharmacy Technician program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Pharmacy Technicians is responsive to national and community needs that are clearly supported by State of Ohio regulations, education, and credentialing in the field of Pharmacy Technology.

Course goals and objectives are determined based on the Pharmacy Technician Certification Board (PTCB). The goal is to produce a competent technician who can prepare prescription medications under the direct supervision of a pharmacist as well pass the Pharmacy Technician Certification Board (PTCB) examination.

Program Learning Outcomes
The certificate completer will also be able to:
1. Display responsible, ethical and professional prescription medication preparation.
2. Employ components of effective communication.
3. Accurately prepare prescription medications.
4. Successfully complete the Pharmacy Technician Certification Board (PTCB) examination.

Program Completion
Students who earn a "C" grade, or higher in the course receive a certificate of completion.

Any grade lower than a "C" is considered a failure. Students who fail the Pharmacy Technician program or withdraw from the course will not receive a course certificate.

Pharmacy Technician Certificate Program Curriculum Plan
The Certificate program in Pharmacy Technology is a comprehensive program, as it includes the Pharmacy Technician Certification Board (PTCB) curriculum and provides students with 56 contact hours of education. The course includes basic anatomy and physiology, medical terminology and pharmacy calculations, as well as a number of functional areas including: assisting the pharmacist in serving patients, maintaining medication and inventory control systems, and administration and management of pharmacy practice.

PROGRAM OF STUDY

PHLEBOTOMY

NON-CREDIT CERTIFICATE

Criminal Background checks and program health and immunization requirements must be met prior to entering a health program. Please see current Program Handbook for deadlines and requirements, or check with Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Overview
The Phlebotomy Certificate program seeks to prepare students to work in healthcare by collecting blood samples for quality laboratory testing, the program includes didactic, laboratory, and clinical components specifically designed to prepare students for entry

into a career in phlebotomy and prepare them to sit for the American Society of Clinical Pathologists (ASCP) Phlebotomy examination.

Admission Requirements

An applicant must be a high school graduate or a general equivalency (GED) recipient. Applicants are required to complete a background check, health physical, and provide up-to-date immunization documentation (according to College policy effective Fall 2011). Applicants must also possess the needed manual dexterity to perform phlebotomy skills and be able to secure a patient for drawing needs.

Philosophy

In accordance with the college mission statement, the philosophy of the Phlebotomy program is to provide a certificate education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). The education of Phlebotomist is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of phlebotomy.

Course goals and objectives are determined based on the American Society of Clinical Pathologists (ASCP) examination. The goal is to produce competent phlebotomist as well as pass the American Society of Clinical Pathologists (ASCP) examination.

Program Learning Outcomes

At the completion of the Phlebotomy Certificate program, the student will be able to:
1. Demonstrate knowledge of important concepts of healthcare delivery such as infection control, safety, quality assurance and legal implications associated with the role of phlebotomy.
2. Understand basic medical terminology, anatomy, and physiology that are associated with the procurement of quality laboratory specimens.
3. Apply knowledge of blood and other specimen collection equipment to maximize results in the clinical setting.
4. Perform venipunctures and other specimen collection procedures safely and competently.
5. Integrate pre-analytical considerations into the procurement of quality specimens.
6. Display ability to interact professionally and confidently with clients and co-workers.

Program Completion

Students must complete the lecture and lab portion of the course with a minimum of an 80% and successful complete a variety of skills check offs in order to progress to the clinical portion of the program. It is an expectation that during the clinical component, students will successfully complete draw over 100 draws, including both venipunctures and

dermals. Those who meet all of these qualifications will be awarded a certificate of program completion.

An accumulative grade, lower than a "C", is considered a failure. Students who fail the Phlebotomy program or withdraw from the course will not receive a course refund or certificate of completion.

Phlebotomy Certificate Program Curriculum Plan
The Certificate program in Phlebotomy is a comprehensive program and provides students with 52 contact hours of education and 120-hours of clinical externship. This course offers instruction pertaining to phlebotomy safety, infection control, venipuncture equipment, routine venipuncture and dermal techniques, complications, medical ethics, confidentiality, patient communication, and specimen handling. Some non-blood collection procedures will also be discussed as well as the awareness to the function of a full services laboratory. Upon completion, students are encouraged to take the National Phlebotemy Certificate Exam offered through the American Society of Clinical Pathologists (ASCP).

Course Descriptions

The number that follows the title of the course is the number of credit hours that the student earns upon completion of the course. The first digit within the parentheses that follows the number of credit hours indicates the number of lecture/class hours per week. The second digit indicates the number of laboratory or clinical hours per week.

Special Topics courses may be offered by programs to provide additional breadth and enrichment. When offered, these courses will be listed on the semester schedule under the prefix of the appropriate department and will carry a course number of 199 – 499 depending upon course level. Unless otherwise stated, courses are offered every semester, except CVT courses. Check with the chair of the program for the most current information.

Mercy College courses taken at the Youngstown site are designated in the student information system with a Y at the end of the department code (ex.: NUR 110 would appear as NURY 110 at the Youngstown site).

ALH 102
Emergency/Disaster Preparedness for the Healthcare Professional
1 HOUR (1-0)   FA, SP, SU

This course will present general aspects of emergency/disaster preparedness specific to the healthcare environment and as required by various healthcare program accrediting agencies. The course will present basic topics, including Incident Command Systems; federal, state and local response; role of volunteer organizations; mitigation and preparedness.

ALH 105
Basic Life Support and First Aid
1 HOUR (1-0)   FA, SP, SU

This course is designed to provide knowledge and training in the prevention and treatment of accident, sudden illness and basic life support. Successful completion may result in American Heart Association certification and American Red Cross Standard First Aid certification.

ALH 110
Introduction to the Health Care System
2 HOURS (2-0)   FA, SP, SU

A comprehensive review of the healthcare environment. The course will incorporate healthcare delivery trends and changes related to the rapidly changing healthcare system, including the organizational structures of acute care facilities, long-term and ambulatory care, home health, managed care, accreditation, ethical, legal and confidentiality issues, basic communication with patients and other health team members, universal precautions and the various roles of healthcare providers.

ALH 120

Medical Terminology
2 HOURS (2-0)   FA, SP

Introduces the student to the medical terms used in the health profession. Emphasis will be on the basic principles of medical word building, definitions, spelling, reading practice and pronunciation. This class does not satisfy residency or elective requirements for students enrolled in the nursing program.

ALH 210

Introduction to Pharmacology
2 HOURS (2-0)   SP

This basic course focuses on a survey of multiple therapeutic substances with emphasis on drug classification, physiologic effects, response monitoring and evaluation of action. Side effects, medication interactions and indications for use will also be discussed. Prerequisite: Admission to an allied health program or nursing program.

ALH 230

Women's Health Care Issues
3 HOURS (3-0)   FA, SP, SU

Considers physiological, psychological and sociological aspects of healthcare topics of special interest to women. The focus of the course is to promote awareness of these topics, enabling students to make more informed choices regarding women's health concerns.

ALH 240

Human Sexuality
3 HOURS (3-0)   FA, SP, SU

Examine human sexual development throughout the human life cycle and explores the topics of sex and gender, sexual functioning and basic reproductive anatomy. It addresses the issues of premarital, marital and post marital sexual patterns, birth control, AIDS and sexually transmitted diseases, sexual dysfunction and homosexuality.

ALH 280

Independent Study
1 HOUR (1-5-0) FA, SP, SU

Supervised independent work in allied health designed to meet approved objectives/learner outcomes. Students must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded.

ART 101

Art Appreciation
3 HOURS (3-0)   FA, SP, SU

This course will introduce students to the study, practices and production of visual art styles throughout history and across many cultures. Students will trace the history of art from prehistory to the present day with special attention to the artist's role in culture and in history. Students will have the opportunity to compose critical papers and creative projects that explore the complex relationship between culture and history.

ART 103

History of Western Art: Prehistory to Medieval
3 HOURS (3-0)   FA, SP, SU

The major components of western art history, covering the periods from Prehistory into Medieval times, will be introduced in this course. Particular attention will be directed at the meaning of the art to the culture that

created it, religious foundations and the perpetual effect that it has on us today.

ART 104

History of Western Art: Renaissance to Contemporary
3 HOURS (3-0)   FA, SP, SU

This course examines the major artistic traditions in western culture and significant Non-Western occurrences, as well as introducing the fundamental methods of the discipline of art history. Approaches will be chronological, considering how the arts developed in and through history and thematic, discussing how art and architecture were used for philosophical, religious and material ends.

ART 300

Non-Western Art
3 HOURS (3-0)   FA, SP, SU

This course is a survey of non-Western art, including painting, sculpture, and architecture, from the establishment of various civilizations and societies to the present. It is a study of the art of China, Japan, Korea, India, Africa, and Mesoamerica within the context of each culture. Prerequisites: ENG 101 and ENG 102 or equivalents

BIO 100

Student Success Strategies for Biology Majors
2 HOURS (2-0)   FA

This course is highly recommended for students majoring in Biology. It must be taken by first time College students going into the Bachelor of Science in Human Biology program. The class is an overview of where the science student is going and how to get there. Topics include: listening, note-taking, reading comprehension, critical thinking skills, study skills, observation skills, a review of fractions, introduction to the scientific method, expectations in the laboratory and thinking ahead to MCATs and GREs. Prerequisites: Must be a Biology major.

BIO 101

Biology
3 HOURS (3-0)   FA, SP, SU

Introduces the unique properties of living organisms and fundamental biological processes. Emphasis on molecular and cellular biology, bioenergetics, genetics and ecological systems.

BIO 103

Anatomic & Physiologic Considerations of Sleep
3 HOURS (3-0)   SP

This course explores the organ systems which predominate in the activity of sleep. The course focuses on the structure and function of the brain, systemic nervous, endocrine, cardiovascular and respiratory systems. This will not fulfill BIO 220 and BIO 221 course requirements.

BIO 105

Human Structure and Function
5 HOURS (5-0)   FA

Study of structure and function of the human body. Focuses on fundamental concepts of body organization and cellular function. Structure, functions and terminology of the body systems are considered. Note: This will not fulfill BIO 220 and BIO 221 course requirements. Prerequisite: BIO 101 or equivalent with a grade of C or higher within the last seven years.

BIO 200

Science in the News
2 HOURS (2-0)

Scientific advances are written about and broadcast every day in newspapers, radios, television, and the internet. The information to evaluate the validity of these advances is not. In this course, students will delve more deeply into popular science articles and critically analyze their accuracy, validity, and viewpoints. Topics will include current research that is reported in the popular press to long running scientific debates. Prerequisites: BIO 101 and ENG 101 or equivalent with a grade of C or higher within the last seven years.

BIO 201

The Physiological Basis of Nutrition
2 HOURS (2-0)   FA, SP, SU

Adequate nutrition is the foundation of good health. The chemical compositions of carbohydrates, lipids and proteins are reviewed. The physiology of food utilization within the body and the chemistry of metabolism are examined in health. Basic principles of nutrition, including the Dietary Reference Intakes, assessment and disease states are covered. Prerequisite: BIO 220 or BIO 105 or equivalent with a grade of C or higher within the last seven years.

BIO 205

General Biology I
5 HOURS (4-3)   FA

The basic concepts of biology upon which students can begin to develop a conceptual framework of the discipline will be developed in this course and reinforced in upper-level courses. Cell structure and function, molecular biology, Mendelian and population genetics, and evolutionary theory will be covered in this first semester of a two-semester sequence. Three hour lecture, one hour problem solving and quiz session and a three hour lab.

BIO 206

General Biology II
5 HOURS (4-3)   SP

The basic concepts of biology upon which students can begin to develop a conceptual framework of the discipline will be developed in this course and reinforced in upper-level courses. This course covers biological diversity, taxonomy, homeostasis, internal transport and gas exchange in plants and animals, plant hormones, osmoregulation, mechanisms of action of muscular, nervous and neuroendocrine systems and ecology will be covered in this second semester of a two-semester sequence. Three hour lecture, one hour problem solving and quiz session and a three hour lab. Prerequisite: BIO 205 or equivalent with a grade of C or higher within the last seven years.

BIO 210

Microbiology
4 HOURS (3-3)   FA, SP, SU

Survey of representative types of microorganisms in terms of their structure, function, cultivation, identification and methods employed for their control. Emphasis is placed on those causing human disease and the role of the immune system. Three hour lecture and three hour lab. Prerequisite: High school biology or equivalent with a grade of C or higher within the last seven years.

BIO 210L
Microbiology
1 HOUR (0-3) FA, SP, SU

In this laboratory course, students will observe, cultivate, characterize and identify microorganisms and practice techniques that control, kill and prevent the spread of them. Prerequisite: Successful completion at a regionally accredited college of a Microbiology course with no lab component with a grade of C or higher within the last seven years.

BIO 220
Anatomy and Physiology
4 HOURS (3-2-1) FA, SP

Study of structure and function of the human body. Focuses on fundamental concepts of body organization and cellular function. Structure, functions and terminology of the skeletal, muscular, integumentary and nervous system are considered. Three hour lecture, two hour lab, and one hour of recitation. Prerequisite: High school biology or equivalent with a grade of C or higher within the past seven years AND high school chemistry or an equivalent with a grade of C or higher within the past seven years.

BIO 220L
Anatomy and Physiology I Lab
1 HOUR (0-3) FA, SP

In this laboratory course, students will study the interrelationship between structure and function of the human body. The lab focuses on fundamental concepts of body organization and cellular function. Structure, functions and terminology of the skeletal, muscular and nervous system are examined. Prerequisites: Successful completion, at a regionally accredited college, of Anatomy and Physiology I lecture course only, or a completed Anatomy lecture course and a completed Physiology lecture course with a grade of C or higher within the past seven years.

BIO 221
Anatomy and Physiology II
4 HOURS (3-2-1) FA, SP

Study of the structure and function of the human body. Focuses on structure and function of the circulatory, respiratory, digestive, excretory, endocrine and reproductive systems. Acid-base and fluid electrolyte balance are also considered. Three hour lecture, two hour lab, and one hour of recitation. Prerequisite: BIO 220 or equivalent with a grade of C or higher within the past seven years.

BIO 221L
Anatomy and Physiology II Lab
1 HOUR (0-3) FA, SP

In this laboratory course, students will study the interrelationship between structure and function of the human body. During the course of study, students will focus on the important interaction between structure and function of the circulatory, respiratory, digestive, excretory, endocrine and reproductive systems through the use of gross anatomical and histological preparations. Virtual labs are used to allow students to observe what happens to organ function following anatomical manipulations. Prerequisites: Successful completion, at a regionally accredited college, of Anatomy and Physiology I and II lecture course only, or a completed Anatomy lecture course and a completed Physiology lecture course with a grade of C or higher within the past seven years.

BIO 240

Career Topics for Biology Majors

1 HOUR (1-0)

Introduces Biology majors to a variety of career paths. Guest speakers from health and research related fields will present what their field and job entails, along with the path they took to obtain their position. Students will also be required to do a minimum of two shadowing experiences within job fields they may like to pursue. Prerequisites: Biology major of sophomore standing. BIO 206 and CHM 211 with a C or higher.

