MercyCollege
of Ohio

COLLEGE CATALOG
2015-2016

CATALOG POLICY/RIGHTS RESERVED

The information provided in this catalog pertains to both the Toledo Campus AND the Youngstown Location unless otherwise specified.

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 programs, tuition, fees, and other academic regulations contained herein. The catalog does not constitute a contract with a student or an applicant.

Students follow the catalog guidelines in effect the semester in which they are first enrolled. Students who begin in the summer semester follow the catalog guidelines that take effect in the subsequent fall semester.

2015 PRESIDENT'S WELCOME

Dear Mercy College Students:

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

The faculty and staff of the College seek to inspire students to a commitment of lifelong learning and social responsibility in the spirit of the Mercy heritage and values. The College is committed to providing all students with a high quality education that prepares them for their respective careers. Students in clinical programs graduate as proficient, knowledgeable and competent professionals. Graduates of nonclinical programs are knowledgeable in the administrative functions of healthcare and are prepared to provide high quality service in a caring manner. The Certificate programs prepare students to work in specialized fields upon graduation. Regardless of the program selected, Mercy College faculty, staff, and administration want you to succeed in reaching your goals!

WELCOME TO MERCY COLLEGE!

Susan C. Wajert, PhD, MSN, MBA, RN
Mercy College of Ohio President

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ACADEMIC CALENDAR

FALL 2015 - Full Term (August 17 - December 13, 2015)

Faculty First Day ....Tuesday, August 4, 2015
First Day of Fall 2015 Semester.. Monday, August 17, 2015
Last Day to Add/Drop w/ 100% refund .... Monday, August 24, 2015
Last Day to Drop w/ 80% refund.. Monday, August 31, 2015
Labor Day - COLLEGE CLOSED...Monday, September 7, 2015
Last Day to Withdraw from class w/ 25% refund .... Monday, September 14, 2015
Last Day to Withdraw from class w/ W grade.........................Monday, October 12, 2015
Fall Break NO CLASSES ....Monday, October 12 - Tuesday, October 13, 2015
Graduation Applications Due for Spring 2016 to Advisor..... Friday, October 30, 2015
Thanksgiving Break .... Wednesday, November 25 - Sunday, November 29, 2015
Thanksgiving Holiday - COLLEGE CLOSED ....Thursday, November 26, 2015
Classes End...Sunday, December 6, 2015
Fall 2015 Finals Week......................Monday, December 7 - Sunday, December 13, 2015
Faculty Last Day ....Friday, December 11, 2015
Official Last Day of Fall 2015 semester ....Sunday, December 13, 2015
Grades are due for 16 week courses...................................... Monday, December 14, 2015
Christmas Holiday - COLLEGE CLOSED.....................................Friday, December 25, 2015

FALL 2015 - 1ST 8 WEEKS (August 17 - October 11, 2015)

First Day of Fall 2015 Semester - 8WK1 .... Monday, August 17, 2015
Last Day to Add/Drop w/ 100% refund - 8WK1......................Monday, August 24, 2015
Last Day to Withdraw from class w/ 50% refund - 8WK1.. Monday, August 31, 2015
Last Day to Withdraw from class w/ W grade - 8WK1..Monday, September 14, 2015
Last Day of Fall 2015 semester - 8WK1 .... Sunday, October 11, 2015
Grades are due for 1st 8 week courses..Monday, October 12, 2015

FALL 2015 - 2ND 8 WEEKS (October 14 - December 13, 2015)

First Day of Fall 2015 Semester - 8WK2 ....Wednesday, October 14, 2015
Last Day to Add/Drop w/ 100% refund - 8WK2................... Tuesday, October 20, 2015
Last Day to Withdraw from class w/ 50% refund - 8WK2 Tuesday, October 27, 2015
Last Day to Withdraw from class w/ W grade - 8WK2..Tuesday, November 10, 2015
Last Day of Fall 2015 semester - 8WK2 ....Sunday, December 13, 2015
Grades are due for 2nd 8 week courses .... Monday, December 14, 2015

FALL 2015 - 1ST 5 WEEKS (August 17 - September 20, 2015)

First Day of Fall 2015 Semester - 5WK1 .... Monday, August 17, 2015
Last Day to Add/Drop w/ 100% refund - 5WK1......................Monday, August 24, 2015
Last Day to Withdraw from class w/ W grade - 5WK1 .... Monday, August 31 2015
Last Day of Fall 2015 semester - 5WK1 ....Sunday, September 20, 2015
Grades are due for 1st 5 week courses................................ Monday, September 21, 2015

FALL 2015 - 2ND 5 WEEKS (September 21 - October 27, 2015)
First Day of Fall 2015 Semester - 5WK2 .... Monday, September 21, 2015
Last Day to Add/Drop w/ 100% refund - 5WK2 .... Monday, September 28, 2015
Last Day to Withdraw from class w/ W grade - 5WK2 .... Monday, October 5, 2015
Last Day of Fall 2015 semester - 5WK2 .... Tuesday, October 27, 2015
Grades are due for 2nd 5 week courses .... Wednesday, October 28, 2015

FALL 2015 - 3RD 5 WEEKS (October 29 - December 6, 2015)
First Day of Fall 2015 Semester - 5WK3 .... Wednesday, October 28, 2015
Last Day to Add/Drop w/ 100% refund - 5WK3 .... Tuesday, November 3, 2015
Last Day to Withdraw from class w/ W grade - 5WK3 .. Tuesday, November 10, 2015
Last Day of Fall 2015 semester - 5WK3 .... Sunday, December 6, 2015
Grades are due for 3rd 5 week courses .... Monday, December 14, 2015

SPRING 2016 - Full Term (January 11- May 8, 2016)

New Year Holiday - COLLEGE CLOSED .... Friday, January 1, 2016
Faculty First Day .... Wednesday, January 6, 2016
First Day of Spring 2016 Semester .... Monday, January 11, 2016
Martin Luther King Day - NO CLASSES .... Monday, January 18, 2016
Last Day to Add/Drop w/ 100% refund .... Tuesday, January 19, 2016
Last Day to Drop w/ 80% refund .... Monday, January 25, 2016
Graduation Applications Due for summer 2016 to Advisor Monday, February 1, 2016
Last Day to Withdraw w/ 25% refund .... Monday, February 8, 2016
Last Day to Withdraw from class w/ W grade .... Monday, March 7, 2016
Spring Break .... Monday, March 7 - Sunday, March 13, 2016
Good Friday - COLLEGE CLOSED .... Friday, March 25, 2016
Classes End .... Sunday, May 1, 2016
Commencement Toledo Campus .... Sunday, May 1, 2016
Spring 2016 Finals Week .... Monday, May 2 - Sunday, May 8, 2016
Official Last day of the Spring 2016 semester .... Sunday, May 8, 2016
Commencement Youngstown Location .... Monday, May 9, 2016
Grades are due for 16 week courses .... Monday, May 9, 2016
Faculty Last Day .... Wednesday, May 11, 2016

SPRING 2016 - 1ST 8 WEEKS (January 11 - March 6, 2016)
First Day of Spring 2016 Semester - 8WK1 .... Monday, January 11, 2016
Last Day to Add/Drop w/ 100% refund - 8WK1 .... Tuesday, January 19, 2016
Last Day to Withdraw w/ 50% refund - 8WK1 .... Monday, January 25, 2016
Last Day to Withdraw from class w/ W grade - 8WK1 .... Monday, February 8, 2016
Last day of the Spring 2016 semester - 8WK1 .... Sunday, March 6, 2016
Grades are due for 1st 8 week courses .... Monday, March 7, 2016

<div align="center">SPRING 2016 - 2ND 8 WEEKS (March 14 - May 8, 2016)</div>

First Day of Spring 2016 Semester - 8WK2 .... Monday, March 14, 2016
Last Day to Add/Drop w/ 100% refund - 8WK2 .... Monday, March 21, 2016
Last Day to Withdraw w/ 50% refund - 8WK2 .... Monday, March 28, 2016
Last Day to Withdraw from class w/ W grade - 8WK2 .... Monday, April 11, 2016
Last day of the Spring 2016 semester - 8WK2 .... Sunday, May 8, 2016
Grades are due for 2nd 8 week courses .... Monday, May 9, 2016

<div align="center">SPRING 2016 - 1ST 5 WEEKS (January 11 - February 14, 2016)</div>

First Day of Spring 2016 Semester - 5WK1 .... Monday, January 11, 2016
Last Day to Add/Drop w/ 100% refund - 5WK1 .... Tuesday, January 19, 2016
Last Day to Withdraw from class w/ W grade - 5WK1 .... Monday, January 25, 2016
Last Day of Spring 2016 semester - 5WK1 .... Sunday, February 14, 2016
Grades are due for 1st 5 week courses .... Monday, February 15, 2016

<div align="center">SPRING 2016 - 2ND 5 WEEKS (February 15 - March27, 2016)</div>

First Day of Spring 2016 Semester - 5WK2 .... Monday, February 15, 2016
Last Day to Add/Drop w/ 100% refund - 5WK2 .... Monday, February 22, 2016
Last Day to Withdraw from class w/ W grade - 5WK2 ..... Monday, February 29, 2016
Last Day of Spring 2016 semester - 5WK2 .... Sunday, March 27, 2016
Grades are due for 2nd 5 week courses .... Monday, March 28, 2016

<div align="center">SPRING 2016 - 3RD 5 WEEKS (March 28 - May 1, 2016)</div>

First Day of Spring 2016 Semester - 5WK3 .... Monday, March 28, 2016
Last Day to Add/Drop w/ 100% refund - 5WK3 .... Monday, April 4, 2016
Last Day to Withdraw from class w/ W grade - 5WK3 .... Monday, April 11, 2016
Last Day of Spring 2016 semester - 5WK3 .... Sunday, May 1, 2016
Grades are due for 3rd 5 week courses .... Monday, May 2, 2016

<div align="center">SUMMER 2016</div>

Summer I (6 weeks) .... Monday, May 16 - Sunday, June 26, 2016
Summer I - Last Day to Add/Drop w/ 100% refund .... Monday, May 23, 2016
Summer I - Last Day to Withdraw w/ 50% refund .... Tuesday, May 31, 2016
Summer I - Last Day to Withdraw .... Monday, June 6, 2016
Summer II (6 weeks) .... Monday, June 27 - Sunday, August 7, 2016
Summer II - Last Day to Add/Drop w/ 100% refund .... Tuesday July 5, 2016
Summer II - Last Day to Withdraw w/ 50% refund .... Monday, July 11, 2016
Summer II - Last Day to Withdraw .... Monday, July 18, 2016
Summer III (10 weeks) .... Monday, May 23 - Sunday, July 31, 2016
Summer III - Last Day to Add/Drop w/ 100% refund .... Tuesday, May 31, 2016
Summer III - Last Day to Withdraw w/ 50% refund .... Monday, June 6, 2016
Summer III - Last Day to Withdraw .... Monday, June 27, 2016
Summer IV (12 weeks) .... Monday, May 16 - Sunday, August 7, 2016
Summer IV - Last Day to Add/Drop w/ 100% refund .... Monday, May 23, 2016
Summer IV - Last Day to Drop w/ 80% refund .... Tuesday, May 31, 2016

Summer IV - Last Day to Withdraw w/ 25% refund........................Monday, June 6, 2016
Summer IV - Last Day to Withdraw .... Monday, June 27, 2016
Summer V (8 weeks) ....Monday, May 16 - Sunday, July 10, 2016
Summer V - Last Day to Add/Drop w/ 100% refund ....Monday, May 23, 2016
Summer V - Last Day to Withdraw w/ 50% refund .... Tuesday, May 31, 2016
Summer V - Last Day to Withdraw .... Monday, June 13, 2016
Summer VI (8 weeks)... Monday, June 13 - Sunday, August 7, 2016
Summer VI - Last Day to Add/Drop w/ 100% refund................. Monday, June 20, 2016
Summer VI - Last Day to Withdraw w/ 50% refund.................... Monday, June 27, 2016
Summer VI - Last Day to Withdraw ....Monday, July 11, 2016

ADDITIONAL IMPORTANT DATES
Memorial Day - COLLEGE CLOSED..Monday, May 30, 2016
Grades are due for summer session I.. Monday, June 27, 2016
Graduation Applications Due for fall 2016 to Advisor ....Friday, July 1, 2016
4th of July - COLLEGE CLOSED.. Monday, July 4, 2016
Grades are due for summer session V...Monday, July 11, 2016
Grades are due for summer session III..Monday, August 1
Last day of summer session II and IV 2016 .... Sunday, August 7, 2016
Grades are due for summer session II and IV ....Monday, August 8, 2016

GENERAL OVERVIEW

HISTORY

Mercy College, located in Toledo, Ohio, is a private Catholic institution of higher learning with a focus on healthcare education. Tracing its heritage to the school of nursing founded by the Sisters of Mercy in 1918, Mercy College of Ohio was incorporated in 1992 and grants bachelor of science degrees in Nursing, Biology, Medical Imaging and Healthcare Administration. The College grants associate of science degrees in Cardiovascular Technology, General Studies, Health Information Technology, Nursing, and Radiologic Technology. Certificate programs are offered in Community Health Worker, Emergency Medical Technician, Medical Coding, Ophthalmic Technology, Paramedic, and Polysomnographic Technology. Mercy College also provides continuing education and other community services to assist individuals in knowledge and skill development related to healthcare. In 2002, the College expanded into Youngstown, Ohio and offers an associate of science degree in nursing and a certificate in Ophthalmic Technology.

Mercy takes great pride in the quality healthcare education it provides to every student. More than an educational institution, faculty, staff, and students embrace the spirit, mission, and heritage set forth by the founders of the College. The Mercy College vision was revised in 2010, and it states that the College will be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning. Faculty, staff, and students persistently practice the six values in all college and clinical settings. Graduates are prepared to enter their respective healthcare professions with the knowledge – and the edge – they need to make a difference – the Mercy difference.

TOLEDO CAMPUS

The main campus of Mercy College of Ohio is located at 2221 Madison Avenue in Toledo, Ohio. Located on the western tip of Lake Erie, Toledo is known as the "Glass City," and is home to four Fortune 500 Companies. Toledo's expressway system is linked to the east-west by the Ohio Turnpike and to the north-south by Interstate 75. Toledo is the fourth largest city in Ohio and home to the famous Toledo Mudhens baseball team.

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 a newly renovated aquarium.

YOUNGSTOWN LOCATION

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 Mahoning Valley–– known for its past history of steel production, is today a dynamic light manufacturing and distribution hub. It is home to the Youngstown Business Incubator, an internationally recognized program focused on the development of B2B software applications. Its success has been well documented by BusinessWeek, Inc., The Economist, Next City and many other well-known publications and media outlets.

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 embedded in a shield symbolizing a tradition of excellence. The lamp and book signify the pursuit of knowledge and truth with the guiding flame of light. The College motto "Misericordia et Cura," denotes compassion and caring, and focuses on the values which are vital to the healing ministries.

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.

VISION
To be the leader in educating individuals committed to intellectual inquiry, social engagement, and lifelong learning.

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.

MERCY ALUMNI ASSOCIATION
The Mercy Alumni Association, founded in 1923, currently serves more than 7,000 living graduates from Mercy School of Nursing and Mercy College of Ohio.

Every graduate or credit certificate program completer 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 as described on the Mercy Website, www.mercycollege.edu/alumni-friends.

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

- Homecoming Weekend includes a Sunday Mass for all alumni, and pays tribute to those who have passed away during the year. A brunch is held following Mass.
- Annual meeting and banquet held in the spring which especially honors the graduates of 25,

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40, and 50 years.
- Youngstown Alumni Chapter.
- Scholarships awarded annually to current students of Mercy College.
- Distinguished Alumni Award presented at the spring banquet. Members may nominate themselves or another graduate for this award.

Mercy News, published several times per year, updates members on the latest news of the Association, its members, and the College.

PHILOSOPHY OF GENERAL EDUCATION

The liberal arts provide the foundation for General Education coursework at the College. Based on a Judeo-Christian philosophy, courses are required in the humanities, social sciences, mathematics, physical sciences, religion and ethics.