BIO 280

Independent Study

1-5 HOURS (1-5 - 0)

Supervised independent work in science designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded. Prerequisites: BIO 105, or BIO 220, BIO 221, BIO 205 and 206 or equivalents with a grade of C or higher within the past seven years.

BIO 320

Pathophysiology

3 HOURS (3-0)   FA, SP, SU

Examination of basic pathophysiological processes, followed by a survey of diseases of the various body systems. The various ways in which these diseases manifest themselves as symptoms and signs, as well as laboratory findings leading to diagnosis, treatment and prognosis, will be discussed. Students will critically analyze several case study examples. Prerequisites: BIO 105, or BIO 220, BIO 221 or equivalents with a grade of C or

higher within the past seven years.

BIO 330

Cardiovascular Physiology

2 HOURS (2-0)

This course is designed to give students a better understanding of the functioning of the cardiovascular system. Focus will be placed on the structure and function of the cardiovascular system and how both systemic and local factors influence it's functions. Additionally students will gain an understanding of the autorhythmicity of cardiac cells, the influence of the autonomic nervous system and autorhythmicity and the cardiovascular system, the cardiac conduction system, neurophysiology of cardiac cells, ECG's and cardiovascular pathophysiology. Prerequisites: BIO 220, BIO 221, or BIO 105 or equivalents with a grade of C or higher within the past seven years.

BIO 331

Renal Physiology

2 HOURS (2-0)

This course is designed to give students a better understanding of the important aspects and fundamental concepts of how the kidneys function in health and disease. The course focuses on the important information necessary for students to develop a firm understanding of how the kidneys operate to maintain homeostasis. A greater understanding of the renal system serves as a frame of reference that students must comprehend before they can truly understand how alteration in renal function are associated with diseases and their clinical manifestations. Prerequisites: BIO 220, BIO 221, or BIO 105 or equivalents with a grade of C or higher within the past seven years.

BIO 332
Fluid and Electrolyte Balance
2 HOURS (2-0)

This course is designed for students to gain a better understanding of the care and management of the patient with fluid and electrolyte disorders/imbalances. Focus will be placed on the composition of body fluids, fluid compartments and factors that affect movement of water and solutes. The regulation of vascular volume and extracellular fluid osmolality will also be presented. Etiology, signs and symptoms and treatment of patients with fluid and electrolyte imbalance, including but not limited to sodium, potassium, calcium, phosphorous and magnesium, will be explored. Prerequisites: BIO 220 and BIO 221, or BIO 105 or equivalent with a grade of C or higher within the past seven years.

BIO 334
Genetics
2 HOURS (2-0)

Genetics studies the inheritance of traits, a topic that is introduced to students in an introductory biology class and reinforced in both microbiology and anatomy and physiology courses. This course is intended to provide a deeper understanding of classical and molecular genetics, a quickly expanding field. Emphasis is placed on eukaryotic genetics, beginning with basic inheritance patterns and their uses in pedigrees and chromosomal mapping, continuing with the molecular biology of the cell and ending with molecular genetic techniques and their potential use in medicine. Prerequisite: BIO 101 or equivalent with a grade of C or higher within the past seven years.

BIO 335
Endocrine Physiology
2 HOURS (2-0)

This course is designed to give students a better understanding of the endocrine system. The course focuses on the synthesis and action of steroid and non-steroid hormones. The course will also focus on the important information necessary for students to develop a firm understanding of how the endocrine system functions to maintain homeostasis. A greater understanding of the endocrine system serves as a frame of reference that students must comprehend before they can truly understand how alteration in the function of the endocrine system are associated with disease and their clinical manifestations. Major pathologic conditions of the endocrine system are used as a vehicle for teaching the physiology of the endocrine system. Prerequisites: BIO 220, BIO 221, or BIO 105 or equivalents with a grade of C or higher within the past seven years.

BIO 340
Recent Advances in Medicine
1 HOUR (1-0)

This course is run in a journal club format in which students will find and present research articles describing current advances/controversies in the medical field. This course will enable students to keep current on the most recent advances in the field of medicine and how these advances/controversies may change patient care. Prerequisites: BIO 220 and BIO 221 or equivalent with a grade of C or higher within the past seven years.

BIO 350

Biology of Human Reproduction
3 HOURS (3-0)

This course examines the biological aspects of sexuality from a structural, functional and evolutionary standpoint. Topics include human inheritance and genetic counseling, reproductive hormones, anatomy and physiology of the reproductive organs, the human sexual response, pregnancy and birth, fertility and infertility, sexual disorders and sexually transmitted diseases, evolution of human sexual behavior, and other related issues from a biological perspective. Prerequisites: BIO 105 or BIO 220 & 221 with a grade of C or higher within the past seven years.

BIO 400

Service Learning
2 HOURS (1-3)

Students will learn and develop through active participation in organized service that is conducted in and meets a need of the community. Projects in the community will be identified based on community needs in health or science and student interest. Along with off-campus experiential learning in the community project, students will have structured time in class to reflect on the service experience and clarify goals and expectations of the project. Prerequisite: Junior status in the Human Biology degree program.

BIO 410

Cell Biology
4 HOURS (4-0)

This course focuses on the underlying molecular mechanisms of biological function at the cellular level. It includes the study of the internal organization of the cell, organelle and membrane function, cell-cell signaling, cell movement, cell adhesion, and the extracellular matrix. Prerequisites: General Biology 205 and 206 for majors or BIO 220 and 221 or equivalent with a grade of C or higher within the past seven years.

BIO 420

Histology
4 HOURS (3-3)

Histology is an introduction to the microscopic anatomy of mammalian cells, tissues and organs. The emphasis of the course will be on the study of human tissues and organs. The intention of the course is to build upon previously acquired knowledge of the cell and expand to cell differentiation, tissue and organ development. Topics that will be covered include: Cells and Basic tissues, such as: Epithelium and Integumentary tissues; Loose, Dense and specialized Connective Tissue; Adipose, Circulatory, Respiratory, and Endocrine tissues; Nervous and Sensory Tissue; Digestive tissue; Renal and Reproductive Tissues. Three hour lecture and a three hour lab. Prerequisites: General Biology 205 and 206 for majors or BIO 220 and 221 or equivalent with a grade of C or higher within the past seven years.

BIO 430

Principles of Ecology
4 HOURS (3-3)

Ecology is the discipline in biology that studies the interaction between organisms and their environment. Topics covered include the dynamics among individuals of the same species, interactions between species, relations between living organisms and their nonliving environment, and the

cycling of nutrients and energy. Three hour lecture and a three hour lab. Prerequisites: General Biology 205 and 206 for majors or equivalent with a grade of C or higher within the past seven years.

BUS 222

Managerial Accounting
3 HOURS (3-0)   SP

In this course students will apply accounting concepts to various organizations. Includes cost finding and cost analysis, financial statement analysis, budgeting and reimbursement theory.

BUS 312

Human Resources Management
3 HOURS (3-0)   FA, SP

Proven hands-on applications of both classic and current management principles and practices will be identified. Students will learn strategies, techniques and tools to build or reinforce management skills, leadership skills and discuss the never-ending challenges that a manager faces daily.

BUS 318

Marketing Concepts
3 HOURS (3-0)   FA, SP

An introduction to marketing concepts with emphasis on current marketing trends in the marketplace. Consumer orientation, marketing plans and strategy development will also be discussed.

BUS 350

Nonprofit Healthcare Management
3 HOURS (3-0)   FA, SP, SU

This course will offer students the opportunity to examine the nonprofit side of healthcare, including hospitals and local health-oriented organizations. Students will learn about the organizational structure, financial operations, the importance of awareness and management tactics, including working with volunteers. Prerequisites: ENG 102 with a grade of C or higher.

CHM 110

Chemistry I
4 HOURS (3-3)   FA, SP, SU

A laboratory introductory course with atomic structure and bonding as a basis for understanding valence, formulas, compounds and chemical reactions. Measurement, states of matter, solutions, ionization and their applications in daily life are discussed. Three hour lecture and three hour lab. Co-requisite: MTH 095 or permission from instructor.

CHM 111

Chemistry II
4 HOURS (3-3)   FA, SP, SU

A laboratory course which focuses on organic chemistry, including functional groups and their properties and reaction mechanisms; and biochemistry of carbohydrates, proteins and lipids. Three hour lecture and three hour lab. Prerequisite: CHM 110 or High school chemistry or equivalent with a C or higher within the last seven years.

CHM 210

General College Chemistry I
5 HOURS (4-3)   FA

Deals with the principles of inorganic chemistry including formulas, equations, reaction principles, atomic and molecular structure, bonding thermochemistry, states of matter, stoichiometry and the periodic

table. Provides the basis of all higher levels of chemistry. Three hour lecture, one hour problem solving and quiz session and a three hour lab. Prerequisite: High school chemistry or equivalent with a C or higher within the last seven years and MTH 106 or equivalent with a C or higher within the last seven years.

CHM 211
General College Chemistry II
5 HOURS (4-3)   SP

Continues the study of General College Chemistry I (CHM 210). Includes chemical equilibria, kinetics, solutions, acids and bases, complex ions and coordination compounds redox reactions, thermodynamics, nuclear chemistry and brief introduction to organic chemistry and qualitative analysis. Three hour lecture, one hour problem solving and quiz session and a three hour lab. Prerequisite: CHM 210 or equivalent with a C or higher within the last seven years.

CHM 310
Organic Chemistry I
4 HOURS (3-3)   FA

 This course is the first semester of a two semester organic chemistry sequence. The intention of the course is to provide a good background in organic for subsequent science classes. Topics that will be covered include; bonding theories, alkanes, cycloalkanes, acid-base chemistry, stereochemistry, alkenes, alkynes, haloalkanes, nucleophilic substitution and elimination reactions, alcohols and ethers. Three hour lecture and a three hour lab. Prerequisite: General Chemistry II (CHM 211) or equivalent with a C or higher within the last seven years.

CHM 311
Organic Chemistry II
 4 HOURS (3-3)   SP

This course is the second semester of a two semester organic chemistry sequence. The intention of the course is to provide a good background in organic chemistry for subsequent science classes. Topics that will be covered include; aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, enolate chemistry, conjugated dienes, aromatic compounds, amines, carbohydrates and amino acids. Three hour lecture and a three hour lab. Prerequisite: CHM 310 or equivalent with a C or higher within the last seven years.

CHM 410
Biochemistry
 5 HOURS (4-3)

This course introduces the fundamental principles of modern biological chemistry. Includes the structure, chemistry and metabolism of proteins, lipids, carbohydrates, and other biomolecules. In the biochemistry laboratory students will become familiar with many of the laboratory practices and techniques that are used in the preparation, isolation, purification, and identification biochemical compounds. Specifically, the course is designed to teach common biochemical techniques such as electrophoresis, protein assays, enzyme kinetics protein purification and recombinant DNA methods and give students an appreciation for the application of these techniques in solving various kinds of problems in biochemistry research. Four hour lecture and a three hour lab. Prerequisite: CHM 310 or equivalent with a C or higher within the last seven years.

CIS 101

Introduction to Keyboarding and Computers
1 HOUR (1-0)   FA, SP

This course is designed for the student who has no previous experience with basic computer use and keyboarding or who needs a refresher course on keyboarding to improve speed and accuracy. Emphasis will be on proper finger techniques for alphanumeric and symbol keys with speed and accuracy.

CIS 104

Introduction to Word Processing/Presentation Applications
1 HOUR (1-0)   FA, SP, SU

This course is designed to provide hands-on experience and basic applications of word processing and presentation software. Prerequisite: Computer Competency or CIS 101 or equivalent.

CIS 106

Introduction to Spreadsheet Applications
1 HOUR (1-0)   FA, SP, SU

This course is designed to provide hands-on experience and basic applications of spreadsheet software. Prerequisite: Computer Competency or CIS 101

CIS 108

Introduction to Database Applications
1 HOUR (1-0)   FA, SP, SU

This course is designed to provide hands-on experience and basic applications of database software. Prerequisite: Computer Competency or CIS 101 or equivalent.

CIS 230

Advanced Spreadsheet Applications
1 HOUR (1-0)   SU

This course is designed to provide hands-on experience and advanced application of Microsoft Excel. Prerequisite: CIS 106

CIS 231

Advanced Database Applications
1 HOUR (1-0)   SU

This course is designed to provide hands-on experience and advanced application of Microsoft Access. Prerequisite: CIS 108

COM 260

Public Speaking
3 HOURS (3-0)   FA, SP, SU

This course develops students' skills in several forms of public address and presentation, preparing them to become effective communicators in their chosen fields.

COM 270

Communication for Professional Success
3 HOURS (3-0) FA, SP, SU

Communication and critical thinking skills are necessary both the secure a job and to succeed in the diverse, ever-changing workplace of the 21st century. Students in this course study resume-building, interviewing, self-care, face-to-face communication on the job, development of interpersonal skills, meeting management, presentational speaking, electronic communication skills, and communication flow in organizations.

COM 300
Entertainment in American Life
3 HOURS (3-0)   FA, SP, SU

Entertainment plays a vital role in American culture. This course raises awareness and deepens understanding of this role in intrapersonal, interpersonal, group, organizational, and mass communication; traces its historical origins and ethical implications; and enables conscious and responsible choices as the result of this awareness and understanding. Prerequisites: ENG 101 and ENG 102 or equivalents

CVT 110
Cardiac Dysrhythmias
4 HOURS (4-0)   FA

This course addresses cardiac electrophysiology, the process of rhythm analysis, heart sounds and ambulatory monitoring techniques. Co-requisites: CVT 111. Prerequisites: Admission into the CVT Program

CVT 111
Cardiac Dysrhythmias Lab
1 HOUR (0-2)   FA

This course examines twelve-lead EKG analysis and troubleshooting, patient preparation and instruction or ambulatory monitoring. Co-requisite: CVT 110. Prerequisites: Admission into the CVT Program

CVT 120
12-Lead EKG Interpretation
4 HOURS (4-0)   SP

This course covers twelve-lead EKG analysis including bundle branch blocks, hypertrophics, infarction patterns, pediatric EKG interpretation and stress test procedures. Co-requisite: CVT 121. Prerequisites: BIO 220, CVT 110, CVT 111, all with a grade of C or higher.

CVT 121
12-Lead EKG Interpretation Lab
1 HOUR (0-2)   FA, SP, SU

This laboratory course focuses on equipment set-up, patient preparation, performance of 12-lead EKGs, preparation and performance of stress testing, and analysis of both normal and abnormal twelve-lead EKG recordings. Co-requisite: CVT 120. Prerequisites: CVT 110, 111, both with a grade of C or higher.

CVT 122
12-Lead EKG Interpretation Clinical Practice
4 HOURS (0-16)   SU

Clinical experiences are provided in acute care and outpatient settings for EKG, ambulatory monitoring and stress testing. Prerequisites: CVT 120, CVT 121, BIO 221 and current BLS for Healthcare Providers certification, all with a grade of C or higher.

CVT 130
Ultrasound Instrument Mechanics and Wave Physics
1 HOUR (0-1)   FA

A study of ultrasound instrumentation mechanics and ultrasound wave physics. Introduction to knobology of the imaging system in noninvasive cardiology studies. Co-requisites: CVT 210 and CVT 211 OR CVT 240 and CVT 241. Prerequisites: MTH 104/106 and CVT 122, all with a grade of C or higher.

CVT 140

Ultrasound Physics and Instrumentation
4 HOURS (4-0)   SP

This course covers physical principles of ultrasound image generation and the image interpretation skills, and assessment of cardiac and peripheral vascular diseases. Co-requisite: CVT 220 and CVT 221, or CVT 250 and CVT 251. Prerequisites: CVT 130, with a grade of C or higher.

CVT 210

Echocardiography
4 HOURS (4-0)   FA

This course examines the procedures and principles of M-mode, 2-D and Doppler echocardiography with an emphasis on views and pathology. Co-requisite: CVT 130 and CVT 211. Prerequisites: CVT 122, with a grade of C or higher.

CVT 212

Echocardiography Lab I
2 HOURS (0-4)   FA

This course is an introduction to echocardiography views utilized for M-mode, 2-D and Doppler measurements. Laboratory experience is provided to support the didactic and clinical curriculum. Co-requisite: CVT 130, CVT 210 and CVT 214. Prerequisites: CVT 122, with a grade of C or higher.

CVT 214

Echocardiography Clinical Practicum I
2 HOURS (0-14)   FA

This course is an introduction to echocardiography views utilized for M-mode, 2-D and Doppler measurements.

Clinical practice experience is provided to support the didactic and laboratory curriculum. Co-requisite: CVT 130, CVT 210 and CVT 212. Prerequisites: CVT 122, with a grade of C or higher.

CVT 220

Advanced Echocardiography
2 HOURS (2-0)   SP

This course focuses on advanced pathophysiology, including stress echo, transesophageal and congenital anomalies. Co-requisite: CVT 140, CVT 222 and CVT 224. Prerequisites: CVT 210, CVT 212 and CVT 214, all with a grade of C or higher.

CVT 222

Advanced Echocardiography Lab II
1 HOURS (0-2)   SP

This course focuses on laboratory experiences covering advanced echocardiography studies with Doppler interpretation.
Co-requisite: CVT 140, CVT 220 and CVT 224. Prerequisites: CVT 210, CVT 212 and CVT 214, all with a grade of C or higher.

CVT 224

Advanced Echocardiography Clinical Practicum II
3 HOURS (0-21)   SP

This course focuses on clinical experiences covering advanced echocardiography studies with Doppler interpretation. Clinical practice will be held off campus. Co-requisite: CVT 140, CVT 220 and CVT 222. Prerequisites: CVT 210, CVT 212, and CVT 214, all with a grade of C or higher.

CVT 240

Peripheral Vascular-Venous Disorders
4 HOURS (4-0)   FA

This course studies the procedures and principles involved in recording and performing an analysis of non-invasive peripheral vascular venous data. Quantitative and qualitative methods of detecting venous diseases are covered. Co-requisite: CVT 130, CVT 242 and CVT 244. Prerequisites: CVT 122, with a grade of C or higher.

CVT 242

Peripheral Vascular-Venous Disorders Lab I
2 HOURS (0-4)   FA

This laboratory course addresses performance of non-invasive peripheral vascular procedures related to venous diseases. Co-requisite: CVT 130, CVT 240 and CVT 244. Prerequisites: CVT 122, with a grade of C or higher.

CVT 244

Peripheral Vascular-Venous Disorders Clinical Practicum I
2 HOURS (0-14)   FA

This clinical course addresses performance of non-invasive peripheral vascular procedures related to venous diseases. Clinical practice rotations are held off campus. Co-requisite: CVT 130, CVT 240 and CVT 242. Prerequisites: CVT 122, with a grade of C or higher.

CVT 246

Peripheral Vascular-Arterial Disorders Lab II
1 HOURS (0-2)   SP

This course provides laboratory experiences for non-invasive peripheral vascular procedures related to arterial diseases. Co-requisite: CVT 140, CVT 248 and CVT 250.

Prerequisites: CVT 240 and CVT 242 and CVT 244, all with a grade of C or higher.

CVT 248

Peripheral Vascular-Arterial Disorders Clinical Practicum II
3 HOURS (0-21)   SP

This course provides clinical experiences for non-invasive peripheral vascular procedures related to arterial diseases. Clinical practice is held off campus. Co-requisite: CVT 140, CVT 246 and CVT 250. Prerequisites: CVT 240 and CVT 241, both with a grade of C or higher.

CVT 250

Peripheral Vascular-Arterial Disorders
2 HOURS (2-0)   SP

This course focuses on procedures and principles involved in recording and performing analysis of non-invasive peripheral vascular arterial data. Quantitative and qualitative methods of detecting arterial diseases are covered. Co-requisite: CVT 140, CVT 246 and CVT 248. Prerequisites: CVT 240, CVT 242 and CVT 244, all with a grade of C or higher.

CVT 252

Cardiovascular Clinical Capstone
4 HOURS (0-16)   SU

This course provides clinical experiences which allow the student to perform non-invasive echocardiography or peripheral vascular exams under the direct supervision of a qualified technologist. Clinicals are held off campus. Prerequisites: CVT 220, CVT 222 and CVT 224 or CVT 250, CVT 246 and CVT 248, all with a grade of C or higher.

CVT 280

Independent Study
1-3 HOURS (variable, 1-3 - 0)   SU

This course provides supervised independent work in cardiovascular technology designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Prerequisites: Written Approval from the Instructor and the Associate Dean of Allied Health

DSC 250

Dual Studies Course

These courses are based on the spirit of intellectual sharing of ideas and crossing of disciplinary boundaries to achieve greater knowledge. Although they are interdisciplinary like the IDS courses, they are not Humanities courses or requirements. Courses vary and include such offerings as "Human Sexuality," a course taught from both a physical and social science perspective.

DSC 251

Human Sexuality
3 HOURS (3-0)   FA, SP, SU

Examines human sexual development throughout the human life cycle and explores the topics of sex and gender, sexual function and reproductive anatomy and physiology. It addresses the issues of premarital, marital and post-marital sexual patterns, birth control, infertility, sexually transmitted diseases and sexual dysfunction. Prerequisites: BIO 101, PSY 101 or equivalents.

EMS 101

Introduction to Basic Pre-Hospital Emergency Medicine
8 HOURS (6-2)   FA

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Basic, injury and illness prevention, and medical/legal & ethical issues. A general review of anatomy and physiology, pharmacology, communication and documentation techniques and principles of operations will be discussed. Important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, caring for the infant, child, adult and geriatric patient will be covered. Prerequisites: Certificates for NIMS IS100 & IS 700, BLS for Healthcare Provider

EMS 102

Basic Pre-Hospital Emergency Medicine Clinical Practice
0.5 HOURS (0-6)   FA

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Basic, injury and illness prevention, and medical/legal & ethical issues. Students will be given opportunities to demonstrate proficiency in important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, and caring for the infant, child, adult and geriatric patient. Corequisite: EMS 101

EMS 110

Introduction to Paramedic Pre-Hospital Emergency Medicine
10 HOURS (8-2)   SP

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Paramedic, injury and illness prevention, and medical/legal & ethical issues. A general review of anatomy and physiology as well as pharmacology, venous access and medication administration, therapeutic communications and life span development will be covered. Important techniques such as airway management and ventilation, patient assessment and trauma integration & management will be included. Prerequisites: Acceptance into the EMT-Paramedic certificate program, including BIO 105 or equivalent as a Prerequisite and possession of valid and current EMT-Basic certification.

EMS 111

Pre-Hospital Emergency Directed Clinical Practice I
2 HOURS (0-12)   SP

This course will focus on demonstration and performance of accurate patient assessments, safe venous access, administration of medications, endotracheal intubation, and ventilation of patients of all age groups. Prerequisites: Acceptance into the EMT-Paramedic certificate program, including BIO 105 or equivalent as a Prerequisite and possession of valid and current EMT-Basic certification. Co-requisite: EMS 110

EMS 120

Emergency Cardiovascular Disease
10 HOURS (8-2)   SU

This course will cover the aspects of the cardiovascular system including disease pathology, cardiac arrhythmias and vascular disorders. Students will understand cardiovascular complaints, cardiac monitoring and management of cardiovascular emergencies. Prerequisites: EMS 110

EMS 121

Pre-Hospital Emergency Directed Clinical Practice II
2 HOURS (0-12)   SU

This course will enhance the clinical skills of the paramedic student to perform comprehensive patient assessments and integrate assessment findings while formulating a treatment plan in the pre-hospital clinical setting. Prerequisites: EMS 110

EMS 130

Medical Emergencies
11 HOURS (9-2)   FA

This course will allow the student to study medical emergencies covering all the major systems of the body. Care of neonatal, pediatric and geriatric patients will be discussed. Topics will include patients with special challenges, as well as victims of abuse or assault. Acute intervention of the chronic patient will also be presented. Prerequisites: EMS 120, EMS 121

EMS 131

Emergency Medical Operations
3 HOURS (2-1)   FA

Assessment-based management and ambulance operations will be covered in this course. Students will learn general incident and multiple casualty incident management techniques, as well as rescue awareness. Prerequisites: EMS 120, EMS 121

EMS 132

Pre-Hospital Emergency Medicine Practicum
2 HOURS (0-14)   FA

In this course, the paramedic student will exhibit behaviors indicative of a team leader in a field setting, utilizing critical thinking and decision making skills in the assessment, management and treatment of the pre-hospital emergency patient. Important considerations regarding continuing education, job requirements and professionalism will be included. Prerequisites: EMS 121. Co-requisites: EMS 130, 131

ENG 099

Basic Writing
3 HOURS (3-0)   FA, SP

This course broadens understanding of English grammar and mechanics as a foundation for developing competence in the writing process. Through individual and group activities, each class session focuses on one or more skills which are fundamental to effective writing: reading comprehension; critical thinking; and the processes of pre-writing, revising and proofreading. Collaborative writing and peer evaluation of professional and student work will be included in class assignments as proficiency is acquired in sentence structure and in the components of effective paragraphs and essays. If a student is unsuccessful in a second enrollment, he/she will be dismissed from the College.

ENG 101

English Composition I
3 HOURS (3-0)   FA, SP, SU

Various reading and writing assignments broaden understanding of diverse topics, varied cultures, life experiences and social and professional issues while improving skills in writing and oral expression. The overall course goal is that students enjoy a richer personal and professional life through writing and gain a basic command of standard English. APA documentation style, critical analysis and basic research techniques are introduced.

ENG 102

English Composition II
3 HOURS (3-0)   FA, SP, SU

This course is designed to reinforce a process approach to writing while developing the variety of styles required for effective communication. Analytical thinking and critical reading form the basis for clear and concise writing addressing differing purposes with an emphasis on argumentation. A review of standard English rules is integrated with peer review and instructor critique of major project and presentation. A passing grade or waiver of Composition I is required. Prerequisite: ENG 101 or equivalent.

ENG 200

Professional/Technical Communication
3 HOURS (3-0)   FA, SP, SU

This course provides extensive practice in

business and administrative communication for professionals through the use of computer technology. Students will produce different types of correspondence, such as formal written reports, oral presentations, effective resumes and job application letters. Prerequisites: ENG 101 and ENG 102 or equivalents.

ENG 201

Principles of Communication
3 HOURS (3-0)   FA, SP, SU

The purpose of this course is to examine communication theories and to practice fundamentals essential for developing oral, written and visual communication skills. Participation in class exercises and individual presentation leading to effective interpersonal and group communication are required.

ENG 202

Communication and Media
3 HOURS (3-0)   FA, SP, SU

The application of communication theory and skills in workshop activities. Emphasis is on providing experiences in the selection and preparation of appropriate materials for delivering a message and using selective technology available to support effective communications.

ENG 203

Mass Communication and Society
3 HOURS (3-0)   FA, SP, SU

This course is designed to help students become more informed and discerning consumers of mass media. Classes apply communication theory and skills in a wide variety of workshop activities. Emphasis is on analyzing source materials from various media including film, music, print and electronic sources. Students will select and prepare materials for constructing and delivering messages using appropriate technology available to support effective communications. Prerequisites: ENG 101 and basic keyboarding skills.

ENG 210

The Short Story
3 HOURS (3-0)   FA, SP, SU

Introduces readers to a wide range of narratives, both classical and contemporary. It provides a variety of reading experiences from both men and women and from various ethnic as well as mainstream cultures. The course will review plot elements and certain literary devices that enhance the reading experience. Students explore what they believe to be the author's purpose(s) as well as meanings they find in the works themselves.

ENG 280

Independent Study
1-5 HOURS (1-5 - 0)   FA, SP, SU

Supervised independent work in English designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded.

ENG 310

Studies in World Literature
3 HOURS (3-0)   FA, SP, SU

This course will include a representative sampling of texts from the Classical Age of British detective fiction to present-day

offerings with an emphasis on Golden Age readings. This course will conduct trans-historical comparison and contrast of novels as well as comparison and contrast of literary texts to screen texts. Students will be encouraged to make connections between the texts with events and attitudes in the world at large. Prerequisites: ENG 101 or equivalent.

EYE 111
Essentials of Ophthalmic Technology
2 HOURS (2-0)   FA, SP, SU

Instruction includes introduction to the field of ophthalmic practice, the function of the ophthalmic assistant, types of medical practices, specialties, principles of ophthalmic services, basic optical properties, and the role of an ophthalmic professional. Content includes the history of the ocular profession, compliance with Health Insurance Portability and Accountiblity Act (HIPAA) and Occupational Safety and Health Act (OSHA), medical law and ethics, and the importance of proper patient interaction. History taking, patient triage and flow, office forms, scribing, quality assurance, and informed consent are addressed. Professional standards of care and accommodations for special populations are explored.

EYE 112
Ocular Terminology, Anatomy, Physiology, and Diseases
4 HOURS (4-0)   FA, SP, SU

The content will cover medical terminology, anatomy, and physiology specific to the eye and the eye conditions. The course will introduce diseases of the eye, eye emergencies, and appropriate pharmacology.

EYE 113
Ophthalmic Technology Application and Practice
4 HOURS (0-8)   FA, SP, SU

This course introduces the use and maintenance of ophthalmic instruments used in eye care. Visual and papillary assessment, ocular motility, refracotmetry, Keratometry, tonometry, visual fields, and Ophthalmic imaging are addressed. Instruction includes discussion of sterilization and preparation of surgical instruments, sterile fields, and laser safety. This course provides students with hands-on experiences performed in an ophthalmic setting. Content includes microbiology, surgical procedures and assisting, and contact lens measurements, patient instructions, and fitting.

EYE 114
Ophthalmic Capstone
1.5 HOURS (1.5-0)   FA, SP, SU

This course provides Ophthalmic Technology students with the skills necessary to transition into the workforce. It offers discussions of current trends/topics related to eye care, continuing education, interviewing and resume writing, values, personal excellence, professionalism, self-assessment and review for the national certification exam. Co-requisite: EYE 115. Prerequisites: EYE 111, EYE 112, EYE 113

EYE 115
Ophthalmic Clinical
5.5 HOURS (0-33)   FA, SP, SU

This course provides supervision of student learning experiences in an ophthalmic setting allowing the student to view and perform a variety of skills and patient interaction

opportunities. Students will also be required to interact with other eye care professionals and patients. Co-requisite: EYE 114. Prerequisites: EYE 111, EYE 112, EYE 113

GEN 100

College Academic Skills Seminar
0.5 HOURS (0.5-0)   FA, SP, SU

The Seminar provides students with basic study skills and academic management strategies necessary for college success. Topics include active listening and note-taking, recalling material for tests and exams, and test preparation and taking skills. Course may only be taken during the first semester of study with permission granted by an academic advisor.