The purpose of general education is to provide students with a broad base of knowledge that is relevant to all educated persons. Further, general education encourages students to develop their intellect, examine their values in ethical decision making, think critically, solve problems, communicate effectively, embrace cultural diversity, pursue lifelong learning, and serve in the global community.

The responsibility of general education lies with the entire college community as the liberal arts are integrated throughout the curriculum and in co-curricular activities.

The goal is that graduates will be prepared to enter their respective profession with a solid foundation in the liberal arts, and their program of study in order to serve in the global community.

MERCY COLLEGE OF OHIO INSTITUTIONAL LEARNING OUTCOMES

Mercy College has five Institutional Learning Outcomes (ILO's) that are linked to the general education requirements and program-specific coursework. Based on these five outcomes the students will:

1. Exhibit proficiency and competency within one's discipline 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 teachings within one's ethical and professional decision-making.

5. Display an understanding of cultures and experiences that characterize the global community.

ASSESSMENT OF STUDENT LEARNING
Mercy College assesses student learning outcomes through a variety of methods that are linked to coursework and aligned with course assignments that include testing, journals, reflections, written work, oral presentations, and participation in co-curricular activities. Rubrics are used as a tool for assessment of the assigned work. The data gained from the assessment rubrics provides information regarding the achievement of the learning outcomes.

Assessment of student learning is completed at the following levels: course, programmatic, and institutional. Assessment of student learning provides quantitative and qualitative data regarding curricular outcomes and how the curriculum is designed to accomplish what students should know, understand, and achieve by graduation. The assessment process produces information, which supports data-driven decisions for overall curricular improvement.

Assessment activities are conducted from the time a student enters the College until the time they exit, plus post-graduation surveys, etc. Student participation is essential to the process as it completes the cycle of assessment. Learning Outcomes identified – Assessment of Learning Outcomes – Data Collection and Analysis – Curricular Improvement measures recommended and implemented. Overall assessment is part of the institutional effectiveness of the organization. The quality model of Plan, Do, Check/Study, and Act is used as a method to improve the College curriculum.

PURPOSE OF ACCREDITATION
Accreditation is granted through regional and programmatic or specialized accreditation. Institutions and programs must meet the standards set forth by the accrediting organization to become or maintain accreditation. Mercy College is accredited by the Higher Learning Commission, which serves as the regional accreditor for this area of the United States. The College has selected the Standard Pathway model of accreditation from HLC.

Mercy College of Ohio is accredited by the Higher Learning Commission (HLC), and is authorized by the Ohio Department of Higher Education (formerly the Ohio Board of Regents) to grant bachelor of science degrees in Biology, Nursing, Medical Imaging and Healthcare Administration; associate of science degrees in Nursing, Radiologic Technology, Health Information Technology, Cardiovascular Technology and General Studies, and certificates in Community Health Worker, Emergency Medical Technician, Medical Coding, Ophthalmic Technology, Paramedic, and Polysomnographic Technology.

The Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
Phone: 800-621-7440
Phone: 312-263-0456
Fax: 312-263-7462

hlcommission.org

Ohio Department of Higher Education, (formerly the Ohio Board of Regents)
25 South Front Street
Columbus, OH 43215
Phone: 614-466-6000
Fax: 614-466-5866
ohiohighered.org

The following are programmatic or specialized accreditors:

ACCREDITATIONS AND APPROVALS
The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE) 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
Phone: 202-887-6791
Fax: 202-887-8476
www.aacn.nche.edu.

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215-7410
Phone: 614-466-3947
Fax: 614-466-0388
www.nursing.ohio.gov.

The Associate of Science Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Ohio Board of Nursing.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
Fax: 404-975-5020
www.acenursing.org.

The Cardiovascular Technology programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology Education (CoA CVT).

Joint Review Committee on Education in Cardiovascular Technology
1449 Hill Street
Whitinsville, MA 01588-1032
Phone: 978-456-5594
email: office@jrccvt.org;
www.jrccvt.org.

Commission on Accreditation of Allied Health Education Programs
1361 Park St
Clearwater, FL 33756
(727) 210-2350
www.caahep.org.

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

Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave. 21st Floor
Chicago, IL 60601-5800
Phone: 312-233-1100
Fax: 312-233-1948
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
Phone: 312- 704-5300
Fax: 312-704-5304
email: mail@jrcert.org
www.jrcert.org.

The Community Health Worker program is approved by the Ohio Board of Nursing (OBN).

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215-7410
Phone: 614-466-3947
Fax: 614-466-0388
www.nursing.ohio.gov

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
>Phone: 614-387-0648
>www.ems.ohio.gov

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
 1361 Park St
 Clearwater, FL 33756
 Phone: 727-210-2350
 www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
 8301 Lakeview Parkway, Suite 111-312
 Rowlett, TX, 75088
Phone: 214-703-8445
Fax: 214-703-8992
 www.coaemsp.org

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
>Phone:651- 731-7245
> email; CoA-OMP@jcahpo.org
> www.coa-omp.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

1711 Frank Avenue
New Bern, NC 28560
Phone: 252-626-3238
email: office@coapsg.org
www.coapsg.org

Commission on Accreditation of Allied Health Education Programs
1361 Park St
Clearwater, FL 33756
Phone: 727- 210-2350
www.caahep.org.

The College holds membership in the following associations:
American Association of Colleges of Nursing (AACN)
American Association of Collegiate Registrars & Admissions Officers (AACRAO)
APPA: Leadership in Educational Facilities
Association of American Colleges and Universities (AAC&U)
Association of Catholic Colleges and Universities (ACCU)
Association of Independent Colleges and Universities of Ohio (AICUO)
Association for Institutional Research (AIR)
Catholic College Admission Association (CCAA)
College Student Educators International (ACPA)
Commission on Collegiate Nursing Education (CCNE)
Consortium of Ophthalmic Training Programs (COTP)
Council for the Advancement and Support of Education (CASE)
Independent College Advancement Associates (ICAA)
Michigan Association for College Admission Counseling (MACAC)
National Association for College Admission Counseling (NACAC)
National Association of College and University Business Officers (NACUBO)
National Association of Colleges and Employers (NACE)
National Association of Diversity Officers in Higher Education (NADOHE)
National Association of Financial Aid Administrators (NASFAA)
National Association of Independent Colleges and Universities (NAICU)
National League for Nursing (NLN)
National Organization for Associate Degree Nursing
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 Continuing Higher Education Association (OCHEA)
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)

CIVIL RIGHTS/NONDISCRIMINATION STATEMENT
Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law.

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 the following outcomes: Completion Rate (the total number of students in the cohort who earn either a degree, a certificate, or who successfully complete a two-year-equivalent transfer-preparatory program) and the Transfer Rate (the total number of cohort non-completers who are 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 66% based on the 2008 cohort. Please note that only 17% of the entering students were counted in calculating the graduation rate.

MINORS ON CAMPUS
To recognize that children are a valued part of the Mercy College of Ohio ("the College") community which is committed to providing appropriate supervision to minors who are involved in campus-sponsored programs both on and off-campus, and for college-sponsored programs held on the College's campus. Therefore, the College has created policies aimed at protecting children who are involved with the community.

Reporting Child Abuse or Neglect Policy

I.   Presence of Minors on Campus

Minors visit the College for a variety of reasons. They may visit as prospective students, as participants on field trips, to attend camps, and for other occasions. Whatever the reason for their presence, college employees are to be particularly vigilant regarding their safety and security.

II.   Definitions

1. "Authorized Adult" is an individual, age 18 and older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise works with minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to: faculty, employees, staff, volunteers, undergraduate students, employees provided by temporary agencies, and independent contractors/consultants. The role of authorized adult may include positions such as counselors, chaperones, instructors, and other similarly situated persons.
2. "Campus" includes Mercy College property including the off-campus residence facility.
3. "Child Abuse" includes physical abuse, sexual abuse, emotional or mental abuse, and neglect, all as further described in Section III of this policy.
4.   "Legal Guardian" is any person appointed under applicable law to have the care and management of the person, the estate, or both of a minor.
5. "Mandatory Reporters" are a category of individuals derived from the Ohio Revised Code (ORC) section 2151.421 which include but are not limited to: attorneys, physicians, registered nurses, licensed practical nurses, or other healthcare professionals, licensed psychologists, licensed school psychologists, administrators or employees of a child day care center, administrators or employees of a residential camp or child day camp, administrators or employees of a certified child care agency or other public or private children services agency, school teachers, school employees, school authority, and persons engaged in social work or the practice of professional counseling.
6. "Minors" are persons under the age of eighteen (18) who are not enrolled or accepted for enrollment at Mercy College of Ohio as a student. The term "minors" and "children" are used interchangeably in this policy.
7. "One-On-One Contact" is personal, unsupervised interaction between any authorized adult and a single participant minor without at least one other authorized adult, parent or legal guardian being present.
8. "Parent" is the natural parent or adoptive parent as recognized under the law, of a minor child whose parental rights and responsibilities have not been terminated under applicable law.
9. "Programs" are programs and activities offered by various academic or administrative units of the College, whether on College property or not, or by non-college groups using college facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, employment, campus ministry and other similar activities.
10. "Program Participants" are minors who are involved in college-sponsored programs both on and off-campus and for non-college sponsored programs held on the campus.
11. "Sponsoring Unit" is the academic or administrative unit of the College, which offers a program or gives approval for housing or use of facilities.
12. "Works with Minors" means participating in any of the activities identified in this document in which an adult has the potential to work with and/or be alone with a minor, unless the

adult is the parent, legal guardian or a person entrusted by the parent or legal guardian of a minor with the care of the minor.

III.   Reporting Suspected Abuse or Neglect

1. Consistent with Ohio law, it is college policy that any employee who knows or has reasonable cause to suspect that a minor has been subjected to abuse or neglect, may be subjected to abuse or neglect, or faces a threat of abuse or neglect shall immediately make a report to one of the following:

   a. Ohio's Hotline: Ohio's Child Abuse Reporting Hotline at 1-855-OH-CHILD (1-855-642-4453)
   b. Toledo Resources:

      Lucas County Children Services Agency
      - Child Abuse & Neglect Hotline:
        - 419-213-CARE: 419-213-2273
      - In person report:
        - 705 Adam St., Toledo, OH 43604
        - Hours: 8:00am-5:00pm, Monday-Friday
      Toledo Police Department
      - Emergency: 911
      - Non-emergency: 419-245-3246
   c. Youngstown Resources:

      Mahoning County Children Services Agency
      - Child Abuse & Neglect Hotline:
        - 330-941-8888
      - In person report:
        - 222 W. Federal St., 4th Floor,
        - Youngstown, OH 44503
        - Hours: 8:30am-4:30pm, Monday-Friday
      Youngstown Police Department
      - Emergency: 911
      - Non-emergency: 330-742-8926

2. To the extent possible, the report made pursuant to Section III.A should include the following information:
   a. The names and address(es) of the child and the child's parents or the person or persons having custody of the child.
   b. The child's age.

    c.   The nature and extent of the child's injuries, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred, including any evidence of previous injuries, abuse, or neglect.

    d.   Any other information that might be helpful in establishing the cause of the injury, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred.

3. After the report has been made pursuant to Section III.1, the reporter should promptly provide relevant information to the Vice-President of Student Affairs at 419-251-1512.

4. "Reasonable cause" does not require that the individual making the observation conduct an investigation prior to making the report of his or her suspicion that a child has been abused or neglected or is at risk of it.

5. The College will make every reasonable effort to conduct its investigation of reported child abuse or neglect in a manner that protects the confidentiality of the person making the report. However, it may be necessary to disclose details in the course of an investigation or when required by law.

6. Nothing in this policy is intended to prevent non-employees, such as students and visitors, from making a report if they have reasonable cause to suspect that child abuse or neglect has occurred or may occur.

7. Faculty, staff and students fall under the Mercy Health Abuse and Neglect: Child, Elder, Domestic and Sexual Policy (Number: MHP-ADM-1004).

IV. Supervision of Minors

No minors are to be left alone or unsupervised on college property: this includes, but is not limited to classrooms, offices, skills labs, science labs, student lounges, waiting areas, etc. It is the responsibility of anyone who brings minors to campus to ensure supervision of that minor. If a minor is left alone for any reason, the incident is to be reported immediately to the Vice-President of Student Affairs at 419-251-1512 or Dean of Students at 419-251-1710.

STUDENT COMPLAINT POLICY

To provide a resource for faculty, staff, students and the Mercy College ("the College") Community ensure that the concerns and complaints of students are addressed fairly and resolved promptly.

Mercy College of Ohio ("the College") is committed to providing an educational climate that is conducive to the personal and professional development of each individual. The purpose of the Student Complaint Policy and Procedure can be used when students believe they have been treated

unfairly or inequitably by another member of the College Community or if they have other complaints about their experience at the College.

Note that other policies and procedures will apply for certain types of complaints. For example, the College's Sexual Misconduct Policy and Procedures will be invoked when a complaint involves sexual misconduct; other types of discrimination and harassment, as well as other general student conduct issues, are adjudicated pursuant to the Student Code of Conduct and Discipline Protocol; and for student grade appeals use the Student Academic Appeal Process. Additionally, the Student Complaint Policy and Procedure will not be used as an additional appeal when another set of procedures has already been applied.

No retribution or retaliation against any individual complainant may be taken by any faculty member, staff member, or College committee simply because the complaint was brought. All student concerns and complaints are taken seriously and kept confidential.

Procedure

1. Informal Process

    a. Whenever possible, students are encouraged to seek an informal resolution of the matter by discussing the situation directly with the individual(s) involved.
    b. If a student does not feel comfortable discussing the situation with the individual(s) involved, or attempts to do so are unsuccessful or do not lead to a satisfactory resolution, the formal process can be invoked.

2. Formal Process

    a. To begin the formal process, the student should file a complaint with the Vice-President of Student Affairs, at 419-251-1512. The complaint should contain (at a minimum) the date and time of the alleged conflict or action giving rise to the complaint, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information, and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action giving rise to the complaint.
    b. Within five (5) business days of receipt of a written complaint, a meeting will take place with the student and the Vice-President of Student Affairs or designee.
    c. The Vice-President of Student Affairs or designee will notify the appropriate person(s) and request any information or documentation needed to resolve the complaint.
    d. The Vice-President of Student Affairs or designee may attempt to resolve the complaint by encouraging discussion between the complainant and other individual(s) involved or by taking the appropriate action to resolve the complaint. The resolution of the

        complaint will be documented and the parties involved will be notified of the outcome in writing.

e.   If the student is not satisfied with the outcome of the complaint, the student may file an appeal with the College President. The appeal must be in writing, include a copy of the prior complaint and previous decision, and be made within five (5) business days of the student's receipt of the previous decision.

f.   Within five (5) business days of receipt of an appeal, the President will render a decision. The President's decision is final and the process is complete. The parties to the complaint will be notified of the outcome of the appeal in writing.

Documentation

An annual summary account of complaints and their resolutions will be kept by the Vice- President of Student Affairs. The summary will be reviewed annually in order to improve processes if necessary.

Complaints to the Higher Learning Commission

The Higher Learning Commission (HLC) has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response.

HLC Contact information:

        The Higher Learning Commission
        230 South LaSalle Street, Suite 7-500
        Chicago, Illinois 60604-1411
        Phone: 312-263-0456
        Fax: 312-263-7462
        inquiry@hlcommission.org

HLC complaints webpage: https://www.ncahlc.org/HLC-Institutions/complaints.html.

Complaints to the Ohio Department of Higher Education (formerly the Ohio Board of Regents)

The Ohio Department of Higher Education   is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the Ohio Department of Higher Education has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, their staff will review submitted complaints and work with student complainants and institutions.

Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
General: 614-466-6000
Fax: 614-466-5866
https://www.ohiohighered.org/students/complaints

Complaints to the Ohio Attorney General

The Ohio Attorney General reviews general consumer complaints about business, non-profit and public entities. More information is available via the Attorney General's office and website.

Ohio Attorney General
30 E. Broad St., 14th Floor
Columbus, OH 43215
General: 800-282-0515
http://www.ohioattorneygeneral.gov/about-ag/file-a-complaint.aspx

ENROLLMENT MANAGEMENT

The Division of Enrollment Management includes the Admission and Financial Aid Offices, and the Office of Marketing and Communication.