GEN 101

Student Success Strategies
2 HOURS (2-0)   FA, SP

For all students interested in enhancing academic performance and achieving efficient learning. Topics include: learning styles, listening, note-taking, reading comprehension, test-taking, critical thinking, APA style and college resources. This course must be taken during the first two terms of enrollment at Mercy College by first time college students and provisionally admitted students. This course may also be taken by students who are in academic jeopardy (e.g. Academic Probation, Program Dismissal or College Dismissal).

HCA 214

Integrated Health Care Delivery Systems
3 HOURS (3-0)   FA, SP

In this course students will learn to apply a unique, population-based approach to health care delivery issues and learn about the changing roles of the components of the U.S. health care system as well as the technical, economic, political and social forces responsible for those changes.

HCA 224

Health Care Economics
3 HOURS (3-0)   FA, SP

In this course students will apply economic analysis to health and health care services. Examines the concept of health as human capital. Investigates special features of the supply, demand, distribution and economic impact of health care delivery. Prerequisite: HCA 214, with a grade of C or higher.

HCA 300

Residency for Distance Learning Program I
0.5 HOUR (0.5-0)   FA, SP

The Residency for Distance Learning Program I is designed to provide an overview of the distance learning program and the College course management software used to deliver courses. The course is intended to enhance student success by orienting them to strategies and resources for online learning as well as Mercy College policies and procedures. Through this course, students will be introduced to services provided by the College addressing academic, programmatic and technical needs. The residency will also provide community building among cohort members and faculty who will interact via online coursework throughout their program of study.

HCA 316
Health Care Information Systems
3 HOURS (3-0)   FA, SP

Introduces foundational knowledge and students participate in the design, selection, implementation and use of clinical and administrative information systems. Familiarizes the student with new and emerging technologies in the health care field. Prerequisite: HCA 214, with a grade of C or higher.

HCA 400
Health Care Administration Internship
1 HOUR (0-6)   SP, SU

Off-campus experiential learning of a pre-professional nature is available for work in health care facilities and related organizations. Projects are performed on-site under the supervision of a qualified professional. Placement of students is supervised by the faculty of the Health Care Administration program. (Required completion HCA students). Course must be taken in the same semester as expected graduation. Prerequisite: HCA 214, with a grade of C or higher.

HCA 401
Residency for Distance Learning Program II
0.5 HOUR (0.5-1)   SP

The Residency for Distance Learning Program II is designed to provide an opportunity for students to come together prior to graduating from their respective programs. This course will include program assessments and informational sessions pertaining to graduation and future career opportunities. Course must be taken in the same semester as expected graduation. Prerequisite: HCA 214

HCA 410
Health Care Finance
3 HOURS (3-0)   FA, SP

In this course students will review issues in reimbursement structures, regulatory mechanisms, cost control and related factors affecting administration of health services organizations. Co-requisite: HCA 400, HCA 424, with a grade of C or higher.

HCA 412
Health Care Law & Ethics
3 HOURS (3-0)   SU

This course will present the government policies and guidelines relating to the operation of health care systems. Within this context, discussion will be led around the impact on the implementation of health care and the ethical responsibilities ascribed to health care administrators. Examines tort, contract and statutory law related to healthcare delivery. Prerequisite: HCA 214, with a grade of C or higher.

HCA 418
Managed Care Contracting
3 HOURS (3-0)   FA, SP

In this course, students will review the evolution and shape of managed care, related public programs and public policy. The practical application of the course is a primer on insurance, Medicare/Medicaid reimbursement, managed care contracting, developing an appropriate negotiating strategy and performing the necessary financial analysis to support a beneficial and workable health service plan. Prerequisite: HCA 214, with a grade of C or higher.

HCA 424

Health Care Administrative Capstone
3 HOURS (3-0)   SP, SU

In this course, students will integrate the various topics within the curriculum focusing on current developments in the health care administration field, such as managed care, re-engineering, TQM/CQI, budgeting, finance, personnel, planning, team-building, changing work force, health care paradigm shift and many other management topics. Course must be taken in the same semester as expected graduation. Prerequisite: HCA 214, with a grade of C or higher.

HCA 430

Management Accountability in Health Care Organizations
3 HOURS (3-0)   FA, SP

Focusing on the health care imperative of accountability to the community, students in this course will deal with the measurement of performance in health care organizations, the implementation of business strategies, strategic plans, project management and the attainment of organizational goals. Introduction to CQI, performance improvement, clinical and service quality. Prerequisite: HCA 214, with a grade of C or higher.

HIT 114

Orientation to Health Information Technology
3 HOURS (2-2)   FA

Introduction to the health information technology profession in the acute setting, its function and how it relates to other departments. Orientation to the health record, numbering, filing and storage media. This course also includes aspects related to medical staff, personnel requirements, licensing, certifying and accrediting agencies. Laboratory practice in assembly, analysis, filing and retrieval of health records. The student will also be exposed to the concept of the electronic health record and hybrid systems.

HIT 120

Health Records in Ancillary Facilities
2 HOURS (2-0)   FA

Introduction to medical record procedures in long term care, ambulatory, home health, hospice, psychiatric and other community health facilities. Includes aspects related to medical staff and personnel requirements such as licensing, certifying and accrediting agencies controls. Prerequisite: HIT 114, with a grade of C or higher.

HIT 126

Clinical Coding/Classification Systems I
3 HOURS (2-2)   SP

An introduction to various coding and classification systems used in healthcare. This course will focus on the current International Classification of Diseases (ICD) revision for acute care inpatient diagnosis and procedure coding. Laboratory practice time devoted to code assignment using computerized and manual methods. Co-requisites: ALH 210 and BIO 320. Prerequisites: ALH 120, HIT 114, BIO 105 or equivalents, all with a grade of C or higher.

HIT 140

Clinical Coding Lab I
1 Hour (0-2)   SU

In this laboratory course, students will have hands-on experience with encoder software for code assignment. Students will also further their clinical coding skills through case studies and health records exercises. Prerequisites: ALH 120, BIO 320, HIT 126, all with a grade of C or higher.

HIT 142

Legal Aspects in Health Information
3 HOURS (3-0)   SP

The student will evaluate health records for legal purposes. The Health Insurance Portability and Accountability Act (HIPAA) legislation is discussed with emphasis on privacy regulations. To provide a foundation in federal and state legislation regarding the release of health information, retention, authorizations, and consents. The importance of confidentiality and professional ethics will be emphasized. Prerequisite: HIT 114

HIT 233

Professional Practice Experience I
2 HOURS (1-5)   SU

Practical and technical aspects of health information management (HIM) are introduced in a clinical setting under the supervision of HIM management. This experience provides the students with hands-on exposure to the various functions of HIM and the operational flow of the HIM department. Prerequisites: ALH 210, BIO 320, HIT 142, HIT 126, CIS 104, CIS 106 and CIS 108 or equivalents, all with a grade of C or higher. Co-requisite: HIT 140

HIT 234

Clinical Coding/Classification Systems II
3 HOURS (3-0)   SU*, FA

Introduction to coding using Current Procedural Technology (CPT) and Health Care Procedural Coding System (HCPCS) classifications with emphasis on the basic skills required to code medical services and procedures. This course is offered in a hybrid format utilizing online learning supplemented by classroom learning. Incorporates the use of web-based learning modules along with computer encoding experiences. Prerequisites: ALH 210, HIT 126, and BIO 320 or equivalents, all with a grade of C or higher.

HIT 235

Medical Reimbursement
2 HOURS (2-0) SU

Students are introduced to basic reimbursement terminology and how validation of data collected, clinical coding systems, and various reimbursement methodologies are used for appropriate payment for inpatient and outpatient health care services. Prerequisite: Medical Coding Certificate* ALH 120, BIO 320, HIT 126, all with a grade of C or higher. Corequisite: HIT 234
Pending approvals

HIT 236

Health Care Information Systems and Technology
3 HOURS (3-0)   FA

Theory and extensive overview of emerging trends in healthcare information technology is the focus of the course highlighted by speaker demonstrations. The role, purpose and use of health information system applications with emphasis on the electronic health record (E.H.R.) is emphasized. Discussion and demonstrations of this technology portray the project life cycle with emphasis on project management and analysis of processes vital to the field of the HIT professional. Issues related to data infrastructure, data security and

HIPAA compliance are also introduced. Prerequisites: HIT 142, CIS 104, CIS 106 and CIS 108 or equivalents, all with a grade of C or higher.

HIT 238

Healthcare Registries and Statistics
3 HOURS (3-0)   FA

Introduction to healthcare data, vital statistics, indices and registries. Statistics related to health information, including calculation of rates and percentages. In-depth instruction in cancer registries. Manual and automated techniques of maintaining completeness, accuracy, and appropriateness of data and data sources. Prerequisites: HIT 114, CIS 104, CIS 106, CIS 108 or equivalents, all with a grade of C or higher.

HIT 240

Clinical Coding Lab II
1 HOUR (0-2)   SP

In this laboratory course, students will further develop their skills utilizing clinical classification systems using coding scenarios and case studies. Students will enhance their clinical analysis skills through inpatient and outpatient practice exercises. Prerequisites: HIT 140, 234, both with a grade of C or higher.

HIT 243

Clinical Quality Management
3 HOURS (3-0)   FA

Emphasis is on current philosophy and methodology in conducting an effective quality improvement, utilization review/ case management program for a healthcare facility. Requirements of various governmental, third party payers and

accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be included. Case studies and simulated chart reviews will be integrated in the course. Prerequisites: HIT 114 , CIS 104, CIS 106, CIS 108, or equivalents, all with a grade of C or higher.

HIT 244

Healthcare Data in Reimbursement
4 HOURS (4-0)   SP

Theory and practice related to healthcare reimbursement using the current classification systems for diagnosis and procedure codes in healthcare settings. Emphasis will be on inpatient and outpatient prospective payment systems. Prerequisites: HIT 120, HIT 142, HIT 140, HIT 238, HIT 234, or equivalents, all with a grade of C or higher.

HIT 245

Professional Practice Experience II
3 HOURS (2-5)   SP

Practical and managerial aspects of health information management are emphasized with students demonstrating more advanced technical skills. Students are given a broader perspective of HIM and its use throughout various departments and health care settings through lecture, observation, and hands-on experience. Prerequisites: All 100 level Health Information Technology courses, HIT 238, HIT 233, HIT 234, 236 or equivalents, all with a grade of C or higher.

HIT 246

HIT Capstone Seminar
2 HOURS (2-0)   SP

Overview of the managerial duties and responsibilities within the health

information department, including principles of management, operational, human resource and financial management. Also included, opportunities for problem-solving, discussion of current trends/topics related to the health information management profession and review for the RHIT examination. Prerequisites: All 100 level Health Information Technology courses, HIT 233, HIT 234, HIT 236, HIT 238, and HIT 243 or equivalents, all with a grade of C or higher.

HST 200
Women in American History
3 HOURS (3-0)   FA, SP, SU

This course examines the role of women in the United States from pre-contact cultures to the present (with special emphasis on the development of the suffrage and women's rights movements).

HST 400
First Ladies
3 HOURS (3-0)   FA, SP, SU

This course examines the role of First Ladies from Martha Washington through Michelle Obama (with special emphasis on the development of the role and "unofficial" power inherent in the position). Prerequisites: ENG 101 and ENG 102 or equivalent.

HUM 150
Spanish for the Healthcare Provider
1 HOUR (1-0)   FA, SP, SU

This course is designed as a unique, interactive approach to learning Spanish, which leads to long-term recall ability within a few weeks. Topics will include basic phrases, conversation, medical vocabulary, patient communication for admitting,

patient histories, lab testing, general and emergency visits, health and body parts and words and phrases used in other everyday workplace situations.

IDS 390
Your Professional Second Life: Mercy in a Virtual World

Virtual worlds are increasingly showing themselves to be important environments for business and education. The largest virtual global community is Second Life. Second Life is "A 3-D online digital world imagined and created by its residents." This course involves critical exploration of the Second Life environment and society. Students will create virtual versions of themselves and participate in the design and construction of a virtual Mercy College campus. Prerequisites: ENG 102, Sophomore Status (31 or more credit hours), Basic keyboarding

IDS 399
Interdisciplinary Seminar
3 HOURS (3-0)   SP

This course is designed to enhance and expand the interdisciplinary goals of the General Education division. As a Humanities requirement, the IDS courses foster a "life of the mind" that Mercy College advocates. Each course offering involves the integration of two or more disciplines, one drawn from the Liberal Arts, taught from at least two disciplinary perspectives. Courses vary by year and include such offerings as "Women and Social Justice", "Patterns in Culture" and "Faith, Family, Marriage and Spirituality". Prerequisites: ENG 101 and ENG 102 or equivalent. In addition, IDS 399 courses are open only to bachelor of science degree seeking students or with written permission

from instructor.

MTH 095
Math for Chemistry
1 HOUR (1-0)

This course is a refresher of specific math skills that will be needed in the CHM 110 course.

MTH 098
Basic Math
3 HOURS (3-0)

This course is designed to strengthen students' basic mathematical skills. Includes a thorough review and practice of addition, subtraction, multiplication and division with whole numbers, fractions, decimals, and percents. Converting between fraction, decimal and percents is stressed. Solving ratio and proportion, the basic percent equation, and business and consumer applications, reading statistical graphs, converting units of measure, using rational numbers, and solving simple equations are also incorporated. This course does not meet graduation requirements. Placement scores are used to determine course enrollment. If a student is unsuccessful in a second enrollment, he/she will be dismissed from the College.

MTH 100
Basic Algebra
3 HOURS (3-0)

This course includes is a review of the fundamentals of algebra from signed numbers to the quadratic equations. The course uses the four mathematical operations with signed numbers and variable expressions; solving linear inequalities, and quadratic equations; applying the four mathematical operations to rational expressions and polynomials; factoring polynomials; graphing linear equations and inequalities; solving system of linear equations; and introduction to radicals and the quadratic formula. There is an emphasis on critical thinking problems and ratio and proportions problems as they relate to solving drug dosage problems.

MTH 102
Mathematics for Business
3 HOURS (3-0)

This course is designed to give practical, mathematical applications for today's business world. It will give background financial information needed by those who plan to pursue managerial or supervisory positions in their related field. Payroll, taxes, simple and compound interest, inventory, annuities, loans, depreciation, income and balance sheets, financial ratios, and business statistics are covered. There is a strong emphasis on financial issues related to healthcare.

MTH 103
Mathematics for the Healthcare Professions
3 HOURS (3-0)   SP

This is a course in problem solving and critical thinking that will also introduce and reinforce math concepts. Topics will include a variety of practical problems that can be modeled and solved by quantitative means. The mathematical content will include concepts that are used in the healthcare professions and in daily life including presentation and analysis of data, probability, and exponential growth. Not open to students with credit for MTH 104. Prerequisite: MTH 100 or equivalent with a grade of C or higher within the last seven years.

MTH 104

Mathematical Formulas, Models, and Probability
3 HOURS (3-0)

This course consists of five parts: a review of basic math and algebra needed for course work; higher level applications of basic concepts including dimensional analysis used in nursing classes; probability concepts needed for Statistics and life situations including combinations and permutations; exponential and logarithmic equations as applied to financial and scientific calculations; and independent demonstration of critical thinking. Prerequisite: MTH 100 or equivalent with a grade of C or higher within the last seven years.

MTH 106

College Algebra
3 HOURS (3-0)

This is a more advanced course in the study of algebra. Topics include: relations; functions; complex numbers; logarithms; solving linear, quadratic, and other higher degree equations and inequalities; graphing equations and functions; solving system of equations in two and three variables; using matrices and determinants; and sequences, series and probability. Modeling is emphasized. A Scientific Calculator is required. Prerequisite: High school algebra or MTH 100 or equivalent with a grade of C or higher within the last seven years.

MTH 107

College Trigonometry
3 HOURS (3-0)

This course includes trigonometric functions of angles; graphs of the trig functions, trig identities, solving trig equations and triangles, the use vectors and complex numbers; and applications. Prerequisite: MTH 106 or equivalent with a grade of C or higher within the last seven years.

MTH 150

Calculus
4 HOURS (4-0)

Differential and integral calculus including applications. Prerequisite: High School: Algebra I and II and trigonometry or precalculus or an integrated sequence of advanced math courses; or MTH 106 or equivalent with a grade of C or higher within the last seven years.

MTH 310

Introduction to Statistics
3 HOURS (3-0)

This course provides an overview of tools for the analysis and interpretation of data. Topics include: use of normal distributions; tests of means, variances and proportions; analysis of variance and covariance models; correlation and regression; and non parametric analysis. Prerequisite: Permission of instructor required, if MTH 104, or equivalent, not already completed.

MUS 101

Introduction to Music Appreciation
3 HOURS (3-0) FA, SP, SU

An introduction to musical literature and its development from the Common Practice Period through the 20th Century. The course emphasizes important composers, compositions and stylistic traits that are universally recognized in western music.

MUS 301

The History of Rock and Roll
3 HOURS (3-0)   FA, SP, SU

This course will enable students to trace the musical stylistic and societal impact of Rock and Roll music from its origins in the mid-Twentieth Century to the present day. Many of the American and British artists, innovators and industry names of the Rock music phenomenon will be discussed, as well as the music's reflections on and reactions to events in our society. Musical styles discussed include Tin Pan Alley, Blues, Rhythm and Blues, Gospel, Rockabilly, Country and Western, and Jazz, and their contributions toward the many different stylistic subcategories that have emerged under the umbrella of Rock music. Co-requisite or prerequisite: ENG 101 or equivalent.

MUS 311

History of Jazz
3 HOURS (3-0)   FA, SP, SU

This course will enable students to trace the musical, stylistic and societal impact of Jazz music from its origins around 1900 in New Orleans to the present day. Many of the most important musical artists, composers, stylistic periods and stylistic subcategories that have emerged since the beginning of Jazz will be discussed. Co-requisite or prerequisite: ENG 101 or equivalent.

NURSING COURSES:

TD *signifies Toledo day program*
TE *signifies Toledo evening program*
Y *signifies Youngstown Campus*

NUR 105

Nursing Drugs and Solutions: A Dimensional Analysis Approach
1 HOUR (1-0)   FA, SP, SU

Designed as an elective, supplemental course, Nursing 105 provides instruction and practice in basic mathematics and basic to advanced drug and solution calculations utilizing a dimensional analysis approach. Instruction will include faculty lecture, small group assignments, and individual homework. The course is offered over a five week period, mid semester. Prerequisites: High School Algebra or MTH 100 or equivalent with a grade of C or higher within the last seven years.

NUR 110

Introduction to the Profession of Nursing
5 HOURS (3-6)   FA (TD, TE, Y)

The initial course in the nursing curriculum is designed as an introduction to nursing through historical development and current trends. Students in this basic course examine the organizational framework of the nursing program with focus on Orem's Self-Care Deficit Theory of Nursing. The concepts of the nursing process, Health/Illness Continuum, Teaching/Learning, Role of the Nurse, Scientific Rationale, Interpersonal Skills, Ethical/Legal Implications, and Basic Pharmokinetics are discussed. The roles of the Associate Degree Nurse are examined in light of healthcare trends. The Nursing 110 course includes

instruction and practice in basic care skills necessary to care for adult patients. A portion of the course involves independent study of medical terminology and drug/solutions. Skills include measurement, evaluation, and recording of vital signs; general hygiene; body mechanics; comfort and safety measures; physical assessment, and prevention of hazards of immobility. Concepts of sterile technique are presented with wound care and urinary catheterization. Practice hours are scheduled in the nursing skills lab. After successful completion of skill evaluation in the laboratory setting, the student is assigned to care for selected patients in the clinical area. Co-requisites: BIO 220, ENG 101, PSY 101 or equivalents. Prerequisite: Admission to the Nursing Program

NUR 112

Universal Self-care Requisites I
5 HOURS (3-6)   SP (TD, TE, Y)

This course examines current trends in healthcare and the impact of managed care on the role of the nurse. Universal self-care requisite areas of balance between activity and rest, prevention of hazards to human life, functioning and well-being, maintaining sufficient intake of air, food, water and promoting social interaction are explored. Emphasis is on nursing interventions for rest and sleep promotion, fluid and electrolyte balance, ABG's, inflammation, infection, care of patients with musculoskeletal disorders, immunity, and the perioperative experience. Skills include medication administration and peripheral intravenous therapy. Clinical practice complements theory presented. Co-requisites: BIO 221, BIO 201, ENG 102. Prerequisites: NUR

110, BIO 220, PSY 101, ENG 101, all with a grade of C or higher.

NUR 122

Universal Self-care Requisites II
4 HOURS (2-6)   FA (TD, TE)   SU (TD, Y)

The focus of this course is on developmental self-care requisites of the middle to older adult. Concepts, principles and therapeutic self-care demands of these developmental age groups are discussed. The universal self-care requisites of air, food, water, elimination processes, prevention of hazards and normalcy are reinforced throughout the course. Emphasis is on nursing interventions necessary to maintain health in patients with acute and/or chronic alterations in elimination and abnormal cellular proliferation. Skills include nasogastric/nasopharyngeal suctioning and intermittent/continuous tube feedings. Clinical practice complements theory presented. Co-requisite: BIO 320. Prerequisites: NUR 110, 112, BIO 220, 221, 201, PSY 101, ENG 101, 102, all with a grade of C or higher.

NUR 123

Integration of Self-Care Requisites I
3 HOURS (2-3)   SU (TD,TE,Y)

The foci of this course include self-care agency, the developmental self-care requisites and the universal self-care requisites of solitude, social interaction and normalcy of individuals and groups. Emphasis is placed on the concepts and principles of the therapeutic relationship and mental health interventions. The legal, ethical, spiritual, social and cultural aspects of mental healthcare are examined. Clinical experiences are in acute care and community environments. Prerequisites:

NUR 110, NUR 112, BIO 220, BIO 221, BIO 201, PSY 101, ENG 101, ENG 102, all with a grade of C or higher.

NUR 232

Integration of Self-Care Requisites II
5 HOURS (3-6)   FA (TD, Y)   SU (TD, TE)

This course includes the self-care agency of chronically ill patients both in the acute care and community setting. Universal self-care requisites and developmental requisites are explored in light of existing or newly diagnosed health deviations. Promoting the health and well being of these patients is done through the use of the nursing process, patient education and therapeutic communication. The legal, ethical, spiritual, social and cultural dimensions of chronic health deviations are examined. Clinical experiences are in acute care and community settings. Co-requisite: BIO 210, SOC 211. Prerequisites: NUR 110, 112, 122, 123, BIO 320, all with a grade of C or higher.

NUR 233

Developmental Self-care Requisites
4 HOURS (3-3)   FA (TD, Y)   SP (TD, TE)

This course focuses on life stages of childbearing and childrearing families. Concepts, principles and therapeutic self-care demands of these families are explored. Focus is on the developmental self-care requisites and health deviations of the individual patient and family. Self-care deficits and therapeutic nursing interventions of the obstetrical and pediatric patient are discussed with emphasis on health promotion. Promoting the health and well being of patients is accomplished through use of the nursing process, patient education, and therapeutic communication. Skills include newborn, child, antepartum,

and postpartum assessments. Clinical experiences complement theory presented. Prerequisites: NUR 110, 112, 122, 123, BIO 320, PSY 201, all with a grade of C or higher.

NUR 241

Integration of Self-Care Requisites III
8 HOURS (5-9)   FA (TD, TE)   SP (TD, Y)

This is the exit course in the curriculum and is designed to prepare the student for entry level nursing practice. The course focuses on the concepts, principles and skills necessary in the nursing management of acutely ill clients across the life span with multiple deficits. The clinical component focuses on the concepts, principles and skills necessary in the nursing management of acutely ill patients with multiple self care deficits. A key component is for the student to use critical thinking in the process of problem solving and decision making. Co-requisite: REL 301. Prerequisites: NUR 110, 112, 122, 123, 232, 233, BIO 201, 210, 320, PSY 201 and all first level courses, all with a grade of C or higher.

NUR 242

Transition to Practice
3 HOURS (1-6)   FA (TD, TE)   SP (TD, Y)

The theoretical content of the course includes an introduction to leadership/management concepts and styles, current issues affecting the delivery of nursing care, development of nurse agency and the role of manager of care, communication and group dynamics and the characteristics of healthcare systems. The student manages the nursing care of a group of clients, examines the dynamics of healthcare delivery and acts as a member of the healthcare team. This capstone course also offers a

concentrated clinical practicum as the student's last clinical experience in the nursing program. Prerequisites: NUR 110, NUR 112, NUR 122, NUR 123, NUR 232, NUR 233, NUR 241, REL 301, and all first and second level courses, all with a grade of C or higher.

NUR 250

Nursing as a Discipline
3 HOURS (2-3)   FA, SU

This course is designed as the initial course in the nursing curriculum and introduces nursing through historical development and current trends. The Conceptual Framework of the Nursing Program is discussed with emphasis on the Self-Care Deficit Theory of Nursing. Content includes communication skills, self-concept exploration, professional role, healthcare delivery systems, health-illness continuum, critical thinking behaviors, nursing process, and gerontological/lifespan issues. The roles of the baccalaureate nurse are examined in light of current healthcare trends. Clinical practice provides experiences to compliment the theories presented throughout the course. Co-requisite: NUR 270. Prerequisites: BIO 220, BIO 221, BIO 210, MTH 104, PSY 101, PSY 201 or equivalents, all with a grade of C or higher.

NUR 260

Foundation of Nursing Practice
5 HOURS (3-6)   FA, SU

This course focuses on the steps of the Nursing Process as the methodology for delivery of nursing care and Self-Care Deficit Theory of Nursing as the organizational framework for health assessment. Emphasis includes the universal self-care requisites of activity/rest, elimination, prevention of hazards, solitude/social interaction and normalcy. Using the concepts of self-care, focus is also placed on basic nursing skills including hygiene and comfort measures. Clinical practice provides experiences to correspond with theory presented in the course. Prerequisites: NUR 250, NUR 270, both with a grade of C or higher.

NUR 270

Nursing Health Assessment
3 HOURS (3-0)   FA, SU

This course emphasizes the dimensions of collecting data relevant to health status. It provides opportunities for learning to use the tools and skills of data assessment. This course explores the gender, physical, and cultural aspects of physical assessment. Co-requisites: NUR 250 for pre-licensure BSN students. Prerequisites: BIO 220, BIO 221, both with a grade of C or higher.

NUR 280

Transitions
2 HOURS (2-0)   FA

This course initiates the transition from associate degree or diploma based nursing practice to the baccalaureate degree nurse. Recurrent themes are philosophy of nursing, nursing theorists, critical thinking, application of nursing research, standards of practice, and continuity of care over time and setting. Prerequisite: Enrolled in RN to BSN program.

NUR 290

Nursing Research
3 HOURS (3-0)   SP

This course provides an introduction to concepts, issues and processes in nursing research. Emphasis is on the research role, critical analysis, and evaluation of published research in nursing practice. Prerequisite: MTH 310 or equivalent with a grade of C or higher.

NUR 300

Residency for Distance Learning Program I
0.5 HOUR   FA, SP

The Residency for Distance Learning Program I is designed to provide an overview of the distance learning program and the College's course management software used to deliver courses. The course is intended to enhance students' success by orienting them to strategies and resources for online learning as well as Mercy College policy and procedure. Students will be introduced to services provided by the College addressing academic, programmatic, and technical needs. The residency will also provide community building among cohort members and faculty who will interact via online coursework throughout their program of study.

NUR 310

Mental Health Nursing
3 HOURS (2-3)   SP

Using Orem's Self-Care Deficit Theory of Nursing, emphasis is placed on utilizing holistic nursing strategies for assessment, planning, and intervention to facilitate optimal mental health promotion and maintenance of individuals, families, and groups. Universal self-care requisites of normalcy, solitude/social interaction and prevention of hazards, as well as developmental self-care and health deviation self-care requisites guide clinical practice at adult psychiatric/mental health primary and community settings. Prerequisite: NUR 260, with a grade of C or higher.

NUR 320

Clinical Nursing Therapeutics
5 HOURS (3.5-4.5)   FA

This course focuses on caring for the adult patient in the universal self-care requisite areas of elimination, prevention of hazards, activity and rest, and air, food, water. Clinical practice will concentrate on the adult patient and complement concepts presented. Prerequisite: NUR 260, with a grade of C or higher.

NUR 330

Gender Oriented Nursing Care
2 HOURS (2-0)   SP

This course focuses on the universal self-care requisite areas of normalcy and prevention of hazards as well as the developmental and health deviation self-care requisites as they apply to human sexuality and reproduction. Using the concept self-care, the course will emphasize health maintenance and promotion for both males and females. Prerequisite: NUR 260, with a grade of C or higher.

NUR 331

Gender Oriented Nursing Care
2 HOURS (2-0)   SP

This course focuses on the universal self-care requisite areas of normalcy and prevention of hazards as well as the developmental and health deviation self-care requisites as they

apply to human sexuality and reproduction. Using the concept self-care, the course will emphasize health maintenance and promotion for both males and females. Prerequisite: Enrolled in RN to BSN program.

NUR 340
Maternal-Newborn Nursing
4 HOURS (2.5-4.5)   FA, SP

This course focuses on universal self-care requisites, as well as developmental and health deviation self-care requisites as they relate to maternal-newborn nursing. Using the Self-Care Deficit Theory, the course emphasizes health promotion for the pregnant woman, newborn infant, and family unit. Standards of care unique to the maternity patient will be introduced. Clinical practice will correspond with theory and will include both acute care and community experiences. Prerequisite: NUR 260, with a grade of C or higher.

NUR 350
Pediatric Nursing
4 HOURS (2.5-4.5)   FA, SP

This course includes the nursing care of infants, children, and adolescents and their families in a variety of settings. The focus of the course is on health promotion and the provision of nursing care to patients utilizing the Self-Care Deficit Theory of Nursing. Emphasis will be placed on establishing a caring relationship between child, family, and nurse. Prerequisite: NUR 260, with a grade of C or higher.