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

The objectives of the Division of Enrollment Services 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.
4. Assist students in securing federal, state, private, and institutional funds for college affordability.
5. Collaborate with other Mercy College Divisions to assist and provide support for programs and services that foster student development.
6. Use technology to better serve students as well as improve efficiency.
7. Continuously evaluate policies, procedures and practices to ensure that operations are effective and improvement is achieved.
8. Use ethical marketing practices in all communication efforts.

Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law.

Before completing and submitting an application, applicants should read the requirements for admission to the College and to their program of study. Many applicants are highly qualified and the Admission Office screens candidates individually to determine eligibility based on admission criteria. Careful consideration is given to a number of factors in reviewing applications: academic records, performance in math and science courses, likelihood of success in a program of study and standardized test scores (ACT and/or SAT).

CAMPUS VISIT
Prospective students are encouraged to visit campus and/or talk to an admission officer regarding the admission process. The Division of Enrollment Management, which houses the Admission Office, is located on the first floor of the Madison Avenue side of the building. The Admission Office is open

each week, Monday through Thursday from 8am to 6pm and Friday from 8am to 4:30pm. Hours may vary during college breaks and summer. A prospective student may schedule a tour and visit with an Admission Officer by calling 419-251-1313 or 1-888-80-MERCY. In addition, the College offers Open Houses, Information Sessions and Virtual Open Houses throughout the year so that prospective students can learn more about the College, its programs and course offerings. For the most up-to-date visit and open house schedules call 419-251-1313 or 1-888-80-MERCY or visit mercycollege.edu.

GENERAL COLLEGE ADMISSION
HOW TO APPLY
Prospective students may apply online by selecting admissions on the Mercy website at www.mercycollege.edu. Select Complete the online application or select the Download Application for either the Toledo or Youngstown locations. Application materials and information can also be obtained by contacting the Admission Office by phone at 1-888-80-MERCY, or by email at admissions@mercycollege.edu or admission's website at http://www.mercycollege.edu/contact. Completed material may be mailed to:

> Mercy College of Ohio
> Office of Admissions
> 2221 Madison Avenue
> Toledo, Ohio 43604

WHEN TO APPLY
High School Students
For early admission decisions high school students should apply by January 1st of their senior year in high school. However, applications will be accepted from high school students (graduates) up to and including two weeks prior to the start of fall classes.

The Admission Office must receive an official high school transcript showing grade point average. The prospective student should request the official transcript from the high school guidance counselor. The transcript should be sent from the counselor to Mercy College of Ohio at the address listed above. Only official transcripts are reviewed. Students must submit results of the SAT or ACT to be considered for admission to some programs. If more than one set of scores is submitted, the higher score(s) are used. An early application provides optimal opportunity for financial aid consideration, course selection, and campus housing. Applications are accepted for the fall, spring, and summer sessions.

Transfer and Other Students
Mercy College has a rolling admission policy and accepts applications for admission throughout the calendar year. Please note that some clinical-based programs may have a priority deadline each year. Candidates are encouraged to apply for admission at the earliest possible date and no later than two weeks prior to the start of fall classes. An early application provides optimal opportunity for financial aid consideration, course selection, and campus housing. Applications are accepted for

the fall, spring, and summer sessions.

ADMISSION CRITERIA
Admission Criteria for high school and other students
The following are required for admission to Mercy College of Ohio:

1. All applicants must either be a high school graduate with a grade point average (GPA) of at least 2.0, or a general equivalency diploma (GED) recipient with a score of 500 (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 the admission criteria for transfer students.
2. All direct from high school students must either take the ACT or SAT. (See Application Process for test codes).

Admission Criteria for Transfer Students

A transfer student must be a high school graduate or a GED recipient plus earned a minimum of 15 credit hours of college coursework from a regionally accredited college/university with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least 2.0.

Admission Criteria for All Prospective Students – Applicants must have completed and passed the necessary high school courses, or their college equivalents:
- 3 English courses (May include public speaking or journalism. Not required for GED recipients).
- 2 Math courses.
- 2 Social Science courses (Not required for GED recipients).
- 3 Science courses (Including Biology and Chemistry with a lab).

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

A. ACT or SAT scores if applicable.
B. Mercy Pledge – Students who complete 15 credit hours of coursework at Mercy College of Ohio as a general college student or a pre-program student will establish a new grade point average (GPA) at the College. This new GPA may assist the student in obtaining admission into one of the healthcare programs at the College.*
The Mercy Pledge, effective spring 2015 semester, provides students the opportunity for a new start in their college careers. Since some students begin college as undecided or are unsuccessful in a particular class, the Mercy Pledge provides an opportunity for a second chance.

Mercy College administration developed the Mercy Pledge to allow students access to a high quality, private Catholic education while fulfilling their goals to work in healthcare.

For more information contact the Admission Office at 419-251-1313. The admission staff would be happy to talk with you – about the Mercy Pledge!
It is important to note that not all programs at Mercy College participate in the Mercy Pledge therefore it does not guarantee program admission.

PLEASE NOTE: See specific program information for additional admission criteria.

APPLICATION PROCESS
The following are required to complete the application process:
1. Submit a completed Mercy College of Ohio application for admission with a $25.00 non-refundable application fee. Partially completed applications and/or applications without the $25.00 application fee will not be accepted by the College.
2. If attending an official college event such as an "Open House" or "Information Session," the application fee is waived.
3. If you are a Mercy Health Employee, the application fee is waived.
4. Submit official academic transcripts including all of the following:
    o Official high school transcript showing any work attempted and/or completed.
    o OR copy of GED scores and certificate.
    o Official Transcripts from all colleges and universities attended.
    o Verification of Student Identity (Online Students).
5. Submit ACT and/or SAT test scores if direct from high school student. **Mercy College of Ohio's test code for ACT is 6321and SAT is 4685.**

If, due to extenuating circumstances, official records cannot be obtained, the student may petition the Vice-President of Strategic Planning and Enrollment Management for an interview in order to be considered for admission.

INTERNATIONAL STUDENT ADMISSION PROCESS
PLEASE NOTE: Mercy College has not petitioned or received approval from the United States Department of Homeland Security to offer non-immigrant students admission to the College. The College cannot issue the Immigration Form I-20.

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

HOME-SCHOOLED STUDENT ADMISSION PROCESS

For students who are home schooled, the following requirements apply for freshman consideration:

1. Submit the completed application with "home-schooled" printed as name of high school.
2. Submit the $25.00 non-refundable application fee.
3. Submit your resume with activities and interests.
4. Submit a personal statement discussing academic preparation and detailing any unique experiences, academic or otherwise, which speak to the student's preparation for college.
5. Submit written verification from the appropriate school district that the student has been excused from compulsory attendance for home education (signed by the school district superintendent).
6. Submission of ACT or SAT scores, if applicable.
7. Official GED score report.
8. Submit a transcript or written list, with grades, verifying that the student received the following coursework:
   a. 4 English courses
   b. 3 Math courses (including Algebra II)
   c. 3 Laboratory science courses (including Chemistry and Biology)
   d. 3 Social Science courses.
9. If the student has taken college courses, provide all official college transcripts.
10. For entering freshman the application deadline for early admission is January 1st or for general admission applications are accepted up to two weeks prior to the start of fall semester classes.
11. Non-Ohio residents must follow the above requirements regardless of home state guidelines.

TRANSIENT/SPECIAL STATUS ADMISSION PROCESS

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. Contact the Student Records Office to apply as a transient/special status student. **PLEASE NOTE**: Transient/special status students are not eligible for federal and state financial aid programs.

Transient Students – Individuals enrolled in another college or university intending to transfer credit earned at Mercy College to that institution.
Special Status Students – Individuals who want to take classes for their own interest or knowledge or who have already earned a college degree and want to take classes for personal and/or professional development.

ADMISSION CRITERIA FOR TRANSIENT/SPECIAL STATUS STUDENTS
- Graduation from high school or its equivalent and a minimum GPA of 2.0 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.

COLLEGE CREDIT PLUS (CCP) ADMISSION PROCESS AND PROCEDURES
Mercy College of Ohio offers College Credit Plus (CCP) to High School students who meet the admission criteria for the College. Oho House Bill 484 established the CCP Program allowing students to enroll either on a full or part-time basis. Mercy College will work with High Schools to provide appropriate coursework that students may take on campus or online. Under this program, qualified students may take college courses through Mercy College of Ohio for High School and College Credit.

Students who wish to participate in the CCP 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. Applicant must have a 2.0 cumulative grade point average (GPA).
   a. Admission to the CCP program may require the applicant to successfully complete one or more sections of a College placement test, which can only be taken twice. If student does not score successfully, they will not be eligible to register for courses that year. However, the student will be given the option to reapply for admission and retest the following year.

CCP Program Admission Procedures
Students applying must:
1. Submit a completed and signed CCP Program application and have a parent/guardian along with the high school guidance counselor sign the application.
2. Submit an official copy of high school transcripts that reflect the ACT or comparable test score.

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

ADMISSION DECISIONS

An Admission Officer determines the admission status of all prospective applicants. For admission into individual programs the decision may involve the Program Chair or Dean. The College uses the following admission decisions based on academic preparation of the applicant and the status of the application materials.

- Full Admission – Applicant has submitted a$25.00 application fee along with all required application materials and meets all minimum requirements for admission to the College.
- Conditional Admission – Applicant is missing one to two required components of the application materials and is admitted conditionally based on the receipt of the missing component(s).
- Provisional   Admission – Applicants who do not meet the minimum college admission criteria may be offered Provisional Admission at the discretion of the College Admission Committee. Provisional admission students are considered non-degree seeking students and thus are not eligible for financial aid. Individuals seeking provisional admission status 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 admission students must complete all required college placement assessments. Provisional admission is only granted for two consecutive semesters, or a total of fifteen (15) credit hours. Two of those fifteen (15) credit hours must be GEN 101, Student Success Strategies. At the end of fifteen (15) credit hours, a provisionally-admitted student may petition the College Admission Committee for Full Admission. Full Admission status will be granted to those provisionally admitted students who have demonstrated successful academic performance.
  Options will be discussed for provisionally-admitted students who have completed 12 credit hours but are not ready for Full Admission.
  The College Admission Committee may require additional conditions on a provisionally-admitted student, such as, requiring regular meetings with a tutor, academic advisor, or counselor. Additional requirements may be added to help the student reach his/her full potential.
- Denied Admission – An applicant is missing several parts of the required application materials or does not meet the minimum qualifications for acceptance to the College.

REQUEST FOR READMISSION TO MERCY COLLEGE (GOOD STANDING)
Any student who has withdrawn from the College in "good standing" is eligible for readmission within one academic year, and he/she must complete the readmission form on the Mercy College website and submit any/all updated transcripts to the Admission Office. If it has been over one academic year, the student must complete an application for admission, following the application for admission process.

REQUEST FOR READMISSION TO MERCY COLLEGE (NOT IN GOOD STANDING)
Students academically dismissed from the College may request to be readmitted to the College through the Student Records Office. The written request is to include any pertinent information regarding the academic dismissal. This material, along with the student's academic file will be directed to the Vice-President of Academic Affairs, Dean of the specific division of the pre-major and the Program Chair or Lead. Each student request will be handled on a case-by-case basis. Those students who have requested and been approved for readmission following academic dismissal will be readmitted on academic probation.
A student who has been academically dismissed from Mercy College for the first time must sit out of Mercy College for at least one semester (16 weeks) following dismissal. Students academically dismissed for the second time must sit out a minimum of one academic year 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).

If a student has not attended Mercy College for at least 12 months, he/she must re-apply for admission to the College.

TRANSFER STUDENT POLICY
The following is the process used to award transfer credit to a student who has applied for admission to the college.

I.   The student submits all relevant official transcripts to the Admission Department for transfer credit consideration. A transcript is considered official when stamped with the official school seal, signed by the appropriate school official, and received in a sealed envelope from the originating institution. Faxed transcripts are not accepted as official transcript documents. In order for a transcript, sent by a third party electronically to be considered official, the college must be able to authenticate it by logging in with a password to extract it. Documents sent electronically without authentication are not considered official. Questions pertaining to whether a transcript is official or not official must be directed to the Registrar.

II.   Only official English language transcripts will be reviewed to determine which course(s) from previously attended educational institutions will transfer. Students who have a non-English transcript must have it evaluated by World Education Services (https://www.wes.org) before credits will be reviewed for transfer.

III.   Transfer credit is awarded based on a student's declared first major. Students with more than one program of study will not receive transfer credit for the second major until the first major is completed, the student makes the second major the first, or in the event the student completes the second major first, transfer credit would then be assigned the semester before completion.

IV.   To be considered for transfer credit courses must appear on the transcript with a final grade from the original institution from which the course was taken.
1. After the student is accepted for admission to Mercy College, the Student Records Office evaluates the transcript.
2. The Student Records Office cross-references the current transfer credit list with the transcript and grants credit for equivalent coursework.
3. If the Student Records Office cannot determine the equivalency, the appropriate Dean/Program Chair will evaluate the course based on a review of the course syllabus, course description, and course catalog information.

V.   Previous coursework will be accepted as transfer credit, provided that:
- The credit was awarded by a post-secondary institution accredited by one of the six regional accrediting organizations.
- Courses must be completed with a C (2.0) or better.
- Coursework from a post-secondary institution not accredited by one of the six regional accrediting organizations will be considered on an individual basis through course-to-course validation. Exceptions can be made by the Registrar in consultation with the Dean/Program Chair. Equivalency will be determined through a comparison of course syllabi.
- For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program faculty will review the individual's official military transcripts and occupational experiences to determine whether any of the military education or occupational experiences are substantially equivalent to the curriculum established in Chapter 4723-5 of the Ohio Administrative Code; and award credit to the individual for any substantially equivalent military education or occupational experiences. The individual must initiate the request for transfer through the Student Records Office for any course (s) not previously reviewed for transfer.
- In order for a student to be considered for Military Experience and Training credits, he/she must order a course description for those courses considered for credit

through either the Military Joint Services Transcript at
https://jst.doded.mil/smart/signin.do or Air Force/CCAF transcript at
www.au.af.mil/au/ccaf/transcripts.asp. In addition, he/she must provide a copy of
their DD214 to the Student Records office.

VI. Once credit is granted, the Student Records Office enters the data into the student
information management system.
VII. A Degree Audit is generated and mailed to the student with their acceptance packet.

VIII. Mercy College does not accept transfer credit for developmental coursework (courses
with numbering beginning with a 0, for example 099 or 098).

IX. Transfer courses must match or exceed the semester credit-hour requirement for Mercy
College courses (quarter hour credits are 2/3 of a semester hour credit).

X. Evaluation of courses will be completed by the Dean/Program Chair responsible for
determining course content. For evaluation purposes, courses must have the equivalent
content (75% or more) based on the catalog, course description, and/or syllabi for the
specific term during which the student completed the course.
XI. Transfer credit may be granted for coursework completed at other institutions, advanced
placement (AP) coursework, CLEP, or DSST (DANTES) (evaluated on an individual basis).
Please refer to the Mercy College Credit by Examination (located on the website
http://www.mercycollege.edu/my-mercy/student-records/credit-by-examination) for
specific details. Awarded transfer credit grades are reflected on the student's Mercy
College transcript; however, they are not reflected in the student's grade-point average
(GPA).

Waiver
XII. If the decision to waive credit hours is determined, a *Waiver/Substitution* form must be
completed for any course/requirement over 1 credit hour.
1. For any course/requirement less than 1 credit hour, a waiver is not required if the
total credit hours equals the degree requirements (60 Associate; 120 Bachelor).

Appeal
XIII. If the student disagrees with the awarding of transfer credit, he/she must appeal in
writing to the Student Records Office within two weeks (calendar days) of receipt of the
degree audit within the acceptance packet. The appeal will then be forwarded to the
appropriate Division Dean.

XIV. Upon receipt of the appeal of a transfer credit evaluation, research will be conducted by
the appropriate Division Dean. This Division Dean will notify the student in writing of the
decision within ten 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, however, the timeline may extend beyond ten business days.