NUR 360
Pharmacology in Nursing
4 HOURS (4-0)   FA

This course provides the RN completion student with an introduction to pharmacological concepts. The nurse's role in the safe administration of medications is the primary focus of the course. Drug therapy with an emphasis on nursing assessment, nursing implications and patient education is explored. The role of the nurse in light of ethical and legal issues and the influence of culture and age are examined. Drugs are studied in broad classifications using prototypes and the nursing process. Current trends in pharmacology are discussed. Prerequisite: Enrolled in RN to BSN program, BIO 320, with a grade of C or higher.

NUR 361
Pharmacology in Nursing, Part I
2 HOURS (2-0)   FA, SU

This course provides the student with a complete basis for the clinical application of pharmacologic principles to their role as a beginning generalist nurse. The student will explore mechanisms of drug action as it pertains to the nurse's role in the safe administration of medication to the adult population. The nursing process is emphasized as a foundation for the nursing implications of drug therapy, appropriate patient and family education, and for clinical decision making for a variety of patients with various health-care deficits. This course includes the appropriate administration of drugs in light of current trends in pharmacology, ethnicity, gender, gerontologic issues, pathologic and

psychologic conditions. Drugs are studied in broad classifications and in part I the emphasis is on underlying concepts of drug therapy, the drugs used to treat conditions of the central nervous system, autonomic nervous system, and drugs for patients with endocrine system issues. Prerequisites: All 200 level nursing courses, BIO 320, with a grade of C or higher.

NUR 362
Pharmacology in Nursing, Part II
2 HOURS (2-0)   SP, SU

This course provides the student with a complete basis for the clinical application of pharmacologic principles to their role as a beginning generalist nurse. The student will explore mechanisms of drug action as it pertains to the nurse's role in the safe administration of medication to the adult population. The nursing process is emphasized as a foundation for the nursing implications of drug therapy, appropriate patient and family education, and for clinical decision making for a variety of patients with various health-care deficits. This course includes the appropriate administration of drugs in light of current trends in pharmacology, ethnicity, gender, gerontologic issues, pathologic and psychologic conditions. Drugs are studied in broad classifications and in part II the emphasis is on drugs used to treat patients with gastrointestinal issues, drugs used to treat infections, drugs for patients with respiratory conditions, drugs used for patients with cardiovascular problems, and patients with special conditions. Prerequisites: All 200 level nursing courses, BIO 320, NUR 361, all with a grade of C or higher.

NUR 401
Residency for Distance Learning Program II
0.5 HOUR (0.5-0)   FA, SP

The Residency for Distance Learning Program II is designed to provide an opportunity for students to come together, prior to graduation. This course will include capstone project presentations, program assessments, and informational sessions pertaining to graduation. Co-requisite: NUR 441, NUR 451, NUR 471, all with a grade of C or higher. Prerequisites: NUR 360, NUR 431, both with a grade of C or higher.

NUR 410
Adult Health I
5 HOURS (3-6)   FA

This course focuses on the care of middlescent/geriatric patients and their families who are experiencing self-care deficits related to alterations in air, food, water, elimination, activity and rest, and prevention of hazards. Health deviation self-care requisites in the areas of gas exchange and respiratory function, cardiovascular and circulatory function are the major emphasis.

The promotion of health and well-being through patient education as well as legal, ethical, spiritual and cultural concepts are explored as part of the holistic approach to the care of patients and families. Prerequisite: Completion of 300 level NUR courses, all with a grade of C or higher.

NUR 420
Adult Health II
5 HOURS (3-6)   FA

This course focuses on the care of middlescent/geriatric patients and their

families who are experiencing self-care deficits related to alterations in air, food, water, elimination, activity and rest and prevention of hazards. Health deviation self-care requisites in the areas of renal, immunologic, hematologic, integumentary and neurologic function, as well as multiple system problems are the major emphasis. Emphasis is also placed on synthesizing knowledge and managing care for patients with complex and multi-system health issues. The promotion of health and well being through patient education, as well as, legal ethical, spiritual and cultural concepts are explored as part of the holistic approach to the care of patients and families. Prerequisite: Completion of 300 level NUR courses, NUR 410, all with a grade of C or higher.

NUR 430

Community Health Nursing
4 HOURS (2.5-4.5) FA

This course is designed to give the student opportunity for experiences in population-based nursing practiced in a variety of community settings including parishes, schools, industrial sites, health departments, and home healthcare. The student will study the unique needs of their selected population while partnered with a nurse preceptor in the community setting. Knowledge of nursing science influenced by Orem's Self-Care Deficit Theory of Nursing is applied in the promotion of health and prevention of disease. In addition, the concept of philanthropy is explored while service learning experience is completed. Co-requisites: NUR 410, NUR 420. Prerequisites: 200 & 300 level nursing courses, all with a grade of C or higher.

NUR 431

Community Health Nursing
4 Hours (2.5-4.5) FA

This course is designed to give the registered nurse (RN) student learning opportunities in population-based nursing through investigation of a variety of community settings including parishes, schools, industrial sites, health departments, and home healthcare. The RN student will study the unique needs of selected populations as influenced by community health and common community health problems. Knowledge of nursing science influenced by Orem's Self-Care Deficit Theory of Nursing is applied in the promotion of health and prevention of disease. In addition, the concept of philanthropy is explored while service learning experience is completed. Prerequisites: Required 200 & 300 level nursing courses, Registered Nurse licensure, Acceptance into the BSN Completion Program, all with a grade of C or higher.

NUR 440

Nursing Management
5 HOURS (2-9) SP

This course is an introduction to the management functions and leadership principles that affect the practice of professional nursing. The student will explore key management components and leadership theories necessary for nursing care delivery in the 21st century. The focus of this course is on principles of leadership, delegation, group process, communication, healthcare delivery, power and politics, financial and staffing issues, quality control and change theory. The clinical component focuses on incorporating the key management concepts into daily clinical

practice and producing positive outcomes for patients with a variety of self-care deficits. Prerequisites: All 200 & 300 level nursing courses; NUR 410, NUR 420, all with a grade of C or higher.

NUR 441

Nursing Management
5 HOURS (2-9)   SP

The nursing management course builds on past knowledge of leadership roles and management functions. The nurse will further explore key management components and leadership theories necessary for nursing care delivery in the 21st century. The coursework focuses on theory and application concepts of planning, organizing, staffing, leading, and managing in nursing practice. A project component focuses on incorporating the key management concepts into daily clinical practice and producing positive outcomes for clients with a variety of self-care deficits. Prerequisites: All required 200 & 300 level nursing courses, NUR 431, Registered Nurse Licensure, acceptance into the BSN Completion Program, all with a grade of C or higher.

NUR 450

Practicum: Selected Patient Population
3 HOURS (0-9)   SP

This course focuses on an individualized clinical practicum planned on the basis of the student's interests and goals with emphasis on gaining knowledge and skill of the professional nurse role in a clinical setting. Prerequisites: NUR 410, NUR 420, both with a grade of C or higher.

NUR 451

Capstone Experience (RN-BSN)
3 HOURS (1-6)   SP

In this course, the RN student is given the opportunity to synthesize and utilize knowledge and skills gained throughout the RN-BSN program of study. Using Orem's Self-Care Deficit Theory, concepts of leadership and management, communication, research, evidence-based practice and critical thinking, the student will complete a project related to professional nursing practice. This project is designed in collaboration with a faculty member and preceptor to meet the student's individual professional goals. Prerequisites: Required 200 & 300 level nursing courses, NUR 431, all with a grade of C or higher. Registered Nurse Licensure. Acceptance into the BSN Completion Program.

NUR 472

Trends and Issues
2 HOURS (2-0)   SP

This course will explore the current trends and issues that influence professional nursing practice. The student will examine aspects of career management, professional development, nursing image, legal and ethical issues, complementary and alternative health practices, evidenced based practice, nursing informatics, and societal trends in healthcare. The transition of student to beginning professional generalist nurse is examined to identify stressors and coping strategies. The student will have the opportunity to enhance and articulate their professional philosophy of nursing. Prerequisites: NUR 410, NUR 420, both with a grade of C or higher.

NUR 471
Trends and Issues
3 HOURS (3-0)   SP

This course addresses the Nursing Profession, the Environment and Nursing Practice, the Person in Health Care, and Health and Nursing issues. The essentials of information given are intended to provide the nurse with the necessary details to think critically about issues and trends in nursing, engage in relationships with clients within an informed context of the issues and their environment, and create therapeutic plans to improve health outcomes. Prerequisites: All required 200 & 300 level nursing courses, NUR 431, all with a grade of C or higher. Registered Nurse Licensure. Acceptance into the BSN Completion Program.

NUR 480
NCLEX-RN Preparation Course
1 HOUR (1-0)   SP

This course is designed to prepare the student for taking the NCLEX-RN Examination. The emphasis of the course is to assist the student in planning for success on the NCLEX-RN Exam. The course includes strategies for coping with test anxiety, improving test taking skills, building confidence and creating a focused individual study plan in preparation for taking the NCLEX-RN Exam. Prerequisite: Nursing Senior Status.

NUR 490
BSN Senior Seminar
1 HOUR (1-0)   SP

In this seminar course we will actively study and participate in simulation activities that will assist the student nurses in his/her preparation for the professional role. The course will occur in seminar format for two days. During the seminar the students will develop a resume, participate in mock interviews, learn how to dress in proper business attire, practice business communication in the spoken, written and electronic form, practice dining etiquette, create a professional portfolio, and prepare an action plan for the remainder of the senior year. Prerequisite: NUR 410 and NUR 420, both with a grade of C or higher.

PDC 101
Self-Defense/Mixed Martial Arts
1 HOUR (0-2)

Fitness, self-defense, and mental discipline are the purpose of Martial Arts. This class is designed to synergistically strengthen the student in all three areas. The class is taught in the tradition of the past, but with techniques and self-defense applications of the present. It is an adaptive style of Yuchia Kung-Fu, Muay Thai Kickboxing and Brazilian Jiu-Jitsu, along with techniques from various other disciplines. Any level of physical fitness or flexibility is appropriate as the class is designed for each individual to practice at his/her own level.

PDC 110
Adult Ballet
1 HOUR (0-2)

Introduction to beginning techniques of ballet for beginners or prior dancers who want to revisit the basics.

PDC 120

Stress Management
1 HOUR (0-2)

This course focuses on teaching students a wide variety of lifelong stress management techniques. Students will explore current coping strategies, and will learn to identify, as well as employ, healthier strategies for disease prevention and coping with stress. A holistic approach will be taken; therefore, students can expect to be working on the mind, the body and the spirit.

PDC 130

Zumba
1 HOUR (0-2)

Zumba is a dance fitness class which combines Latin and international music to make fitness fun. Music creates specific beats and tempo changes to transition the workout from one toning, strengthening and cardio move to another. Zumba targets every major muscle group in the body. Students will be assessed by attendance and participation, as well as how they perform the various techniques and moves learned during the class.

PDC 132

ZUMBA II
1 HOUR (0-2)

Zumba II is a continuation of Zumba I (PDC 130); a dance fitness class that combines Latin and other international music in choreographed dances. This advanced class builds cardiovascular endurance, muscle tone, creativity, memory, coordination, and balance. Students learn complex dance sequences, building on content that was learned in Zumba I. Students will be assessed by choreographing

and performing their own dance routine. Prerequisites: PDC 130 or permission of instructor (Previous Zumba experiencee must be documented).

PDC 140

Stability Ball Exercise Class
1 HOUR (0-2)

The Stability Ball class focuses on core body strength and endurance through the use of a stability ball, as well as improving posture, balance and coordination. Students will be assessed by attendance and participation, as well as how they perform the various techniques and moves learned during the class.

PDC 201

Beginning Yoga
1 HOUR (0-2)

This course is designed for students who are interested in learning beginning yoga practice. Yoga focuses on improved physical fitness, mental clarity, greater self-understanding, stress control and general well-being. Any level of physical fitness or flexibility is suitable to enjoy the benefits of yoga practice. Students will be required to wear comfortable clothing to class, and bring a firm mat and water.

PDC 211

Beginning Pilates
1 HOUR (0-2)

This course is designed for students who are interested in learning techniques for total body conditioning, toning, strengthening, increased flexibility, and stress management. Physical benefits are a flatter stomach, stronger back, improved muscle tone and better posture. This is a total body conditioning class. Students will be required

to wear comfortable clothing to class, bring a firm mat and water.

PDC 221
Total Body Conditioning
1 HOUR (0-2)

This course is designed for students who are interested in learning techniques for total body conditioning, toning, strengthening, increased flexibility and stress management. Physical benefits are a flatter stomach, stronger back, improved muscle tone and better posture. This is a total body conditioning class where students work on a mat and with light weights. Students will be required to wear comfortable clothing to class, bring a firm mat, light weights and water.

PDC 231
Cardio Kickboxing
1 HOUR (0-2)

This course is designed for students who are interested in learning techniques for kickboxing, toning, strengthening, increased flexibility, and stress management. Physical benefits are a stronger core, improved muscle tone, improved balance, and better posture. This is a cardio kickboxing workout that combines elements of boxing, martial arts techniques with heart pumping cardio, which means you can get a total body workout and get yourself into shape in no time. Students will be required to wear workout clothing to class, bring a firm mat, wear cross training shoes (no running shoes), light weights or toning band and water.

PDC 251
Running for Beginners
1 Hour (0-2) FA, SP, SU

This course is designed for students who are interested in exploring running as a physical activity. No prior experience with running is required. Proper stretching and running technique will be emphasized, as well as discussion of appropriate running gear and different options for training plans. The physical and mental benefits of running as a lifelong learning activity will also be discussed.

PDC 310
Games of Strategy or Chance
1 HOUR (0-2)

This course is designed to teach students games of strategy and chance that they may share with friends and family. This course will include games from various times and places and variations on familiar games. Prerequisite: Students who have completed MTH 104 may also register for PDC 310 as a 2 hour class in which they will analyze strategies for games of strategy and calculate probabilities for games of chance.

PHS 210
College Physics I
5 HOURS (4-3)

Includes in-depth algebra and trigonometry-based presentation of physics, emphasizing physical principles, problem solving and laboratory experiences. Involves a study of translational and angular kinematics, forces, impulse-momentum, fluids and heat. Three hour lecture, three hour lab, one hour problem solving and quiz session. Prerequisites: High school algebra. Co-requisite: MTH 106 or MTH 150 or equivalent.

PHS 211

College Physics II
5 HOURS (4-3)

Continues the topics of PHS 210, includes an in-depth, algebra and trigonometry-based presentation of physics, emphasizing physical principles, problem solving and laboratory experiences. Involves a study of electricity, magnetism, waves, sound and atomic physics. Three hour lecture, three hour lab, one hour problem solving and quiz session. Prerequisite: PHS 210 or equivalent.

PSG 101

Fundamentals of Sleep
3 HOURS (3-0)   SP

This course emphasizes the biological and neurological systems that control sleep and wake in humans, the development of sleep over the life cycle, the function of sleep, consequences of sleep deprivation, and the various pathologies that lead to sleep disorders. The course will also address the process, function, and content of dreaming from a neurological and psychological perspective. Co-requisites: BIO 103 or equivalent

PSG 102

Essentials of Polysomnographic Technology
3 HOURS (2-2)   SP

This course will cover the basic duties of a PSG technologist beginning with patient preparation, monitoring, and completing a sleep study. Additional focus will be given to issues concerning: professionalism, ethical behavior, patient safety, confidentiality, safety, and infection control. This course also contains mandatory lab time. Lab time will contain specific instruction on patient hook-up, monitoring and quality control. During this time, the 10-20 placement of EEG sensors as well as basic EMG, EKG, and respiratory sensor placement will be covered. In depth instruction on patient monitoring, trouble-shooting and responding to medical emergencies will also be covered during the lab portion. Co-requisites: BIO 103 or equivalent

PSG 110

Polysomnography Analysis
3 HOURS (1-4)   SU

This is a course on scoring adult and pediatric PSGs including staging, respiratory events, periodic limb movements, artifact recognition, and atypical PSG activity. Protocols for PSG report generation, as well as MSLT and MWT reports will be covered. Prerequisites: PSG 101, PSG 102

PSG 111

Respiratory Monitoring
3 HOURS (2-2)   SU

This course will review basic respiratory physiology as well as monitoring techniques used during the PSG. The basic electrical/mechanical principles of respiratory monitoring equipment will be presented. The second part of the course will deal specifically with Positive Airway Pressure titrations and modalitites (e.g. CPAP, BPAP, BPAP ST, and Adaptive Ventilation) and PSG oxygen titration. Prerequisites: PSG 101, PSG 102, BIO 103

PSG 112

Polysomnographic Practicum I
2 HOURS (0-6)   SU

Students will review orders, history and physical characteristics of patients, conduct

patient assessments and orientations, organize PSG equipment, perform hook up procedures, calibrate PSG equipment, perform documentation and monitoring, and participate in event recognition. Prerequisites: BIO 103, PSG 101, PSG 102, PSG 110, PSG 111

PSG 122

Polysomnographic Practicum II
4 HOURS (0-12)   FA

Students will review orders, history and physical characteristics of patients, conduct patient assessments and orientations, organize PSG equipment, perform hook up procedures, calibrate PSG equipment, perform documentation and monitoring, and participate in event recognition. Students will also gain hands on experience in the following areas: PAP training, titration and end of study procedures. Co-requisites: PSG 123, PSG 124. Prerequisites: PSG 101, PSG 102, PSG 110, PSG 111, PSG 112

PSG 123

Advanced Topics in Polysomnographic Technology
3 HOURS (3-0)   FA

This course is divided into three primary categories: 1) Advanced Assessment of sleep disorders; 2) Pediatric Sleep and Polysomnography; and 3) Therapeutics and Interventions for Sleep Disorders. From a technical perspective, the course broadens the student's skill set to include alternative testing conducted in a Sleep Center beyond a standard PSG, and extends their skills into the area of sleep studies with children. The last section of the course moves beyond the diagnostics of sleep, and into the treatment phase of sleep services. Prerequisites: PSG 101, PSG 102, PSG 110, PSG 111

PSG 124

Polysomnographic Technology Capstone Seminar
2HOURS (2-0)   FA

This course explores a variety of concepts focusing on professional aspects of a Polysomnographic Technologist. Topics such as certification and continuing education, values, personal excellence, self-assessment, discussion of current trends and case studies, and the overall promotion of the field of Sleep Medicine will be addressed. Co-requisites: PSG 123, PSG 122. Prerequisites: PSG 101, PSG 102, PSG 110, PSG 111, PSG 112

PSY 101

Introduction to Psychology
3 HOURS (3-0)   FA, SP, SU

This introductory course includes a survey of the various fields of study comprising modern scientific psychology. It examines the theories, basic research findings and applications in each of the major areas of psychology. The course utilizes a scientific perspective in examining the different processes that govern psychological phenomena and behavior. Some of the topics covered are the biological basis of behavior, perception, learning and thinking, memory, personality and psychopathology.

PSY 201

Lifespan Psychology
3 HOURS (3-0)   FA, SP, SU

This course is designed to examine the scientific knowledge of human development as it unfolds across the lifespan from birth to old age. The major developmental theories and research findings are explored providing insight and understanding of the biological, cognitive and social factors associated with development. Central themes of the course

focus on physical, cognitive and psychosocial development of the individual.

PSY 280
Independent Study
1-5 HOURS (1-5-0)   ON DEMAND

Supervised independent work in psychology designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded. Prerequisite: PSY 101 or equivalent.

PSY 320
Social Psychology
3 HOURS (3-0)   ON DEMAND

This course addresses the various ways that people think about, influence, and relate to one another. Major research findings regarding the self, attitudes, gender, social influence, prejudice and stereotyping, altrusim and aggression, and interpersonal relationships are explored. The application of course material is emphasized through student-conducted research and the study of how social psychology is used in settings such as the clinic and the courtroom. Prerequisite: PSY 101 or equivalent or permission of the instructor.

PSY 340
Abnormal Psychology
3 HOURS (3-0)   ON DEMAND

This course examines the major behavioral, cognitive, developmental, and emotional disorders from a scientific perspective. The areas covered include symptomatology, assessment, causes and treatment methods. Both historical and current views of the definition and treatment of mental illness are explored as are ethical and legal issues relating to mental illness. Topics include personality, anxiety, mood, schizophrenia and eating disorders. Prerequisite: PSY 101 or equivalent or permission of the instructor.

PSY 350
Interpersonal Relationships
3 HOURS (3-0)   ON DEMAND

This course will introduce the student to the foundations of interpersonal relationships. The major focus will be on the application of the principles of cultivating and maintaining healthy relationships with others. Topics include attraction, communication, friendship, love, power and conflict resolution. Prerequisite: PSY 101 or equivalent.

PSY 360
Industrial/Organizational Psychology
3 HOURS (3-0)   ON DEMAND

Examines aspects of psychology that can be applied in the workplace. Topics will include job stress, personnel selection, training, organizational change, conflict resolution and professional development. Emphasis will be placed on applying course concepts to life situations. Prerequisite: PSY 101 or equivalent or permission of the instructor.

PSY 380
Behavior Modification
3 HOURS (3-0)   ON DEMAND

This course provides an introduction to advanced behavioral modification techniques for use in applied settings such as hospital,

schools, and business and industry. The major focus of this course will be on the application of classical and operant conditioning principles for the purpose of identification of behavioral contingencies, the implementation of behavior modification programs, and program assessments. Prerequisite: PSY 101 or equivalent or permission of the instructor.

RAD 101
Foundations in Radiography
3 HOURS (3-0)   FA

This course is designed to give students professional skills to build on throughout the remainder of their careers. An emphasis will be placed on professional deportment as it relates to interactions in a radiology department. A focus will be placed on management of the patient in the diagnostic radiology imaging process. In addition to patient care skills, other topics will include: an overview of radiologic technology, ethical and legal issues, an introduction to the clinical environment, environmental precaution, basic radiation protection, as well as an introduction to radiographic equipment. Prerequisite: Admittance to the program.

RAD 110
Principles and Techniques in Radiography
5 HOURS (3-4)   FA

This course is designed to develop the theory and practice of radiologic technology. The course will cover the principles and practice of radiographic imaging, including: radiographic distortion, radiographic contrast and density, exposure factors, control of scattered radiation, factors affecting recorded detail, radiographic techniques and radiographic math. The student will also learn basic positioning techniques for the chest, abdomen, upper and lower extremities, and the gastrointestinal tract, as well as image critique and evaluation. Prerequisite: Admittance to the program.

RAD 111
Radiology Practicum I
2 HOURS (0-14)   FA

This course will introduce the student to the clinical environment. The student will gain familiarity with the operations of a radiology department and begin to correlate theory to practice as it relates to positioning techniques. The student will have the opportunity to observe instructors and preceptors in the performance of radiological exams in various clinical areas. The development of communication skills, clerical skills and an introduction to the Radiology Information System will be taught. Prerequisite: Admittance to the program.

RAD 120
Basic Principles of Radiography
5 HOURS (3-4)   SP

This course will continue to develop the theory and practice of radiologic technology taught in RAD 110. In addition, the student will learn basic positioning techniques for the vertebral column, pelvic and shoulder girdles, bony thorax and the excretory system, reproductive system and accessory digestive organs, as well as image critique and evaluation. Basic pharmacology and radiographic contrast media will be discussed. Radiographic pathology of the skeletal, respiratory, digestive,

excretory and reproductive systems will be taught, as well as pathology of the biliary tree. Adjustments of radiographic technique for additive and subtractive pathologies will be emphasized. Special projects will aid in developing communication and critical thinking skills. A written presentation of a radiographic case will be required. Prerequisite: BIO 220, RAD 101, RAD 110 and RAD 111, all with a grade of C or higher.

RAD 121

Radiology Practicum II
2 HOURS (0-14)   SP

This course is designed to continue building the practical applications of radiologic technology in a clinical setting under the guidance of qualified instructors and preceptors. Clinical aspects of patient care, radiographic positioning and techniques, and operation of radiographic equipment will be emphasized under appropriate levels of supervision. Students will be placed in areas in the radiology department which complement the focus of didactic learning. Students will be given opportunities to perform clinical clearances on the list of required competencies. Prerequisite: BIO 220, RAD 101, RAD 110 and RAD 111, all with a grade of C or higher.

RAD 130

Intermediate Principles of Radiography
2 HOURS (1-2)   SU

The student will focus on radiographic positioning of the skull, facial bones and sinuses, learning to correlate anatomy to radiographic projections. Radiographic principles for pediatric and geriatric patients will be addressed as well as portable surgical

and trauma radiography. Sterile asepsis and sterile technique as applied to radiography will be taught. A portion of this course will be devoted to examining legal and ethical issues presented. Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 131

Radiology Practicum III
2 HOURS (0-14)   SU

This course is designed to continue building on the applications of radiologic technology learned in the two previous clinical practicums. Students will be encouraged to manage cases independently with indirect supervision after they complete clinical competencies. Emphasis will be placed on further development of psychomotor skills. Students will be placed in clinical areas of the radiology department which complement the focus of didactic learning. There will be additional opportunities to perform clinical clearances from the list of required competencies. Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 205

Radiologic Science
2 HOURS (2-0)   FA

This course will cover the basic principles of atomic structure, electromagnetic radiation electricity, magnetism and electromagnetism. The student will begin with an overview of the basic laws of physics and progress to more advanced concepts which apply these laws to the operation of x-ray equipment. A study of the production of the x-ray beam and transformers, along with tube

and machine circuitry, will help the student develop the correlation of theory and practice. Also, the student will learn to read tube rating charts. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 215
Radiation Biology
2 HOURS (2-0)   SP

This course will present the effects of ionizing radiation on the human body. The biologic effects of radiation, both long and short term, along with risk assessment will be covered. The protection of self, the patient, the patient's family and the entire healthcare team will be a major focus of this course. Radiation monitoring devices and current federal radiation regulations will be included. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 240
Advanced Radiographic Imaging
2 HOURS (1-2)   FA

This course is designed to study routine special imaging procedures in detail, as well as, cross sectional anatomy. Advanced principles of imaging equipment will be featured, as well as, the uses of computers, digital Imaging and PACS in radiologic sciences. In addition, this course will also cover the principles of quality assurance and quality control as applied to radiologic technology. The use of case studies will aid in the development of critical thinking skills. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 241
Radiology Practicum IV
3 HOURS (0-21)   FA

The student will begin to focus on the areas of surgery and cystoscopy. Other clinical rotations will continue to reinforce the experiences gained from the previous Radiology Practicums. The student will be encouraged to further develop technical skills by working more frequently with indirect supervision once additional competencies are documented. Focus will be placed on an increased ability to evaluate finished radiographs for quality. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 250
Specialty Imaging in Radiography
2 HOURS (1-2)   SP

This course is designed to familiarize the student with advanced imaging modalities, such as, computerized tomography, magnetic resonance imaging, sonography, nuclear medicine, interventional radiography, cardiovascular imaging and others. Special radiographic projections of the body will be featured also. The student will continue to hone critical thinking skills through participation in case studies. A test from the St. Catherine's Developmental Testing Program for Radiography will be administered monthly. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 251
Radiology Practicum V
3 HOURS (0-21)   SP

The student will rotate through specialty clinical areas where the use of advanced

technology and cross-sectional imaging techniques will be demonstrated. The student will learn by a combination of observation and direct participation at an appropriate level. More advance patient care skills will be reinforced in the clinical environment. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 260

Transition to Practice
3 HOURS (3-0)   SU

This course is designed to serve as a comprehensive review prior to sitting for the American Registry of Radiologic Technologist exam. Through lectures, discussion, projects, review sessions and St. Catherine's Developmental Tests, the student will identify areas of content that need reinforcement. A section of this course will be devoted to resume writing, interview skills, professional leadership and success. Prerequisite: RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

RAD 261

Radiology Practicum VI
3 HOURS (0-21)   SU

The student will focus on developing more confidence and independence in this final clinical practicum. Emphasis will be placed on the ability to work quickly, accurately, and on demonstrating a high level of clinical competence. The student will be given additional opportunities to work in clinical areas where more experience is needed or desired. All competencies must be completed prior to graduation. Prerequisite: RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

RAD 300

Residency for Distance Learning Program I
0.5 HOUR (0.5-0)   FA

The Residency for Distance Learning Program I is designed to provide an overview of the distance learning program and the College course management software used to deliver courses. The course is intended to enhance student success by orienting them to strategies and resources for online learning, as well as Mercy College policies and procedures. Through this course, students will be introduced to services provided by the College addressing academic, programmatic and technical needs. The residency will also provide community building among cohort members and faculty who will interact via coursework throughout their program of study. Prerequisites: Acceptance to the Bachelor of Science in Medical Imaging completion degree online program.

RAD 305

PACS and Digital Applications
3 HOURS (3-0)   FA

This course will present picture archiving and communication systems (PACS), computed radiography (CR), direct digital radiography (DR), networking fundamentals and digital imaging and communications in medicine (DICOM) standard. Topics include comparison of computer-based records to traditional film records, teleradiology and Radiology Information Systems (RIS). The acquisition process of a PACS, medical-legal issues, productivity, image compression and image storage are examined. Prerequisites: Admittance to the program.

RAD 310

Sectional Anatomy for Medical Imaging
3 HOURS (3-0)   FA

This course is a study of human anatomy as viewed in sectional planes. Gross anatomical structures will be located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. The characteristic appearance of each anatomical structure as it appears on computed tomography (CT) and magnetic resonance imaging (MRI) will be stressed. Studies include the head, brain, neck, chest, abdomen, spine, pelvis and extremities. Prerequisites: Admittance to the program.

RAD 320

Advanced Patient Care for Medical Imaging
3 HOURS (3-0)   FA

This course focuses on advanced aspects of patient education, assessment, communication and modality specific patient care. Common pathologic conditions seen in computed tomography (CT) and magnetic resonance imaging (MRI) will also be discussed. Prerequisites: RAD 310, with a grade of C or higher.

RAD 330

Principles of Computed Tomography
3 HOURS (3-0)   SP

This course explores physical principles and instrumentation associated with computed tomography (CT). Computer technology, system components, image characteristics and quality control methods are introduced. Topics will include methods of data acquisition and manipulation, CT systems and operations, and image processing and display. Prerequisites: Admittance to the program.