TRANSFER CREDIT - ASSOCIATE DEGREE PROGRAMS
Please note the following rules regarding transfer credit:

- A maximum of 30 transfer semester credit hours toward an associate degree can be granted in accordance with the Mercy College residency requirement, which states that 30 hours must be completed at Mercy College of Ohio.

- No time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester except:
  - Students enrolling in the AS Cardiovascular Technology (Echo and Peripheral), AS Nursing, and AS Radiologic Technology programs have a 7-year time limit on all math and science courses.
  - Waivers to the 7-year time limit must be done via the *Waiver/Substitution* form for all math and science courses, including the prerequisites of MTH 100, BIO 101 and CHM 110.

- Transfer credit cannot be denied based on a COMPASS test score.

TRANSFER CREDIT – BACHELOR'S DEGREE PROGRAMS
BS Biology and BS Nursing Pre-licensure
Please note the following rules regarding transfer credit:

- A maximum of 84 transfer semester credit hours toward a bachelor degree can be granted in accordance with the Mercy College residency requirement, which states that 36 hours must be completed at Mercy College.
- No time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester except:
  - Students enrolling in the BS Biology and BS Nursing Pre-Licensure programs have a 7-year time limit on all math and science courses.
  - Waivers to the 7-year time limit must be done via the Waiver/Substitution form for all math and science waivers, including the prerequisites of MTH 100, BIO 101 and CHM 110.
- Transfer credit cannot be denied based on a COMPASS test score

BS Healthcare Administration, Medical Imaging, and RN-BSN (Completion)
Please note the following rules regarding transfer credit: A maximum of 84 transfer semester credit hours toward a degree can be granted in accordance with the Mercy College residency requirement, which states that 36 hours must be completed at Mercy College.

- o For the RN-BSN degree, thirty-three (33) credits are granted for an active unencumbered RN license.
  - o For a BS Medical Imaging degree, thirty-six (36) credits are granted for students in the Pathway program who have passed their licensure through JRCERT.
- The College accepts all general education coursework with no time limit on transfer credit.

ARTICULATION AGREEMENTS

XV. Mercy College of Ohio has established articulation agreements with other colleges and/or universities as part of its transfer credit policy. Articulation agreements serve as officially approved agreements between two institutions and allow students to apply credits earned in specific programs at one institution toward advanced standing, entry or transfer into a specific program at the other institution. Since articulation agreements are updated from time to time the current list of articulation agreements is maintained on the College website. The official signed documents are maintained in the office of the Vice-President of Academic Affairs with copies in the following areas: Enrollment Management, Advising, and the Registrar's Office.

CREDIT FOR PRIOR LEARNING

XVI. Mercy College of Ohio embraces the process of lifelong learning. Outside of the traditional college classroom, knowledge can be obtained through military training, advanced high school courses (AP), and college-level exams (CLEP, DSST (DANTES), and Departmental) as well as through employment experiences. Refer to previous sections of transfer policy for additional information.

Documentation of prior learning experience must be through transcript, testing record or measurable college-level learning evidence that documents the knowledge, skills, and competencies obtained as a result of prior learning.

- The credit is awarded on a case-by-case basis only when it can be documented and falls within the courses offerings of Mercy College. Individuals are only eligible for prior learning credit after official acceptance to the College with a maximum of 30 credit hours that may be earned and applied to degree requirements (Exceptions to this policy include RN-BSN which awards 33 credit hours for nursing and BSMI Pathway applicants are granted 36 college credits by validation for having successfully passed the ARRT registry or NMTCB certification exam).

Transferability of credits to other colleges/universities is not guaranteed and is at the institution's discretion.

The Student Records Office in collaboration with Deans/Program Chairs and Faculty determine the credits to be awarded for prior learning.
(Portions of this policy are credited to North Central Missouri College).

Mercy College reserves the right to determine the acceptability of transfer credits in accordance with its regulatory bodies and College policies. Acceptable transfer credit must reflect the content and credit-hour requirements set forth by Mercy College, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course

Mercy College reserves the right to determine the acceptability of transfer credits in accordance with its regulatory bodies and College policies. Acceptable transfer credit must reflect the content and credit-hour requirements set forth by Mercy College, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course. Courses accepted from other institutions, along with AP, CLEP, and DSST exams, are subject to revision on an annual basis; therefore, Mercy College reserves the right to change, at any time, and without notice, the criteria for awarding credit in any or all subject areas.

VERIFICATION OF STUDENT IDENTITY (LAND-BASED and ONLINE/DE)
This policy helps to ensure that Mercy College of Ohio ("the College") operates in compliance with the provisions of the United States Higher Education Opportunity Act (HEOA), Public Law 110-315, concerning the verification of student identity in distance education.

This policy applies to all credit-bearing distance education courses or programs offered by the College, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that the College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records.

Verification of student identity is a standard of admission at the College. It is a required component of the admission process regardless of whether the class is in-seat or online/at-a-distance. The process for verification is as follows:

    I.   In-seat programs
         a.   Admitted students must provide the following at orientation:
               i.   A photocopy of his/her active driver's license, active state issued identification card, U.S. Military ID, or U.S. Passport.

      b. This photocopy will be placed in the file of the prospective student as verification of identification.

  II. Online/At-A-Distance programs
      a. Prospective students applying for admission must provide the following to the admission officer during the application process:
          i. A photocopy of his/her active driver's license, active state issued identification card, U.S. Military ID, or U.S. Passport.
          ii. An additional form of identification to verify identity such as: certificate of birth, U.S. Military ID, U.S. Passport, utility bill in student name at current address, formal work identification badge, active professional state licensure information.
      b. This information must be mailed to the Admission Department (Attention: Student Verification) at 2221 Madison Avenue, Toledo, Ohio 43604. These items will be placed in the file of the prospective student as verification of identification.

Additionally, in accordance with HEOA, an institution providing distance education must have additional safeguards to ensure verification of student identity after admission has occurred. The Act requires that institutions use one of the following three methods to remain compliant with HEOA guidelines:
  I. Provide students with a **secure login** and passcode;
  II. Provide for **proctored examinations**; and
  III. Provide **new or other technologies** and practices that are effective in verifying student identification.

Secure Login and Passcode
All students (land-based and distance/online) at the College are provided a User ID for secure access to college systems. New land-based students obtain their Username and Student ID through the Student Record's Office at orientation. Online students receive a packet of information with their Username and Student ID. Students have the option to change their password upon entry into any or all of the three systems that are accessible to them: Empower, BrightSpace and/or email. Should the student forget this password, the online Learning Management System (LMS), BrightSpace, will issue a password reset link to the email of record. Students are responsible for providing their complete and true identity information in any identification verification process. It is against College policy for a user to give someone his or her password or to allow others to use his or her accounts.

In addition, BrightSpace is ISO 27001 certified and they take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of data collection, storage and processing practices and

security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where Personal Information is stored.
(http://www.brightspace.com/legal/privacy/?_ga=1.20444017.831890859.1440002733

Phone Verification of Student Identity

For students who call the College to conduct student business, identity is verified through a three step process:

- Students must verify birthdate.
- Students must verify address of record.
- Students must verify Student ID number.

Proctored Examinations

Proctored exams provide a point of contact with the student. Faculty who choose to use proctored exams must complete the Notification of Proctored Exam Form through the Distance Education Division. Individuals who serve as Exam Proctors are given a Proctor Welcome Packet containing instructions and a Proctor Questionnaire Form that they are required to complete.

When an instructor requires a proctored exam, a student can either find an approved proctor (e.g., Locating a Proctor) or take the exam at Mercy College where either the instructor or a Distance Education staff member will proctor the exam. Students taking the exam off-campus are required to complete the Student Request for Proctored Exam Form. Students are informed in the Locating a Proctor information sheet that they are responsible for any costs incurred at the proctor site. Students are required to show proof of identity with a State issued Photo ID or Passport for any proctored exam.

New or Other Technologies

Other methods to verify identity are to have students upload a personal photo to their BrightSpace profile or create a video presentation for class projects. Some faculty also use synchronous methodologies such has a scheduled phone call, Blackboard Collaborate virtual classrooms, and Google Hangouts in order to meet and discuss course topics with students.

GENERAL ACCEPTANCE PROCEDURES

Once an 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 with a $100.00 one-time, nonrefundable deposit to hold a seat in the class. This deposit will be applied toward the student's tuition upon enrollment at the College. Should an applicant decide not to enroll at Mercy College after submitting the card and deposit fee, he/she should notify the Admission Office as soon as possible.

2. **COMPASS Placement Testing**
   Students may be required to complete a number of COMPASS placement tests before attending New Student Orientation 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.

3. **Orientation**
   Accepted students are required to attend an orientation program (SOAR) prior to the start of classes. Orientation allows new students to meet the faculty, staff, and their peers. Information regarding College policies and procedures is provided during orientation. Students will also meet with an advisor during orientation and register for classes.

2015-2016 TUITION AND FEES

Cost per credit hour for 12 or more credit hours	$381.00
Cost per credit hour for fewer than 12 hours	$ 420.00
Course exemption examination fee	$ 30.00
Credit by examination per credit hour	$ 55.00
Audit course fee per credit hour	$100.00
Application Fee	$ 25.00
Matriculation (non-refundable, applied toward tuition)	$100.00
General fee (per credit hour)	$ 35.00
Activity fee-fall and spring semesters only	$ 25.00
Housing – damage/breakage fee (refundable deposit charged to those living in college housing only	$ 100.00
Student Health Insurance (Fall 2015 start)	$1,587.00
Student Health Insurance (Spring 2016 start)	$ 950.00
I.D. replacement fee	$ 10.00

Tuition and fees are subject to change. The most current information will be on the website.
Clinical program fees vary by program.

Definition of Fees

Application Fee – Fee paid when completing application for admission. Fee must be paid, unless waived, before the application will be processed.

Matriculation Fee – A one-time nonrefundable matriculation fee to secure space in a program at Mercy College of Ohio. The fee is applied to the student's first semester tuition.

General Fee – Fee paid per credit hour to cover costs related to the education of students at the College.

Activity Fee – This fee was requested by Student Senate to provide funding for activities, travel and other out-of-classroom lectures, etc. The fee is a flat amount paid for fall and spring semesters and is paid by students who enroll in six (6) or more credit hours per semester.

STUDENT HEALTH INSURANCE

Mercy College of Ohio has implemented an Insurance Program that is mandatory for students taking six (6) or more credit hours. In order to waive out of the program, students must have health insurance that meets the basic minimum requirements covered under the College plan. Students taking 6 or more credit hours will automatically be billed for the health insurance unless the student has completed and submitted the waiver form. Students can waive the insurance by logging into their My Mercy account and clicking on the student insurance link. Students must upload a copy of their current insurance card with the form.

PAYMENT OF ACCOUNTS

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

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 (for fall semester, payments are due the second Friday in September, October, November and December; for spring semester, payments are due the second Friday in February, March, April and May; and for summer semester, payments are due the second Friday in June, July, and August). There is a $25.00 application fee to enroll in the installment plan.

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

Failure to Make Payment

Students with outstanding financial obligations who do not make payment arrangements with the Billing Office by the due date will have a business hold placed on their account. Grades or transcripts will not be released for any student who has outstanding financial obligations to the College. Students who do not pay their bills after repeated attempts will be submitted to collection.

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 or the student has 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 or withdrawal 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 and clarification of the 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 based on class weeks (Sunday-Sunday)

Refund	16 weeks	12 weeks	10 weeks	8 weeks	6 weeks	5 weeks
100%	By Monday at 4:30pm of the second week	By Monday at 4:30pm of the second week	By Monday at 4:30pm of the second week	By Monday at 4:30pm of the second week	By Monday at 4:30pm of the second week	By Monday at 4:30pm of the second week
80%	By Monday at 4:30pm of the 3rd week	By Monday at 4:30pm of the 3rd week				
50%			By Monday at 4:30pm of the 3rdweek	By Monday at 4:30pm of the 3rdweek	By Monday at 4:30pm of the 3rdweek	
25%	By Monday at 4:30pm of the 5th week	By Monday at 4:30pm of the 4thweek				
0%	By Monday at 4:30pm of the 6th week	By Monday at 4:30pm of the 5th week	By Monday at 4:30pm of the 4th week	By Monday at 4:30pm of the 4th week	By Monday at 4:30pm of the 4th week	By Monday at 4:30pm of the 3rd 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.

FINANCIAL AID

The staff members of the Financial Aid Office are available to assist students in need of financial assistance and in determining eligibility for aid. Every effort is made to help students finance their education. Information is also available to assist students who need financial aid to supplement family situations.

FINANCIAL AID 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 federal loan and/or owe a repayment on any federal grant.
- Be registered with Selective Service, if required.

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:
- Completed FAFSA.
- Copies of the student's and parent's (if applicable) most recent IRS Tax forms 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 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 State of Ohio – approved grant programs.

Loans

Several different loan options exist. All loans MUST be repaid. Not all loans are based on 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 (if funding is available)
- Private Alternative Loans, (credit-based) offered by various lenders
- Paul J. Kessler, III Interest Free Loan (if funding is available).

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 guidance counselor 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.

FINANCIAL AID - 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.

RETURN OF TITLE IV AID (R2T4) POLICY

How a withdrawal affects financial aid. Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or
- Does not complete all modules (courses which are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules began).Based on this calculation, Mercy College of Ohio students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who enroll in courses and do not attend must repay all financial aid disbursed for the term.

How a withdrawal affects academics. The following policies will help students understand that a withdrawal potentially affects them academically as well as financially. The financial aid staff members encourage students to read all the information below prior to making a final decision.

- Mercy College of Ohio tuition refund policy is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition refund has no bearing on the amount he/she must repay to the federal aid programs. The tuition refund policy is stated in an earlier section. Contact the Business Office for further inquiries.

How the earned financial aid is calculated. Students who receive federal financial aid must "earn" the aid they receive by remaining enrolled in classes. The amount of federal financial aid assistance students earn is on a pro-rated basis. Students who withdraw or do not complete all classes for which they are enrolled during a semester may be required to return some of the financial aid awarded.

Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to

perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. For example, if a student completes 30% of the payment period, they earn 30% of the aid they were originally scheduled to receive. This means 70% of the scheduled awards remain "unearned" and must be returned to the federal government. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total number of calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100% minus the percent earned.

For students enrolled in modules. A student is considered withdrawn if the student does not fulfill all of the days in the payment period that the student was scheduled to complete. Mercy College of Ohio will track enrollment in each module to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

Steps in the Return of Title IV funds policy.
Mercy College of Ohio will determine:
A. The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
B. The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.
C. If the calculated percentage of Title IV aid was earned as follows: the number of calendar days completed divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than 5 days. *Days Attended ÷ Days in Enrollment Period = Percentage Completed*
D. If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.
E. The calculated amount of Title IV aid is earned as follows: The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could

have been disbursed for the term in which the student withdrew. *Total Aid Disbursed × Percentage Completed = Earned Aid*

F. The Amount of Title IV aid to be disbursed or returned
- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater that the earned aid, the difference must be returned to the appropriate Title IV aid program.
- *Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned*
- If the aid already disbursed is less than the earned aid, then Mercy College of Ohio will calculate a post-withdrawal disbursement.

Types of Withdrawals
For financial aid purposes there are two types of withdrawals: Official and Unofficial.
Official – An official withdrawal from Mercy College of Ohio by the student. For the policy and procedure of Official Withdrawals review the Mercy College of Ohio College Catalog, or contact the Student Records office for more information.
Unofficial – Federal financial aid regulations consider a student to be an unofficial withdrawal if the student receives all F (failure) grades or a combination of F and W (withdraw) grades for the term.

Determination of the Withdrawal Date. The withdrawal date used in the return calculation of a student's federal financial aid is the actual date indicated on the official drop/withdrawal form. If a student stops attending classes without notifying Mercy College of Ohio, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined by Mercy College of Ohio. Additional documentation supporting the last date of academic activity may be provided by the student if he/she verifies a later date of attendance than determined by Mercy College of Ohio.

Withdrawing prior to completing 60% of a term. Unless a student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially or unofficially withdrawn.

When a student fails to begin attendance. If a student receives financial aid, but never attends classes, Mercy College of Ohio will return all disbursed funds to the respective federal aid programs. If the student owes money to Mercy College of Ohio resulting from the return of federal funds, the student will be billed by the Business Office. If the student does not pay the funds due to Mercy College of Ohio, a business hold will be placed on the student's account. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

Students who do not receive an earned grade in a term. Financial aid is awarded under the assumption that the student will attend Mercy College of Ohio for the entire term for which federal assistance was disbursed. Mercy College of Ohio is required to have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. Students who attended class but failed to meet the academic requirements of the course are awarded a grade of F, this is an earned grade. Students who started a course but stopped attending class at some point and were given a grade of an F(failure), W(withdrawal), IW(instructor withdrawal), WP(withdrawal passing), or WF (withdrawal failing) are considered an "unofficial" withdrawal, and will be reviewed to determine the last date of an academically-related activity or the midpoint of the semester.

Repayment calculation process. Once grades are posted for the student who receives either all F's, or F and W grades, Mercy College of Ohio will return all unearned aid to the federal aid programs and the student's billing account will be charged. The Billing Office will mail a bill to the student's permanent address. The student is responsible for any balance due.

Definition of an academic-related activity. Examples of Mercy College of Ohio academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.
Proof of participation:
- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject in the course

Documentation not acceptable as proof of participation:
- Student's self-certification of attendance that is not supported by school documentation
- Living in Hillcrest Apartments as a Mercy College of Ohio student
- Participating in academic counseling or advising

Repayment of Federal Aid Programs. Federal regulations require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term in the following order:
1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)

Overpayment of Federal Grant Funds. Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation. Any federal grant money subject to repayment is returned by Mercy College of Ohio and that amount will be billed to the student's billing account as a debt to Mercy College of Ohio.

Additional loan information to consider when withdrawing. When a student is enrolled less than part-time, the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education or his/her lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if he/she has questions regarding the grace period or repayment status.

Repayment of unearned funds and consequences. Unearned funds are paid to the U.S. Department of Education by Mercy College of Ohio on the student's behalf. The school will return the funds within 45 days of the calculation. If the student owes any money to Mercy College of Ohio resulting from the return of unearned federal financial aid, the student will be billed by Mercy College of Ohio. If the student does not pay the funds, a business hold is placed on the student's account. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid in full.

School and Student responsibilities in regard to the R2T4 policy & process.
Mercy College of Ohio's responsibilities
- Providing each student with the information given in this policy
- Identifying students affected by this policy and completing the R2T4 calculation
- Informing the student of the result of the R2T4 calculation and any balance owed to Mercy College of Ohio as a result of a required return of funds
- Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date
- Notifying student and/or PLUS borrower of eligibility for a Post-Withdraw Disbursement, if applicable

Student's responsibilities
- Becoming familiar with the R2T4 policy and how withdrawing from all courses impacts eligibility for Title IV aid
- Resolving any outstanding balance owed to Mercy College of Ohio
- Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds

How a withdrawal affects future financial aid eligibility. Refer to the Mercy College of Ohio Satisfactory Academic Progress Policy to determine how a withdrawal will impact future financial aid eligibility.

Note: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy. For further guidance on R2T4 policies and procedures please contact the Mercy College of Ohio Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
To provide a process for determining continued eligibility for student financial aid which is in accordance with federal regulations. *Whether or not a student has or will receive financial aid*, Federal regulations require Mercy College of Ohio to establish and implement a policy to measure if a student is making satisfactory academic progress toward a degree or certificate. Mercy College must evaluate students' Satisfactory Academic Progress (SAP). Mercy evaluates progress at the end of each semester and measures student progress as follows:

➢ Qualitative Progress (GPA requirement)
➢ Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work a student completes and progress toward completion of his/her academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

This policy indicates the standards used to measure Satisfactory Academic Progress (SAP) at Mercy College of Ohio for purposes of financial aid eligibility. Funds affected by this policy include all applicable federal, state, and college funds including but not limited to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Stafford Loans, Federal Direct PLUS (Parent) Loans, Federal Work Study, State Scholarship and Grant programs, all scholarships administered and/or provided by Mercy College of Ohio.

The criteria contained in the policy are applied to all eligible degree and certificate seeking students. Students not meeting the requirements of the policy are notified.

Students who fail to make Satisfactory Academic Progress are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible). Students who do not meet the requirements by the end of the Warning period are denied future financial aid. A student may appeal the termination of financial aid due to exceptional circumstances. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life.

Requirements for Satisfactory Academic Progress

Qualitative Progress Requirement
➢ Students' cumulative Mercy College of Ohio grade point average (GPA) will be evaluated each semester. In order to meet graduation requirements for all students and programs, a cumulative 2.0 GPA is considered making SAP. Students enrolled in a program of more than two academic years must have a minimum GPA of 2.0 by the end of the equivalent of the second academic year of coursework.

Quantitative Progress Requirement
➢ Students must progress through their program to ensure graduation will occur within the specified maximum timeframe. Mercy College of Ohio calculates the rate at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number of hours he/she has attempted. A student is ineligible for financial aid when it becomes mathematically impossible to complete the program of study within 150% of its published length.

The maximum timeframe for which an undergraduate student may receive financial assistance may not exceed 150% of the published length of the student's academic program measured in credit hours, whether or not federal aid was received by the student during this time.

For example, if the published length of an academic program is 120 credit hours, the maximum timeframe during which the student will be eligible to receive financial aid must not exceed 180* credit hours. Note: this will include any accepted transfer credit hours and prior learning credits that apply toward the degree. *120 credit hours X 150% = 180 credit hours.*

Incomplete (I) Grade
If a student is unable to complete all course requirements due to extenuating circumstances, and approved by the instructor, an incomplete grade may be issued. The incomplete grade will not be calculated into the grade point average. Incomplete coursework must be completed by the tenth class day of the next semester or the grade will be changed to an F. The student will receive a grade for the course when all work has been successfully completed and graded by the instructor. The instructor will change the Incomplete (I) grade to the letter grade earned in the course. The assigned letter grade will be reflected in the next semester which the student in enrolled. Incomplete grades will be monitored by the Financial Aid Office, as the final assigned grade can affect GPA and SAP requirements.

Repeated Courses
Students may receive financial aid for repeating courses. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress. Each repetition will count toward the attempted hours; however, only the course(s) being counted in the GPA calculation

will be counted in completed hours for SAP. See the College catalog for limits on repeated courses.

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; however, both grades will appear on the transcript. Although a student may be permitted to repeat a course more than one time, this forgiveness policy does not apply beyond the first repeat attempt for any one course. Unsatisfactory grades will be used in the calculation of a student's Satisfactory Academic Progress.

Withdrawal from a Course
Courses that a student withdraws from are considered in "hours attempted" toward the maximum timeframe, including WP (withdraw passing) and WF (withdraw failing) grades.

Transfer Credits
Transfer credit hours that have been accepted by Mercy College of Ohio toward a current degree are subject to the Satisfactory Academic Progress calculations. Mercy College of Ohio calculates the rate at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number attempted.

Changes in Major or Degree
Students who change their major or degree must submit a plan of study completed by their academic advisor to the financial aid office. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the new program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Mercy College of Ohio, and includes transfer credits accepted from previously attended institutions.

Pursuit of a Second Degree
Students who pursue a second degree from Mercy College of Ohio must submit a plan of study completed by their academic advisor to the financial aid office. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the second program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Mercy College of Ohio, and includes transfer credits accepted from previously attended institutions. Credits earned for a degree already awarded by Mercy College of Ohio are not included in the 150% rule.

Academic Dismissal

Students may be dismissed from Mercy College of Ohio if they fail to maintain the required cumulative grade point average for the coursework in which they are enrolled. Academic dismissal will occur when a student's cumulative grade point average on attempted coursework falls below the following:

➢ Less than 1.0 after attempting 10-19 semester credit hours
➢ Less than 1.5 after attempting 20-29 semester credit hours
➢ Less than 1.7 after attempting 30-39 semester credit hours
➢ Less than 1.8 after attempting 40-49 semester credit hours
➢ Less than 1.9 after attempting 50-59 semester credit hours
➢ Less than 2.0 after attempting 60 semester credit hours.

A student who is academically dismissed will be terminated from aid eligibility and must appeal for re-admission to Mercy College of Ohio. (See College catalog for re-admission guidelines)

Consequences of Failure to Meet the Requirements of Satisfactory Academic Progress

Warning

The first time a degree seeking student fails to maintain satisfactory academic progress by the end of the financial aid payment period/semester, a warning period is automatically generated by the Financial Aid Office. Certificate students are monitored at the end of each semester as well. The student will receive a letter of warning from the Director of Financial Aid and the student does not need to appeal. The student is provided a warning period to improve his/her standing in order to meet the requirements of SAP. During this warning period, the student will receive financial aid according to standard procedure, assuming the student meets all other eligibility requirements. If after this warning period the student fails to meet the satisfactory academic requirements, financial aid eligibility will be terminated.

Termination of Aid - Appeal Process

A student who has had his/her financial aid terminated after the warning period has the right to appeal. A student may appeal the termination of financial aid due to exceptional circumstances. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life. The student must provide supporting documentation to demonstrate the circumstance for being unable to meet the SAP criteria.

Outcome of the appeal can be 1) termination of aid, or 2) the aid may be reinstated for a probationary period determined by the Director of Financial Aid. The Director of Financial Aid makes final determination. Students who wish to appeal should follow the steps and deadlines below.

Appeal Steps
Students who want to appeal the termination of financial aid must complete the following steps: 1. Submit a letter of appeal to the Financial Aid Director which should include the detailed reason for appeal.
2. Provide all required or requested documents, such as an updated plan of study provided by the academic advisor.
3. Provide supporting documentation with the appeal letter, such as grade changes, medical documentation, or other materials supportive of the appeal.
4. The appeal letter and all supporting documents must be sent to the Mercy College of Ohio Financial Aid Office marked, "Attention: SAP Appeal."

Of Note: Neither paying for one's classes without financial aid or sitting out (not attending) classes for any period of time affects a student's academic progress standing, the appeal process must still be completed when the student again applies for financial aid.

Appeal Deadline
File your Appeal as early as possible. Allow up to 10 business days to process your appeal once received by the Financial Aid Office.

Notification of Appeal Determination
Students are normally notified in writing through both their Mercy College of Ohio email account and/or U.S. Mail if their appeal for reinstatement of financial aid is approved or denied.

Student's responsibilities if appeal is granted
If a student's appeal is approved, he/she will be placed on financial aid "Probation". While on Probation, the student may receive financial aid for one semester. In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal. For all Probation students this includes:
> ➢ Successfully completing all the courses attempted during the semester with no withdrawals from classes or final grades of "F", "I", "W", "WP", or "WF"
> ➢ Maintaining a semester GPA of 2.0 or higher.

In addition, for students who are on Probation due to the maximum timeframe rule, they must also:
> ➢ Complete their degree within the date listed on their appeal.
> ➢ Follow the academic plan that was submitted with their appeal.
> ➢ Additional requirements may be listed on the appeal approval notice.

STUDENT LOAN CODE OF CONDUCT
Neither Mercy College of Ohio as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
- Revenue-sharing arrangement includes circumstances where an institution recommends a lender or the loan products of a lender who provides or issues a loan in

exchange for a fee or provision of material benefits, including revenue or profit sharing, to the institution, or employee or agent of the institution.

- No officer or employee of Mercy College of Ohio who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, or any of their immediate family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
- For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimis amount. (The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.)
- An officer or employee of Mercy College of Ohio who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

Mercy College of Ohio shall not:
- For any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
- Refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
- Mercy College of Ohio shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
- A specified number of loans made, insured, or guaranteed under Title IV;
- A specified loan volume of such loans; or
- A preferred lender arrangement for such loans.
- "Opportunity pool loan" means a private education loan made by a lender to a student attending the institution or the family member of such a student that involves a payment, directly or indirectly, by such institution of points, premiums, additional interest or financial support to such lender for the purpose of such lender extending credit to the student or the family (20 U.S.C.A. §1094(e) (5) (B)).
- Mercy College of Ohio shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing.
- Any Mercy College of Ohio employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender,

guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

- Any and all reimbursement received for any service on advisory boards, commissions or other groups by lenders, servicers or guarantors must be reported annually to the Department of Education by Mercy College of Ohio.

STUDENT AFFAIRS

The Division of Student Affairs includes the Dean of Students, Campus Minister/Service Learning Coordinator, Director of Student Life/Housing, Director of Career and Professional Development, the Writing Center Coordinator, Math/Science Tutor, Student Affairs Coordinator and the Director of Counseling and Wellness Center. Most offices are located on the fifth floor of the Madison Avenue side of the building with the exception of the Office of Student Life, which is conveniently located adjacent to the Student Lounge on the third floor of the Jefferson building. The fifth floor area also includes study rooms, a testing center, a computer lab, a resource library and other student amenities.

Informed by the mission, vision, values and strategic plan of Mercy College, the goals of the Division of Student Affairs 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 goals of Student Affairs, the objectives are to:
1. Assist students in achieving personal and academic success related to their educational 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--writing, 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. Campus Ministry--religious/spiritual liturgies/prayer services, programming, events.

b. Personal development programs--extracurricular programming and events.
c. Diversity--extracurricular programming and events.
d. Student counseling and wellness activities.

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.

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/.

STUDENT LIFE OFFICE AND STUDENT ACTIVITIES
The goal of the Mercy College Office of Student Life 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.

Various social, cultural, intellectual and recreational activities are provided throughout the year to complement 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.

Recreational Sports Programs offered through the Office of Student Life provide students the opportunity to be physically active while engaging with other students. Annually during the fall semester, a Sand Volleyball League is formed offering games one night per week at off-campus sand volleyball courts. The non-competitive league allows students the opportunity to participate in as many or as few games as will fit in their schedules.

During the spring semester, a bowling league is offered by the Office of Student Life at an off-campus bowling facility. Students are able to interact and bowl as it fits in their schedule.

STUDENT SENATE

Student Senate functions as the officially recognized governing structure of the student body at Mercy College of Ohio. All students, both land-based and online are members of the organization. Student Senate represents both the Toledo and Youngstown locations. Voting members of Student Senate consist of one chosen representative from each academic degree program and one representative from each officially recognized registered student organization. This includes online students (RN-BSN, Medical Imaging, Healthcare Administration and Health Information Technology).

The Executive Committee of the Student Senate has the following membership: President, Vice-President, Finance Director and Communications Director, which is elected by the entire student body. Elections are held annually at the beginning of fall semester. A budget has been assigned to Student Senate based on the amount of funding collected through the student activity fee, which was a recommendation from the 2014-2015 Student Senate. The Executive Committee of Student Senate votes on student activity fee allocation based on requests of all registered student organizations with oversight from the Director of Student Life/Student Senate Advisor. Policies and procedures are in place to ensure equitable funding of all college-sponsored student organizations.

REGISTERED STUDENT ORGANIZATIONS (RSO)

Registered student organizations are specific groups that meet to foster the overall mission and values of the College. Registered student organizations are an excellent way for students to meet others with similar interests and develop leadership skills.

A faculty or staff member serves as an advisor for all student-run organizations at the College. Registered student organizations are expected to follow the Student Code of Conduct at meetings and at any internal or external event.

Campus Wellness

Campus Wellness is a student-run and student-driven organization focusing on mental health, stress and overall wellness. The organization, in conjunction with the Campus Counseling and Wellness Department, provides activities to students including AHHH Day and Stress Free Zones.

Contact information: CampusWellness@mercycollege.edu

Gay-Straight Alliance

The Gay-Straight Alliance (GSA) seeks to provide a safe & confidential forum for the discussion of issues important & relevant to the lesbian, gay, bisexual, transgender & questioning (LGBTQ) community and their allies at Mercy College while promoting well-being, friendship, and leadership.

Contact information: GSA@mercycollege.edu

Mu Epsilon Nu (MEN) Chapter of American Assembly for Men in Nursing
The purpose of this organization is to provide a framework for nurses as a group to meet, to discuss, and to influence factors which affect men as nurses.