RAD 340

Computed Tomography Applications
3 HOURS (3-0)   SP

This course is designed to provide detailed coverage of procedures for computed tomography (CT) imaging. Imaging protocols for the head, neck, chest, abdomen, pelvis, and spine will be discussed. Topics include indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image and selectable scan parameters. Prerequisites: RAD 330 and RAD 320, both with a grade of C or higher.

RAD 401

Residency for Distance Learning Program II
0.5 HOUR (0.5-0)   SP

The Residency for Distance Learning Program II is designed to provide an opportunity for students to come together prior to graduating. This course will include program assessment and informational sessions pertaining to graduation and future career opportunities. Course must be taken in the same semester as expected graduation.

RAD 405

Principles of Quality Management
3 HOURS (3-0)   SU

This course will present quality control and quality assurance programs used in medical imaging departments. Topics will include quality management aspects of darkrooms, processing equipment, fluoroscopic equipment and digital imaging equipment. Federal guidelines regulating quality control are also addressed. Prerequisites: Admittance to the program.

RAD 415

Research Methods and Information Literacy
3 HOURS (3-0) FA

This course is an introduction to methods and techniques of research in the radiologic sciences. Topics include basic terminology of research, qualitative and quantitative methods, fundamental research designs, and data analysis techniques. Analysis and evaluation of research reports/studies as they apply to medical imaging are also addressed. Prerequisites: At least 9 credit hours of 300/400 level RAD courses must be completed before attempting this course.

RAD 430

Principles of Magnetic Resonance Imaging
3 HOURS (3-0) SP

This course will familiarize the student with physical principles and theories of magnetic resonance, instrumentation, imaging sequences and computer parameters of magnetic resonance imaging. Topics include image formation, artifact production, volume imaging and multiplanar reconstruction. Prerequisites: Admittance to the program.

RAD 431

Computed Tomography Practicum
1-3 HOURS (0-(7-21)) FA, SP, SU

This course provides the opportunity to develop required competencies for advance certification in computed tomography (CT). Students will be given opportunities to perform clinical repetitions on the list of required examinations under the supervision of qualified instructors and preceptors. This course is repeatable for a maximum of 9 credit hours. Prerequisites: BSMI students must have completed a minimum of 24 credit hours in the program curriculum and have approval of the Program Chair.

RAD 440

Magnetic Resonance Imaging Applications
3 HOURS (3-0) SP

This course is designed to provide a functional understanding of MRI procedures. Imaging protocols for the central nervous system, musculoskeletal system, thorax, and abdomen/pelvis will be discussed. Topics include indications for the procedure, patient education, preparation, patient screening, contrast media usage, and special procedures. Prerequisites: RAD 430 and RAD 320, both with a grade of C or higher.

RAD 480

Medical Imaging Capstone
3 HOURS (3-0) SU

In this course, students will integrate the various topics within the curriculum focusing on current developments in the medical imaging field such as healthcare costs, teleradiology, radiation exposure concerns, changing patient demographics, rapid technological innovation, etc. This course must be taken in the same semester as expected graduation.

REL 101

Foundations of Faith and Religion
3 HOURS (3-0) FA, SP, SU

This course is an examination of faith, religion, and theology. Topics will include individual faith development, definitions of "religion," an introduction to Christian beliefs and theology, an introduction to

Scripture, a brief survey of world religions, and issues in religion such as social justice, suffering and ecology. This course will serve as a religious basis for students in dealing with religion and faith concepts.

REL 204

Spirituality for Healthcare Providers
3 HOURS (3-0)   FA, SP, SU

This course is designed to assist the students in their articulation of and reflection on their spiritual values as integrated in both their personal and professional relationships. The history of spiritual practices and persons who exemplified faith-filled lives primarily within the Roman Catholic tradition are explored and studied. This is a process course which provides opportunities for students to participate in a variety of prayer experiences, prayer rituals, reflections, values in art and music, along with discussions designed to enhance the students' spirituality in relationship with personal, professional and healthcare contexts.

REL 250

Death, Dying and Bereavement
3 HOURS (3-0)   FA

This course is designed to enhance the understanding of death and dying as it relates to human development. The focus of the course is to promote personal and professional growth regarding topics associated with death and dying, loss, grief and bereavement. Various religious beliefs about the after life will also be explored. Participants will discuss topics related to the biological, psychological, cultural and spiritual dimensions of death.

REL 260

History of Christianity
3 HOURS (3-0)   FA, SP, SU

This course will provide a survey of developments in Christianity from biblical and apostolic origins to the present. Social, cultural, political and intellectual factors will be examined in the formation and expansion of the Christian influence. Prerequisites: ENG 101 or equivalent

REL 280

Independent Study
1-5 HOURS (1-5-0)   FA, SP, SU

Supervised independent work in religion is designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded.

REL 299/399

Special Topics
1-3 HOURS (1-3)   FA, SP, SU

During various semesters throughout the academic year, special topics in theology will be presented. Past topics include Scriptural Studies and Catholicism in the Movies. Prerequisites: ENG 101 and ENG 102 or equivalents.

REL 301

Medical Ethics
3 HOURS (3-0)   FA, SP, SU

The purpose of this course is to deepen the ethical and moral competence of the student in the healthcare field. Students will learn various ethical theories and principles

and apply them to concrete medical cases. Students will understand Catholic directives on healthcare and Catholic ethical principles based on Church documents, tradition, scripture, and Catholic moral teaching. It will also explore issues involved in healthcare systems from a social justice perspective. Students will reflect on the meaning of suffering and death and discuss the ethical implications of new technologies in healthcare. Prerequisites: ENG 101 and 102 or equivalents.

REL 311
World Religions
3 HOURS (3-0)   FA, SP, SU

This course will introduce students to the reality of the twenty-first century global village through the perspectives of the major religions of the world, particularly Hinduism, Judaism, Buddhism, Christianity and Islam. Students will be challenged to examine the sacred traditions, sacred texts, prayer rituals, religious celebrations, art, music and foods of these religious traditions. Students will explore, experience and reflect upon the similarities and differences in each of the major world religions focusing upon creed, code, ceremony, worldview and perceptions of the divine. Additionally, students will examine basic beliefs, practices and historical developments, along with the relationship of each major world religion's view of suffering and death and the implications for healthcare. Prerequisites: ENG 101 and ENG 102 or equivalents.

REL 324
Old Testament: Torah, Prophets and Writings
3 HOURS (3-0)   FA, SP, SU

This course is an examination of the Old Testament (Tanak) which includes: Torah, the writings of the major and the minor prophets (Nevi'im), as well as the biblical books which comprise the Writings (Kethuvim). Topics will include salvation history, historical and biblical context, a synopsis of the variety of literary styles, a study of the theology of the biblical prophets, themes, and the history of the development of Israel as the people of God. Attention is given to contemporary principles of biblical interpretation, biblical and historical criticism, inspiration, and revelation. Prerequisites: ENG 101 and ENG 102 or equivalents.

REL 325
New Testament: Gospels, Acts, Epistles & Revelation
3 HOURS (3-0)   FA, SP, SU

This course is an examination of the Synoptic Gospels, the undisputed letters of Paul, as well as the Deutro-Pauline texts, The Acts of the Apostles, the Gospel of John, and the book of Revelation. Topics will include an overview of the historical details of the first century of the Common Era, and a synopsis of the variety of literary styles exhibited in the writings of the New Testament. Prerequisites: ENG 101 and ENG 102 or equivalents.

REL 330
Image and Identity: Theologies of Christian Art
3 HOURS (3-0)   FA, SP, SU

This course is an examination of the development of Christian theologies as expressed in Christian art from the 1st

through 21st centuries. Topics will include a survey of the major periods of theological development and their expression in the visual arts of painting, sculpture, architecture and other media. Emphasis will be placed on the cultural context and interpretation of image-texts and word-texts. Prerequisites: ENG 101 and ENG 102 or equivalents.

REL 335

Spirituality on Page, Stage and Screen
3 HOURS (3-0)   FA, SP, SU

This course explores spiritual and religious themes in contemporary literature, theatre, and cinema. Students will analyze these themes through reading, video, discussion, and written projects. Prerequisites: ENG 101 and ENG 102 or equivalents

REL 360

Women and Religion
3 HOURS (3-0)   FA, SP, SU

This course will examine the influence of women in Western religious traditions in a historical, cultural and religious context (emphasizing Christianity). Particular focus will address women's historical and cultural participation in ministerial outreach in education and health care. Prerequisites: ENG 101 and ENG 102 or equivalents

REL 380

Mission, Values and Social Teaching
3 HOURS (3-0)   FA, SP, SU

This course will provide students with a basic knowledge of the foundations of mission, an understanding of moral/ethical development as an approach to see, judge, act with regard to social issues, and practice in understanding, interpreting,

and evaluating modern social teaching documents. Prerequisites: ENG 101 and ENG 102 or equivalents

REL 382

Spiritual Care: Integration of Body, Mind, and Spirit Healing
3 HOURS (3-0)   FA, SP, SU

This course will provide students with a basic knowledge of the biblical roots, pastoral images, and healing ministry of Jesus as they relate to the discipline of Spiritual Care. Through the identification of spiritual care approaches and the examination of ethical and developmental issues, students will gain insight into the complexity of the health care delivery system and the importance of interdisciplinary relationships among care givers. Prerequisites: ENG 101 and ENG 102 or equivalents

REL 385/IDS 385

Mission, Health Care Ministry and Enculturation
3 HOURS (3-0)   FA, SP, SU

This course examines the role of mission, the Mercy Core values and health care from their origins in Scripture and throughout history, specifically in the lives of Jesus Christ, Catherine McAuley, Florence Nightingale, Marguerite d'Youville, and Mother Teresa of Calcutta with special emphasis on the development of a personal and professional perspective of integrating these virtues into health care in the present. The course requires the student to participate in a week long (during Spring Break) mission experience in a developing country. Prerequisites: ENG 101 and ENG 102 or equivalent; and participation in the application process, including a letter of recommendation from a member of the

faculty at Mercy College.

REL 390

Catholic Thought and Contemporary Issues
3 HOURS (3-0)   FA, SP, SU

To provide an understanding of the development and influence of Catholic thought when applied to contemporary issues. Rationale: The content of this course will offer a sustained and thorough examination of Catholic doctrine and thought in dialog with contemporary issues with a view to greater understanding of contemporary issues and Catholic teaching. This course's emphasis on dialog will demonstrate the relevance of this subject matter to the experience of life in a global community. Prerequisites: ENG 101 and ENG 102 or equivalents

SOC 101

Introduction to Sociology
3 HOURS (3-0)   FA, SP, SU

This introductory course provides a survey of the various fields of study comprising modern scientific sociology. It examines the theories, basic research findings, and applications in each of the major areas of sociology. The course utilizes a scientific perspective in examining different social relations and social institutions. Some of the topics covered are culture, social structures, crime and deviance, social stratification, racial, ethnic and gender inequality and the family.

SOC 150

Gerontology Overview
1 HOUR (1-0)   FA, SP, SU

This course is designed as an exploratory overview of the field of aging (gerontology)

for anyone in a healthcare field. Topics covered will include the biology, psychology, spirituality and sociology of aging, human development in the late years, and leisure and retirement.

SOC 211

Cultural Diversity
3 HOURS (3-0)   FA, SP, SU

This course provides an exploration of various cultures within modern American society. The definition of culture, cultural practices, prejudice and discrimination and cultural sensitivity are covered. The exposure of students to new cultures is emphasized through presentations, hands-on learning and experience. Topics include race and ethnicity, religion, gender, social class, family background, language and age and generation.

SOC 280

Independent Study
1-5 HOURS (1-5-0)   FA, SP, SU

Supervised independent work in sociology designed to meet approved objectives/learner outcomes. Student must meet specific criteria and present the instructor with a detailed written proposal. Written approval must be obtained from the instructor and Associate Dean. Up to three hours of credit will be awarded.

SOC 350

Global Issues
3 HOURS (3-0)   FA, SP, SU

The main focus of this course will be to examine various definitions and concepts of globalization, current global issues focusing n poverty, crime, war, inequality, environment, global health policy and diseases, and

proposed solutions to these problems. In addition, students will locate evidence from a variety of sources, using the perspectives of different cultures. Prerequisites: ENG 101 and ENG 102 or equivalents.

SOC 370

Asians and Asian Americans
3 HOURS (3-0)   FA, SP, SU

This course aims to introduce students to contemporary Asian and Asian American culture and its roots. The course will seek to develop a dynamic understanding of modern Asians and Asian Americans through an interdisciplinary approach to cultural, social, economic, and political issues of Asians and Asian Americans. Asian and Asian American history and migration, entrepreneurship, assimilation patterns, and trans-nationalism will be discussed. Prerequisites: ENG 101 and ENG 102 or equivalents.

SOC 380

Understanding Consumer Behavior
3 HOURS (3-0)   FA, SP, SU

This course is an exploration of buyer behavior of goods and services. Students will be encouraged to reflect upon their own consumption experiences amid a multicultural society. Topics covered will include globalization and consumer behavior, the consumer decision making process, cross-cultural variations in consumer behavior, consumer health care behavior, and consumer movement and public policy. Prerequisites: ENG 101 and ENG 102 or equivalents.

SOC 399

Special Topics
3 HOURS (3-0)   FA, SP, SU

During various semesters throughout the academic year, special topics in sociology will be presented. Past topics include: Global Issues and Korean Society. Prerequisites: ENG 101 and ENG 102 or equivalents.

SOC 410

Sociological Perspectives on Peace
3 HOURS (3-0)   FA, SP, SU

This course is designed as an exploration of peace studies. The study of peace will be situated within the sociological frameworks of social institutions and culture. Students will learn to appreciate approaches to peace and their impact on current events. Topics covered will include approaches to war, building peace, non-violence, religious inspiration, peace movements and the future of peace promotion. Prerequisites: ENG 101 and ENG 102 or equivalents.

SOC 420

Sociology of Global Markets
3 HOURS (3-0)   FA, SP, SU

This course is a sociological exploration of the global marketing process and practices. Case studies will include skin-whitening and the cosmetics market, Whirlpool and the American appliance industry, the corporate sport media complex, global knowledge economy, global franchising, fashion, dietary supplements, organic vegetables supply chain, medical tourism, and the New Orleans' Mardi Gras celebration. Prerequisites: ENG 101 and ENG 102 or equivalents

SPN 101

Elementary Spanish I
3 HOURS (3-0)   FA, SP, SU

This course emphasizes listening, reading, speaking, and writing through a focus on simple grammatical concepts. Students will develop listening, comprehension, basic vocabulary, speaking and writing skills for practical everyday use, in addition to developing an appreciation of relevant aspects of Hispanic culture.

SPN 102

Elementary Spanish II
3 HOURS (3-0)   FA, SP, SU

This course will further develop all four language skills: listening, speaking, reading and writing. Students will develop the ability to communicate in Spanish, while at the same time introducing them to Hispanic culture. A strong emphasis is placed on using the language in practical situations, while developing an understanding of correct usage of the basics of Spanish grammatical rules, word order, and word formation. Prerequisites: SPN 101 with a grade of "C" or higher

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