Objectives

- Encourage men to enter the nursing profession.
- Support current male Nursing Students and Professionals.
- Advocate for increased enrollment of men in higher education nursing programs (Man Enough: The 20 x 20 Choose Nursing Campaign).
- Support members of the Mercy College Chapter of the American Assembly of Men in Nursing.

Goals

- Assist Admissions in the recruitment of men into the Nursing Programs at Mercy College of Ohio.
- Establish programs and events to allow current male nurses to serve as mentors to current male nursing students at Mercy College.
- Give back to the local community by participating in hands-on service projects including Habitat for Humanity, Veterans Administration, Cherry Street Mission and Ministry.

Contact Information: MenInNursing@mercycollege.edu.

National Student Nurses Association
The National Student Nurses Association is a professional organization that assists in the preparation of students as they transition from student to nurse. The organization is structured on a multi-level basis, including national, state and local chapters.

Each member receives individual benefits 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.

Contact information: NSNA@mercycollege.edu.

New World Health and Nutrition
New World Health & Nutrition provides a diverse outlook on healthy and nutritious foods, how to cook them and where to get them. The organization also provides information about organic and non-genetically modified foods and its impact on the environment and our food supply

system. The organization teaches nutritious and economic cooking to interested students, faculty and staff of Mercy College.

HONOR SOCIETIES

Alpha Delta Nu Nursing Honor Society (Gamma Delta Chapter)

Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of students in the Associate of Science Degree in Nursing Program. The society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as lifelong professionals.

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 for those students earning associate of science degrees.

Sigma Theta Tau

The mission, Sigma Theta Tau International, the Honor Society for Nursing, 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.

RESIDENCE LIFE

In a partnership with the Historic Hillcrest Apartments, Mercy College offers a limited number of college-sponsored apartments for students to sub-lease during the 2015-2016 academic year. 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. Mercy College may change room fees during the period of the housing contract at the beginning of the next renewal period.

For additional information on residence life at Mercy College, please contact the Division of Student Affairs at 419-251-1734. Student housing is not available through Mercy College at the Youngstown location.

CAMPUS MINISTRY

Mercy College of Ohio is a Catholic educational institution founded by the Sisters of Mercy. The College serves the needs of students from 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 the College community. This is accomplished in a number of ways, but particularly in the areas of community building, worship and volunteer activities.

Liturgical celebrations and Masses are held periodically throughout the year in conjunction with various student activities, for example, at 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. The campus minister can be reached at 419-251-1866.

MERCY COLLEGE HOFFMAN AMBASSADORS

The Mercy College Hoffman Ambassador Program is a group of students committed to serve 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 with the Ambassador Coordinator and reflect through activities, journals and group discussions.

• Ambassadors are required to complete 250 service hours over a twelve month period, starting at the beginning of the academic year. Hours include service in the community and to the College, training, and leadership workshops.

• Mercy College Hoffman Ambassadors will receive a $3,000 scholarship from the College.

• Interested students should contact the Coordinator of Service Learning at 419-251-1866. Membership to Mercy College Hoffman Ambassadors is selective and application deadlines apply. This program is not available at the Youngstown location.

PERSONAL COUNSELING SERVICES

Mercy College offers free and confidential mental health and wellness counseling services to all its students provided by the Director of Counseling, a licensed mental health professional. A Registered Nurse with a specialization in Mental Health provides mental health counseling at the Youngstown location. Students are encouraged to seek counseling at the first sign of distress. Counseling can help students who suffer from mental health disorders, relationship issues, test anxiety, stress, suicidal feelings, and other personal concerns. The counseling office

is located on the 5th floor, Madison Avenue, in room 5812. Appointments can be scheduled by walk-in, email, online form, or by phoning 419-251-1454. Please visit the Mercy College Counseling website for helpful information on mental health and wellness. Contact the advisor/mental health counselor at Youngstown at 330-480-2874.

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 Counseling and Wellness 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 complete the following at their own expense: health history, physical examination, laboratory studies and required immunizations. 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.

IDENTIFICATION BADGES
Students will be issued an identification badge during the first term. The card can be obtained in the Enrollment Services Office on the Toledo Campus and through the Office of the Director of Student Support Services of the St. Elizabeth Health Center in Youngstown. 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.

STUDENT AFFAIRS POLICIES
The policies that govern Student Affairs are discussed in the next section of the catalog and include the following:
    I.   Accessibility Policy
    II.   Mercy College Recording Policy
    III. Civil Rights/Nondiscrimination Policy and Statement
    IV.   Title IX, Violence Against Women and Campus SAVE Policy
    V.   Clery Act (Safety and Security Policy)
    VI.   Campus Violence Policy and Procedures

I. ACCESSIBILITY POLICY

To provide for equal access, Mercy College of Ohio 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.

Responsibility for Equal Access

It is the policy of Mercy College of Ohio (the "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. Specifically, the College does not discriminate on the basis of disability in its admission, recruitment, academics, research, financial aid, counseling, employment assistance, and/or any other service, facility, or privilege available to students or potential students. Further, the College does not screen out, exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student, or an individual enrolled as a student, based on disability. All College representatives, including faculty, staff, and students are responsible for the implementation of 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:

a) Contacting the Office of Academic Accessibility. Students bear the responsibility for disclosure of a disability and the request of services (see attached OAA disclosure form). Official notification usually must be done by the person requesting services, depending on the nature of the disability.

b) Providing complete, adequate, and current documentation from an appropriately qualified professional regarding the disability and the need for accommodations (see OAA Documentation Guidelines below.) Students are responsible for costs associated with obtaining the appropriate documentation.

c) Notifying the College of accommodation requests prior to the beginning of a semester in order to provide the granted accommodation. However, accommodation requests can be made and will be considered at any time. Please note that granted accommodations are not effective retroactively so that a student will not be able to retake exams or redo assignments that were originally completed before he or she asked for and received an accommodation.

In order for Mercy College to fully determine eligibility for services and evaluate requests for accommodations or auxiliary aids, the Office of Academic Accessibility (OAA) needs documentation of the disability.

Reasonable Accommodations

Reasonable accommodations include modifications to policy, procedure, or practice and the provision of auxiliary aids and services that are designed to provide equal access to programs and services for qualified individuals with disabilities. Accommodations are reasonable when they do not pose a direct threat to health, safety, or quality of care; when they do not fundamentally alter the nature of a program or service; and when they do not represent an undue financial or administrative burden.

Definition of Disability

The United States' Americans with Disabilities Act (ADA) defines "disability" as "having a physical or mental impairment that substantially limits one or more of the major life activities." In addition, the ADA protects individuals from discrimination if they have a record of such impairments or if they are regarded as having such impairments. Additional protections are provided through Section 504 of the Rehabilitation Act of 1973.

Essential Elements of Disability Documentation

1. **The credentials of the evaluator(s).** Documentation should be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).

2. **A diagnostic statement identifying the disability.** Documentation should include a clear diagnostic statement that describes how the condition was diagnosed, provide information on the functional impact, and detail the typical progression or prognosis of the condition. When appropriate, include diagnostic codes from the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Classification of Diseases (ICD).

3. **A description of the diagnostic methodology used.** As appropriate, documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, having both summary data and specific test scores (with the norming population identified) within the report is recommended. Diagnostic methods that are congruent with the particular disability and current professional practices in the field are recommended.

4. **A description of the current functional limitations.** Information on how the disabling condition(s) currently impacts the individual provides useful information for both establishing a disability and identifying possible accommodations. Documentation

should be thorough enough to demonstrate whether and how a major life activity is <u>substantially limited</u> by providing a clear sense of the severity, frequency, and pervasiveness of the condition(s). A combination of the results of formal evaluation procedures, clinical narrative, and the individual's self-report will be reviewed. While recent documentation is recommended in most circumstances, discretion will be used in accepting older documentation of conditions that are permanent or non-varying. Likewise, changing conditions and/or changes in how the condition impacts the individual may warrant more frequent updates in order to provide an accurate picture. The need for recent documentation depends on the facts and circumstances of the individual's condition.

5. **A description of the expected progression of stability of the disability.** Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts. If the condition is not stable, information on interventions for exacerbations and recommended timelines for re-evaluation are most helpful.

6. **A description of current and past accommodations, services and/or medications.** Documentation should include a description of both current and past medications, auxiliary aids, assistive devices, support services, and accommodations, including their effectiveness (and side-effects) in ameliorating functional impacts of the disability.

7. **Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.** Recommended accommodations and strategies should be logically related to functional limitations; if connections are not obvious, a clear explanation of their relationship can be useful in decision-making. Mercy College has no obligation to provide or adopt recommendations made by outside entities.

High school special education evaluations, Summary of Performance (SOP) or Individual Educational Program (IEP) documentation, while helpful, may not provide adequate information to document a disability. In addition, references to academic weaknesses/learning differences/test anxiety alone may not substantiate a learning disability diagnosis.

<u>**Specific Disability Documentation**</u>
Learning Disabilities:
Psycho-educational assessment conducted by the diagnosing licensed psychologist, psychiatrist, or other appropriately credentialed professional specializing in learning disabilities.
Psycho-educational Testing: The comprehensive psycho-educational test battery should include intelligence/ability testing and educational/achievement testing. A full diagnostic report, including all standard test scores as well as subtest scores and the evaluator's narrative is recommended. Assessments should be normed for adults, i.e. <u>WAIS-III</u> rather than <u>WISC-III</u>.

Attention Deficit Disorder:
Psychological/Psycho-educational assessment conducted by the diagnosing licensed psychologist, psychiatrist, or other appropriately credentialed professional.

Psychological Disabilities:
Psychological assessment conducted by the diagnosing licensed psychologist, psychiatrist, or other appropriately credentialed professional.

Speech and Hearing:
Full report of assessments conducted by the diagnosing licensed speech/hearing specialist, audiologist, or other appropriately credentialed professional.

Visual:
Full report of assessments conducted by the diagnosing licensed ophthalmologist, optometrist, or other appropriately credentialed professional.

Mobility:
Evidence of substantial limitation in upper and/or lower extremity mobility. As appropriate, this may or may not include full report of assessments conducted by the diagnosing licensed medical doctor/physician or other appropriately credentialed professional.

Review of Documentation and the Determination of Accommodation
All documentation will be reviewed on an individual, case-by-case basis. This calls for an individualized inquiry, examining the impact of a disability on the individual and within the specific context of the request for accommodations. There is no list of covered disabilities or accepted diagnostic criteria.

1. **Determination of accommodations is an interactive process.** The Accessibility Coordinator may contact the evaluator, as necessary and with the student's permission, for clarification of any information (tests results, conclusions, recommendations, etc.) contained in the documentation. An interview with the student will be conducted in order to inquire about the disability, understand its impacts and identify appropriate accommodations. The institution and the individual with a disability will determine appropriate accommodations.

2. **Documentation of a specific disability does not translate directly into specific accommodations. Reasonable accommodations** are individually determined and based on the functional impact of the condition and its likely interaction with the environment. As such, accommodations may vary from individual to individual with the "same" disability diagnosis and from environment to environment for the same individual.

Accommodations granted at Mercy College of Ohio in no way guarantee that the same accommodations will be granted at other institutions, testing centers, or licensing agencies.

Students are solely responsible for pursuing accommodations at other institutions, testing centers, or licensing agencies. OAA may assist in the process at the student's request.

Process of Approved Accommodations

Once an accommodation has been granted, the student's instructors will receive, by the student's request, email notification from the Office of Academic Accessibility to verify the accommodations each semester. Students with accommodations are also responsible to speak with each of their instructors about their needs and work with them to enhance their learning. Students with accommodations are to submit their testing schedule to the Student Affairs Coordinator at the beginning of each semester if their tests will be proctored in the Testing Center. Students who have received accommodations may request modifications to those accommodations at any time.

Academic Honesty & Integrity

An accommodation based on a student's disability may relate to the administration of testing, examinations, or other coursework. Students provided with such accommodations must continue to adhere to the College's Academic Honesty & Integrity Policy and to the Student Code of Conduct/Discipline Protocol. Failure to adhere to either of these policies may result in disciplinary action.

II. MERCY COLLEGE OF OHIO RECORDING POLICY

The purpose of the Recording of Classroom Presentations is to provide an appropriate approval and use of such activity as it takes place in the classroom.

Mercy College of Ohio prohibits students from the recording and transmission of classroom presentations with any faculty member unless that student has obtained the expressed written consent of the faculty member.

For purposes of this policy, a "recording" is a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cellular/smart phones, digital cameras, media players, computers and other devices that record images or sound.

Obtaining Permission

Before any lecture or at the beginning of the course, students who wish to record the proceedings must sign the Mercy College of Ohio Electronic Recording Release Form and submit a signed copy to the faculty member prior to activating any recording device. The faculty member has the option to approve or disapprove the request on the form.

If the faculty member approves of the recording request, he/she will copy the signed agreement and return one copy to the student, retain a copy for his/her files and provide one copy to his/her Program Chair and/or Dean.

The student must obtain signed permission from each instructor whose class he/she wishes to record. This includes when two or more faculty members are teaching the same class. A new Electronic Recording Release Form must be signed each semester for each class where permission to record is being requested.

Revoking Permission

Faculty member(s) may rescind permission to record at any time and will do so by notifying the student in writing. Further, a faculty member may require that all recording devices be turned off at any point during the class period. The faculty member does not have to give an explanation in either of these situations.

Proper Use of a Recording

The following concepts apply to students' use of recordings:

- Recording of lectures or classroom presentations is solely for the purpose of individual or group study with other students enrolled in the same class.
- The recorded materials and all information contained within, are protected under federal copyright laws and may not be published or quoted without written permission of the presenter(s) and Mercy College of Ohio.
- The student will not use any recording for commercial, compensatory or non-educational purposes.
- The recorded materials cannot be copied, retransmitted or disseminated in any fashion.
- The recorded materials cannot be posted on any website or social media site.
- Recorded materials cannot be used for any purpose against any faculty, Mercy College of Ohio or other students whose classroom comments may be recorded; including, but not limited to internal/external legal actions, retaliation, etc.

Destruction of Recordings

Students must destroy all recordings at the end of the semester unless they have received written permission from the faculty member to retain them.

Exception

Students with disabilities, registered with the Office of Academic Accessibility, may be preapproved to record any and all lectures as a reasonable accommodation in keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Under these conditions the Dean of Students for Student Formation will be responsible for having the student sign the recording policy. The original copy will be kept in the student's file in the Division of Student Formation with copies being given to the student and instructor(s).

In this situation, a faculty member does not have discretion to prevent a student from recording classroom lectures. However, the concepts from the Proper Use section above remain applicable.

Students with disabilities may also be able to keep the recordings past the end of the semester if doing so is a part of his/her OAA-approved reasonable accommodation. Recordings must be destroyed when they are no longer a student at Mercy College of Ohio.

Policy Violation
A faculty member who believes that an unauthorized recording has been made or that there has been an improper use of a recording should make a report to their respective Dean who will notify the Vice-President of Academic Affairs.

Violations of this policy may constitute copyright infringement in violation of federal law and may subject the violator to College disciplinary action pursuant to the Student Judicial System.

III. CIVIL RIGHTS/NONDISCRIMINATION POLICY AND STATEMENT
To commit to the practice of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law at Mercy College of Ohio.

Discrimination is defined as behavior or conduct that tends to demean or disparage an individual on the basis of race, color, national and ethnic origin, sex, disability, age, marital status, religion and any other legally-protected class.

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

1. The notification to the Vice-President of Student Affairs should 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 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 discrimination.
5. The accused student(s) will be notified in writing of any changes and the Discipline Protocol.
6. A student found guilty of discrimination, in accordance with the Student Code of Conduct, will be subject to appropriate disciplinary sanctions. These sanctions can range from a reprimand to dismissal depending on the severity of the incident.

7. Cases of alleged discrimination involving faculty will be handled through the faculty disciplinary process. Cases of alleged discrimination involving staff or administration will be handled through Mercy Health's *Right of Review Policy* MHP-HR-1504.0. Any faculty, staff, or administrator found guilty of discrimination will be subject to appropriate disciplinary sanctions. The sanctions imposed will depend on the severity of the incident.
8. When it is determined that there is insufficient evidence of 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.

Nondiscrimination Statement:
Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law.

The College's nondiscrimination statement, cited above, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law. The College prohibits retaliation based upon reporting of such violation. If you have questions or believe you have been subjected to discrimination, harassment, including sexual harassment, or retaliation, or may contact one of the individuals below to assist in making a complaint.

Questions or concerns regarding the College's compliance with Title IX may be directed to the College's Title IX Coordinator:
TitleIX@mercy.edu
419-251-1710

Questions or concerns regarding Section 504, please contact:
ADA/504 Coordinator
ADA504@mercy.edu
419-251-1710

Any other inquiries related to discrimination at the College, please contact:
Vice-President of Student Affairs
419-251-1512

Inquiries regarding discrimination may also be addressed to the:
Director, Office for Civil Rights
Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115.

216-522-4970

IV. TITLE IX, VIOLENCE AGAINST WOMEN AND CAMPUS SAVE POLICY
Mercy College of Ohio does not discriminate on the basis of sex, gender, or sexual orientation in its educational programs and activities. Mercy College is committed to building and preserving a community in which its members can learn, work, live, and conduct business together free from all forms of sexual misconduct exploitation, intimidation, harassment, and violence. This policy addresses the ten areas a sexual misconduct policy should address according to the 2014 White House Task Force to Protect Students from Sexual Misconduct as outlined on the www.notalone.gov website.

This policy addresses the requirements of Title IX of the Education Amendments of 1972 a federal law prohibiting sex discrimination in federally-funded education programs and activities. This policy applies to all students, employees, and third-party vendors on campus, including visitors and guests. Title IX states as follows:

> *No persons in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Discrimination on the basis of sex includes sex discrimination, sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct (as defined below). Title IX prohibits sex discrimination in both the educational and employment settings, so this policy applies to administration, faculty, staff, and students regardless of sexual orientation or gender identity and also applies to third parties.

This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or Campus SaVE Act, a 2013 amendment to the federal Jeanne Clery Act. The SaVE Act addresses sexual violence in the form of sexual assault, domestic violence, dating violence, and stalking.

Mercy College of Ohio encourages victims of sexual assault and violence to talk to the Title IX Coordinator, Deputy Title IX Coordinator or Counselor at the institution about what happened, so victims can get the support they need and the College can respond. Different employees at the College have different abilities to maintain a victim's confidentiality. For complete details please refer to the College's **Confidentiality Policy.**

Title IX Coordinator/Deputy Title IX Coordinator
Title IX Coordinator
The Title IX Coordinator is responsible for the prompt and objective investigation of reports and allegations of sexual misconduct, as well as training, education, communication, and administration of grievance procedures for handling complaints alleging violations of this policy. In the absence of the Title IX Coordinator, the Deputy Title IX Coordinator will assume all

responsibility for compliance relative to Title IX. The Chief Compliance Officer and the Vice-President of Student Affairs will provide oversight and support for the Title IX Coordinators.

Deputy Title IX Coordinator
The Deputy Title IX Coordinator is responsible for implementing and monitoring policy compliance at Youngstown. This includes working with the Title IX Coordinator for training, education, communication, and administration of grievance procedures for handling complaints alleging violations of the policy at Youngstown. The Deputy Coordinator is responsible for informing the Title IX Coordinator of alleged violations and procedures to address these violations at Youngstown. In the absence of the Deputy Title IX Coordinator at Youngstown, the Title IX Coordinator will assume all responsibility for compliance relative to Title IX. The Chief Compliance Officer and the Vice-President of Student Affairs will provide oversight and support for the Title IX Coordinators.

Definitions
The following definitions are taken from the federal government's Not Alone website www.notalone.gov and other federal sources (e.g., U.S. Department of Justice).

Complainant
The term used for an individual who files a complaint under the College's grievance procedures or an individual or organization filing a complaint with the U.S. Departments of Education or Justice.

Sexual Harassment
Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Sexual Offense
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent: (a) Rape-The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (b) Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. (c) Incest-Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. (d) Statutory Rape-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

PLEASE NOTE: Sex Offenses are criminalized under Ohio Revised Code as follows - Rape (ORC 2907.02); Sexual Battery (ORC 2907.03); Gross Sexual Imposition (ORC 2907.05); Sexual Imposition (ORC 2907.06); Unlawful Sex with a Minor (ORC 2907.04)

Gender-Based Harassment

Gender-based harassment is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Hostile Environment

A hostile environment exists when sex-based harassment is sufficiently serious to deny or limit a student's ability to participate in or benefit from college programs or activities. A hostile environment can be created by anyone involved in a college program or activity including administrators, faculty, staff, students, and campus visitors.

Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent.
- Other intentional sexual contact with another person without that person's consent.
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent. .
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by sex organ of another person, without that person's consent.

Domestic Violence

Domestic violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Dating Violence

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the relationship.

Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Example of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- Prostituting another person.
- Recording images or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
- Distributing images or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and.
- Viewing another person' sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Stalking

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Respondent

The party against whom an appeal, motion, or allegation has been made.

Retaliation

Retaliation is defined as no person or other persons shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.

Intimidation

Unlawful act of intentionally coercing or frightening someone to do (or to not do) something against his or her will.

Consent

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent where there is force, expressed or implied, or when coercion, intimidation, threats or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Past consent does not imply future consent.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Incapacitation

Incapacitation is defined as the lack of physical or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep, and blackouts.

Preponderance of the Evidence

To find an individual in violation of sexual misconduct only a preponderance of evidence standard needs to exist. This means it is "more likely than not" that the violation occurred and is less strict than "proof beyond a reasonable doubt". The evidence does not have to be "clear and convincing".

Reporting Procedures and Protocol

The College's primary concern is the safety of its campus community and members. The use of alcohol or drugs never makes the victim at fault for sexual violence or assault. Moreover, victims should not be deterred from reporting incidents of sexual violence or assault.

Criminal Reporting Procedures

Reporting to Public Safety and/or the local police is an option at any time following a sexual violence or assault incident. If the victim chooses not to report to the police immediately, he/she can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on the victim's behalf.

Administrative

A student, faculty member or staff member who has a complaint against a student, faculty, staff member or other individual involving a suspected violation of this policy or of retaliation should contact the Title IX Coordinator and/or Deputy Title IX Coordinator. Faculty and staff, except those statutorily barred from doing so, are required to report any suspected violations of this policy. This should occur within 24 hours. Ohio law requires all employees with knowledge of a felony to report it to law enforcement. All college personnel shall report conduct prohibited by the College's Anti-Discrimination and Harassment Policy and this Title IX/Sexual Misconduct procedure to the Title IX Coordinator or other responsible employee.

To encourage reporting on the part of students, victims of misconduct will not be charged with alcohol, drug and most other policy violations related to their efforts to seek assistance. Contact information for the Title IX and Deputy Title IX Coordinators is listed later in this department. The Title IX Coordinator and/or Deputy Title IX Coordinator will provide the victim with

written and verbal information regarding the procedures for investigating and addressing the incident.

The Title IX Coordinator and/or Deputy Title IX Coordinator will also discuss with the victim any reasonable interim remedies the College may offer prior to the conclusion of an investigation or potential disciplinary action to reduce or eliminate the negative impact and provide available assistance. Interim protective measures and actions were discussed earlier in this policy.

These interim protective measures and actions may be available whether the individual chooses to report the sexual violence or assault to Public Safety/Police Department or local law enforcement. The Title IX Coordinator and/or Deputy Title IX Coordinator remain available to assist the individual and provide reasonable remedies requested by the individual throughout the reporting, investigative and disciplinary processes, and thereafter.

If it is determined that the College's Title IX Policy was violated, the perpetrator will be subject to discipline, up to and including dismissal from College employment or dismissal from the College (student). The individual is entitled to be accompanied to any related meeting or proceeding by an advisor selected by the individual. However, if the victim does not wish to participate in an investigation or hearing process, the individual has the right to decline. Although there is no specific time limit for reporting a suspected violation of this policy, a student or employee who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the Title IX Coordinator and/or Deputy Title IX Coordinator.

Health/Counseling/Clergy
The individual may choose to seek advice and assistance from physicians, psychotherapists, professional counselors, clergy, sexual assault and domestic violence counselors and advocates, including individuals who work or volunteer for them.

Civil Lawsuit
The individual may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides the victim the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering, and emotional distress.

The victim may also choose to obtain a protective or restraining order. Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of sexual violence or assault, including domestic violence, dating violence or stalking. The Title IX Coordinator/ Deputy Title IX Coordinator can offer assistance with obtaining a protective or restraining order.

Non-Reporting
The individual is strongly encouraged to report any incident of sexual violence or assault to the police and/or the College's Title IX Coordinator/Deputy Title IX Coordinator so that steps may be taken to protect the College Community. However, non-reporting is also an option.

Content of a Complaint
A complaint should contain the dates and times of the alleged misconduct. The names of persons involved, including potential witnesses, should also be included. The complaint should outline what occurred in as much detail as possible and the redress that is being sought. Finally the contact information for the complainant (or reporting person) should be included.

Clery Act
The College is obligated to report any incidents of sexual violence or assault in its annual crime statistics under the Clery Act. The College, under this Act, is also obligated to issue a timely warning when an incident of sexual violence or assault has occurred.

Prohibition against Retaliation
Retaliation exists when action is taken against a participant in the complaint process that adversely affects the individual's employment or academic status, and is motivated in whole or in part by the individual's participation, or lack thereof, in the complaint process.
No individual involved in a complaint alleging a violation of this policy or participating in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination for faculty and staff.

Investigation Procedures and Protocol
An investigation into the report of a violation of the Title IX Policy will be conducted by either the Title IX Coordinator, Deputy Title IX Coordinator, or another faculty/staff member trained in conducting Title IX investigations to determine if a violation of policy has occurred. The investigating officer will commence an investigation no later than seven (7) days after the complaint was made. The purpose of the investigation is to gather all relevant facts from involved parties and provide this information to the hearing officer. During the course of an investigation, the investigating officer may receive counsel from College administrators or other parties as needed. A prompt, fair, and thorough investigation of the complaint will occur. The investigation will be concluded as quickly as possible typically no later than sixty (60) days after the start of the investigation.

Pending Criminal Investigation
Mercy College of Ohio will comply with law enforcement request for cooperation when appropriate. Such cooperation may require the College to temporarily suspend the fact-finding aspect of the Title IX investigation while the law enforcement agency is in the process of

gathering evidence. The criminal investigation, however, does not relieve the College of its responsibilities under Title IX. The College will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process of its investigation. The parameters of what information may or may not be shared with law enforcement are outlined in the Memorandum of Understanding with Public Safety and local law enforcement.

Content of the Investigation

During the course of the investigation, the investigating officer will conduct interviews with the complainant, respondent, and witnesses. The investigating officer will also collect any non-testimonial evidence including, physical and electronic and will preserve evidence in a manner that protects the quality of the evidence.

Rights of the Parties

During the course of the investigation and resolution of a complaint, the complainant and respondent shall have equal rights, including:

- Equal opportunity to identify and have considered witnesses and other relevant evidence.
- Similar and timely access to all information considered by the investigating officer.
- Equal opportunity to review any statements or evidence provided by the other party.
- Equal access to review and comment upon any other information independently developed by the investigating officer.
- The respondent will be prohibited from questioning or seeking evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator. (This includes clarifying the evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct).

Both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent and may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process. Mercy College reserves the right to dismiss a support person/advisor who is disruptive or who does not abide by the limitations in the previous sentence.

All victims of sexual violence or assault are provided with information and options regarding:

- Hospital, medical, nurse forensic examiner availability.
- Seeking personal counseling and advocacy.
- Preserving evidence.

- Making a complaint to local law enforcement and/or Public Safety/Police Department.
- Calling 911 as needed.
- Victim's rights and College responsibilities regarding judicial non-contact, restraining, protective orders, changing living arrangements, and federal student aid options.
- Filing a complaint under this policy.

Interim Remedial Measures

Pending the outcome of the investigation, Mercy College of Ohio will take steps necessary to protect the parties and the College community. At any time during the investigation, the investigating officer, the Title IX/Deputy Title IX Coordinator may determine interim remedies or protections for the parties involved or witnesses as appropriate. Possible interim measures were identified earlier in this policy. Failure to comply with the terms of any interim remedial measures or protections may constitute a separate violation of College policy.

Confidentiality Requests

A victim of sexual violence or assault may ask that the incident be kept confidential. The College may not be able to grant that request, if in doing so, limits the College's ability to investigate the particular incident or to provide a safe, nondiscriminatory environment for all students. When appropriate and possible, the College may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples of steps that may be taken are: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred, providing training and education materials for students and employees, revising and publicizing college policies on sexual misconduct, and conducting climate surveys regarding sexual misconduct.

Even absent of confidentiality requests, information will be shared with a limited number of "responsible employees" and kept securely maintained in a secure file in the office of the Title IX Coordinator/Deputy Title IX Coordinator. Responsible employees who are not bound by confidentiality (e.g., licensed counselors, licensed medical professionals, and clergy) should let the student know up front that they must disclose the identity of that student and the incident to the Title IX/Deputy Title IX Coordinator.

Grievance/Adjudication Procedures

If the investigating officer determines a violation of Title IX policy occurred, the matter will be adjudicated in the following manner.

1. A Hearing Panel will be established. Its members will consist of the Vice-President of Student Affairs and two other individuals from a predetermined pool of trained faculty and staff.

2. The complainant and the respondent will be requested to be present at the hearing to retell their version of the events in question. The hearing process will not exceed thirty (30) business days.
3. The College will maintain documentation of all hearings or other proceedings, which may include various forms (e.g., notes, written findings of fact, transcripts, audio recordings, etc.).
4. Within three (3) business days of the conclusion of the hearing, both the complainant and respondent will simultaneously be informed in writing by the Vice-President of Student Affairs of the outcome of the hearing. The letter will state the ruling of "violation" or "no violation" of the policy and any corrective actions/remedies that will be put into place. A decision will always be reached. The College may disclose to the complainant information about any corrective actions/remedies taken that relate directly to the complainant (e.g., "no contact" order). In no event will the complainant be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.
5. If there is a finding of policy violation, appropriate, corrective action/remedies by the College will be taken to:
   a. Eliminate the policy violation.
   b. Prevent the recurrence of the violation.
   c. Address the effects of the violation.
6. Recordings, notes, investigations, findings, and determinations will be kept in a secure file within the office of the Title IX Coordinator/Deputy Title IX Coordinator.

Mediation is never appropriate in sexual misconduct cases. However, in all other alleged Title IX violations informal resolution is appropriate if both parties agree. At any point during an informal resolution process either the complainant or respondent can suspend the proceedings and move to formal resolution.

Appeals
A complainant or respondent may appeal the determination of a complaint only on the following grounds:

1. There is a substantial likelihood that newly discovered information, not available at the time evidence was presented, would result in a different decision.
2. There was a procedural error significant enough to call the outcome into question.
3. There was a clear error in factual findings.
4. Bias or prejudice was shown on the part of the investigating officer or hearing panel.
5. The disciplinary sanction imposed is disproportionate to the offense.

Appeals must be filed in writing with the President of the College within seven (7) business days of receipt of the written report determining the outcome of the complaint and include:
- Name of the complainant.

- Name of the respondent.
- A statement of the determination of the complaint, including any corrective action.
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it.
- Requested action, if any.

The President will resolve the appeal within fifteen (15) business days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the investigating officer or hearing panel's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator/Deputy Title IX Coordinator within three (3) business days of the resolution.

Training, Prevention, and Education

In order to promote the awareness of policies against sex discrimination, sexual harassment, and sexual violence or assault (including domestic violence, dating violence, and stalking) and to make victim resources available, a training, prevention, and education program has been established. The following information will be included in a variety of programs for new students and employees and training for students who serve as resident advisors. Ongoing prevention and awareness campaigns for all students, faculty, staff, and administrators will also be conducted. The information included in these programs consists of the following:

- A statement that Mercy College of Ohio prohibits sex discrimination, including sexual harassment, sexual violence or assault, domestic violence, dating violence, and stalking.
- The definitions of sex discrimination, sexual harassment, sexual violence or assault, domestic violence, dating violence, and stalking.
- The definition of consent.
- A statement that sexual violence or assault (including domestic violence, dating violence, and stalking) violates college policy and criminal law.
- Common facts and myths about the causes of sexual violence or assault.
- Safe and positive options for bystander intervention that may be taken by an individual to prevent harm or intervene in risky situations involving these offenses.
- Methods of encouraging peer support for victims.
- A statement explaining the College's primary concern is the safety of members of the College Community; that the use of alcohol or drugs never makes the victim at fault for sexual violence or assault; and that students or employees who are victims should not be deterred from reporting incidents out of concern that they might be disciplined for related violations of drug, alcohol, or other college policies.
- How to recognize warning signs of abusive behavior and how to avoid potential attacks.

- What someone should do if she/he has been a victim of, or witness to sex discrimination, sexual harassment, sexual violence or assault, domestic violence, dating violence and stalking.
- Individuals to whom incidents may be reported.
- The availability of, and contact information for, campus and community resources for sexual violence or assault victims.
- College policies and disciplinary procedures available for addressing alleged violations and the consequences of violating these policies. Such proceedings shall:
  - o Provide a prompt, fair, and impartial investigation and resolution.
  - o Be conducted by officials who receive annual training on issues related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The complainant and the respondent are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- Both the complainant and the respondent shall be simultaneously informed in writing of:
  - o The outcome of any disciplinary proceedings that arises from an allegation of sexual violence, domestic violence, dating violence, and stalking.
  - o The College's procedures for the accused to appeal the results of the disciplinary proceeding.
  - o Any change to the disciplinary results that occurs prior to the time such results become final.
  - o When disciplinary results become final.
- Possible sanctions or protective measures the College may impose following the final determination of the College's disciplinary procedure regarding sexual violence, domestic violence, dating violence, and stalking.
- How the College will protect the confidentiality of victims, including how publicly-available recordkeeping (e.g., campus Clery reports) will be handled without the inclusion of identifying information about the victim, to the extent permissible by law.
- That persons who report being a victim of sexual violence, domestic violence, dating violence, and stalking must receive written notification about:
  - o Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.
  - o Options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

- Procedures complainants should follow if sexual violence, domestic violence, dating violence, and stalking has occurred, as well as the fact that the following written information must be provided to victims:
  - o The importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, and stalking, or to obtain a temporary restraining or other protective order.
  - o The name and contact information of the College employee(s) to whom the alleged offense should be reported.
  - o Reporting to law enforcement and campus authorities, including the victim's option to (a) notify law enforcement authorities, including on-campus and local police; (b) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (c) decline to notify such authorities.
  - o Where applicable, the rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Options for Assistance Following an Incident of Sexual Misconduct

Call 911 if the victim is in the midst of any kind of emergency, immediate harm or threat of harm. Mercy Public Safety-419-251-1444 or Mercy Health Police Department-Youngstown-330-480-3288 are also resources which can be contacted in case of emergency.
The College has designated a Title IX Coordinator (Toledo campus), Jennifer Pizio (419-251-1710) and an Interim Deputy Title IX Coordinator (Youngstown location), Dr. Patricia McAllen (330-480-1880), to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. The Title IX Coordinator and Title IX Deputy Coordinator at Mercy College are available to explain and discuss: the victim's right to file criminal complaint (in cases of Sexual Violence), the process for filing a Title IX complaint, the right to receive assistance with the process, how confidentiality is handled, available resources both on and off-campus, and other related matters.

The victim is encouraged to ***seek immediate assistance from police and healthcare providers*** for physical safety, emotional support, and medical care.

Title IX Coordinator – Toledo
Jennifer Pizio
Dean of Students
2221 Madison Avenue
Toledo, Ohio 43604
419-251-1710
jennifer.pizio@mercycollege.edu

Interim Deputy Title IX Coordinator – Youngstown
 Dr. Patricia McAllen
 Dean/Chief Operating Officer
1044 Belmont Avenue
Youngstown, Ohio 44501
330-480-1880
patricia.mcallen@mercycollege.edu

Mercy Health Public Safety – Toledo
Police Chief, Director of Emergency Management
MOB 1 Garage
Mercy St. Vincent Medical Center
2213 Cherry Street
Toledo, OH 43608
(419) 251-1444

Mercy Health Police Department – Youngstown
Mercy Youngstown Police- Chief
Mercy St. Elizabeth Hospital
1044 Belmont Avenue
Youngstown, OH 44501
(330)-480-3288

Toledo Police
Toledo Police Department
525 North Erie Street
Toledo, OH 43604
(419) 245-3256 (non-emergency number)

Youngstown Police
Youngstown Police Department
116 West Boardman Street
Youngstown, OH 44503
(330) 747-7911 (non-emergency number)

The College's Title IX and Deputy Title IX Coordinators are available to assist the victim in notifying Public Safety, if so desired. Mercy Public Safety will escort the victim to a safe place and transport to one of the System's hospitals or a sexual assault response center for a medical examination, if needed. Public Safety can also provide access to a confidential sexual assault advocate. If the victim would prefer not to notify Public Safety or the local police, the individual is strongly encouraged to seek assistance from the College's Title IX and Deputy Title IX

Coordinators who can provide the victim with information on options, rights, and remedies. Victims can also go to the Counseling and Wellness Center for additional support.

Information for victim's seeking medical care: For the preservation of evidence in the event of a sexual assault, the following guidelines are recommended: (a). Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, the victim should not clean until the police have had an opportunity to collect evidence. (b). Tell someone all details remembered about the assault. Write down all details remembered as soon as possible. (c). Do not bathe or douche. Do not urinate, if possible. (d). Do not eat, drink liquids, smoke, or brush teeth if oral contact took place. (e). Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic). (f). Get prompt medical attention at a local hospital.

Interim Protective Measures:
The College reserves the right to suspend or place on immediate administrative leave any member of the College Community accused of violating this policy, or take any other interim measures deemed appropriate, pending the outcome of an investigation and/or disciplinary proceedings. Such interim measures can include, but are not limited to, placing an employee on paid or unpaid administrative leave, removing a student from campus housing and/or current classes, modifying course schedules, and issuing a "no-contact" order, among other remedies.

Resources:

> ***Medical and Counseling Services***
> Mercy College Counseling Services:
> Lisa Sancrant
> Director of the Counseling and Wellness Center
> 2221 Madison Avenue
> Toledo, OH 43604
> 419-251-1454
> lisa.sancrant@mercycollege.edu
>
> ***Off-Campus Services – Toledo***
> Sexual Assault/Rape
> YMCA H.O.P.E. Center
> 1018 Jefferson Avenue
> Toledo, OH 43624
> 419-241-3235 non-emergencies
> 24-Hour Hotline: 866-557-7273
>
> Area Hospitals that Provide Sexual Assault Examinations and Information and Referrals:

Mercy St. Vincent Hospital
2213 Cherry Street
Toledo, OH 43608
419-251-3232

Mercy St. Charles Hospital
2600 Navarre Avenue
Oregon, OH 43616
419-696-7300

University of Toledo Medical Center
3000 Arlington Avenue
Toledo, OH 43614
419-275-1620

St. Luke's Hospital
5901 Monclova Road
Maumee, OH 43537
419-893-5920

The Toledo Hospital
2142 North Cove Boulevard
Toledo, OH 43606
419- 874-1494

Off-Campus Services – Youngstown
Rape Crisis and Counseling Services
535 Marmion Avenue
Youngstown, OH 44502
(330) 782-5664 non-emergencies
24 Hour Hotline: 330-782-3936

Area Hospitals that Provide Sexual Assault Examination and Information and Referrals:

Mercy St. Elizabeth Hospital
1044 Belmont Avenue
Youngstown, OH 44504
330-480-2344
Coordinator of the Sexual Assault Nurse Examiner (SANE) Program
Office Phone: 330-480-3323
Cell Phone: 330-301-8418

U.S. Department of Education, Office of Civil Rights
     (800) 421-3481 or ocr@ed.gov

Legal Assistance
Legal Aid of Western, OH, Inc. provides legal services to those recovering from domestic violence, Sexual Assault, and Stalking. 419-724-0460 (Lucas County), 888-534-1432 or www.legalaidlin.org

     Protection Orders – Contact Local Police Department or Legal Aid

V. CLERY POLICY ON SAFETY AND SECURITY

The purpose of the Annual Security Report is to provide information on campus safety and security in compliance with the Clery Act. In keeping with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998 (20 USC § 1092(f)), Mercy College of Ohio ("the College") publishes crime statistics annually. This law is tied to an institution's participation in federal student financial aid programs and applies to both public and private institutions. The Clery Act is enforced by the United States Department of Education. The Violence Against Women Reauthorization Act (VAWA) amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. Institutions should maintain credible documentation that substantiates their crime statistics. Institutions will be required to report the contact information of their lead Title IX Coordinator in their 2015 Campus Safety and Security Survey.

The Clery Act requires colleges and universities to:
- Publish an annual security report
- Have a public crime log
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to, or running through, the campus at certain non-campus facilities
- Issue timely warnings
- Devise an emergency response, notification and testing policy
- Compile and report fire data to the federal government and publish an annual safety report
- Enact policies and procedures to handle reports of missing students

The statistics are filed on an annual basis with a report of the past of three years of Clery data available to faculty/staff/students/public. This report also includes the Fire and Safety Report.

CLERY STATISTICS (2011-2013)

	On-Campus			On Campus Residential			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	1	0	0	0	0	0	0	0	0	0	0
Sex-Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0
Burglary	0	3	0	0	3	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Judicial Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	2	0	0	0	0	0	0	0	0	0
Drug Law Judicial Referral	0	0	0	0	0	0	0	0	0	0	3	0
Illegal Weapons Arrests	0	0	2	0	0	0	0	0	0	0	0	0
Illegal Weapons Judicial	0	0	0	0	0	0	0	0	0	0	2	0
Hate Crimes			0			0			0			0

Timely Warnings

In the event of crimes, either on or off-campus, that in the judgment of the head of security (Chief Mercy Public Safety-Toledo and Chief of Mercy Youngstown Police Department), or his/her designee constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued. In the event a warning is needed, the head of police/security shall provide the Vice- President of Student Affairs or his/her designee with the specifics of the case for the

purposes of drafting the timely warning notice. The warning will be issued through the College email system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, notices may be posted around campus, as well.

Preparing the Annual Security Report
The report is prepared by the Vice-President of Student Affairs or his/her designee. The report is prepared in cooperation with campus security/police officials including Mercy Public Safety, Toledo Campus and Mercy Police Department Youngstown location, as well as the Director of Student Life/Housing and the Dean of Students.

Availability of the Campus Security Report
The report is updated annually on the College website. The campus community is notified of the availability of the report by email and newsletter when the report is published. Clery reports are published annually and provide the past three years of statistics.

Reporting of Criminal Offenses
To report a crime, call 911 (emergencies) or campus police/security (emergencies and non-emergencies).

Mercy Public Safety-Toledo Campus	419-251-4444
Mercy Health Youngstown Police Department	330-480-3288

In addition a crime may be reported to the following areas:

Vice-President Student Affairs	419-251-1512
Dean of Students	419-251-1710
Director of Student Life/Housing (Toledo)	419-251-2133
Dean/COO, Youngstown Location	330-480-5374

Missing Student Notification (Toledo only)
Any student, employee, or other individual can file a missing student report. If a student living in Mercy College housing is reported missing for more than 24 hours, report the incident to one of the following:

Director of Student Life/Housing	419-251-2133
Dean of Students	419-251-1710
Vice-President of Student Affairs	419-251-1512

Within 24 hours, all official missing reports of students are referred to Mercy Public Safety and local law enforcement. Students also have the option of identifying a contact person who will be notified within 24 hours if the student is determined to be missing. If a student is under 18 and not emancipated, their parents and contact person will be contacted within the 24 hour timeframe. This contact information is maintained by the Director of Student/ Life/Housing and is confidential.

Registered Sex Offenders
Information on registered sex offenders provided by the State of Ohio can be found at:
http://sheriffalerts.com/cap_main.php?office=55149

Voluntary Confidential Reporting
Anyone who is a victim of or witness to any crime should promptly report the incident to the Dean of Students at 419-251-1710. Campus police/security cooperates with local criminal justice agencies, whose records are public, and cannot keep crime reports confidential.

Security of and Access to Campus Facilities and Locations
Toledo Campus. College facilities are open during normal business hours. During non-business hours, access is controlled by key, key-card ID badge, or admittance by Mercy Public Safety. Facilities are patrolled by Mercy Public Safety.
Youngstown location. College facilities are open during normal business hours. During non-business hours, access is controlled by key-card ID badge. Facilities are patrolled by Mercy Health Youngstown Police Department.
Housing. Security features at the Hillcrest apartment building include underground parking, fire-sprinklers throughout the facility, 24/7 exterior locks accessible by microchip fobs/keys, cameras in all commons areas, and uniformed security guards after office hours.
Maintenance of Facilities. During the year, facility safety concerns can be forwarded to campus police/security officers, the Vice-President of Student Affairs, the Director of Student Life/Housing (Toledo), and/or the Dean/COO, Youngstown. Security officers regularly check the campus to ensure safety features are in working order. The Director of Student Life/Housing (Toledo) works with Hillcrest facility management to ensure safety features are operating properly. Students are also regularly surveyed for feedback on campus safety features.

Campus Law Enforcement Policy
Authority to arrest/working relationships. Mercy Health police/security employs both security personnel and commissioned law enforcement personnel (State of Ohio Peace Officers). The Mercy Health police have complete police authority to apprehend and arrest persons involved in illegal activity on or adjacent to campus. Major offenses are reported to the local police and may be investigated jointly. Mercy Health police/security work closely with local, state, and federal police agencies. Mercy Health police/security also maintains a contract with the City of Toledo Police Department to operate as a law enforcement agency.
Accurate and prompt reporting. Community members, students, faculty, and guests are encouraged to report all crimes and public safety-related incidents to Mercy Health law enforcement in a timely manner.
Pastoral and professional counselors confidential reporting. Pastoral and professional counselors are not required to report crimes recounted to them. These reports are not included in the annual crime statistics. Counselors are encouraged to inform persons being counseled of the procedures to report crimes for inclusion in the annual crime statistics.

Monitoring and reporting of criminal activity off-campus. Mercy College does not have student organizations that maintain officially recognized off-campus locations.

Emergency Notification and Evacuation Policy

Emergency Notification Policy. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist the victim or to contain, respond to or otherwise mitigate the emergency.

> *Confirmation.* Determination of an emergency or dangerous situation will be made by any or all of the following:
> 1. Mercy Health police/security
> 2. National Incident Management System (NIMS) campus incident management team (Mercy Healthcare Campus, Mercy St. Vincent Medical Center, or Mercy Health St. Elizabeth).
> 3. President or his/her designees
> *Notification.* The President, his/her designee and any advisory staff will determine whether the situation affects the entire campus or a segment of campus, and whether the entire campus or only a segment should be notified. This will be based on geography, impact on operations, and safety. The situation will be assessed continually.
> *Content/initiation of notification.* The content of the notification will be developed with input from campus security/police/NIMS team, the President (or designee), as well as any advisory staff. Notification will be made through applicable and multiple means, if necessary, including email, text message, TV/radio message, phone message, alarms, PA announcements, and signage.
> *Persons responsible for carrying out the actions described above include:*
> Campus police/security/NIMS team
> President or designee, and Vice-Presidents
> Director of Marketing and Communication
> *Emergency Drills, Testing, and Evacuation Procedures.*
> *Annual testing.* On an annual basis the institution will test its emergency response and evacuation procedures. Each test will be documented with a description of the exercise, the date, start/end time, and whether the test was announced or unannounced.
> *Annual notification.* Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year.

Security Awareness and Crime Prevention Programs

Mercy College offers a variety of programs and services designed to make students, faculty, and staff aware of security on campus and reduce crime. Programs include:

Program	Information	Frequency
New Student Orientation (both)	police/security information distributed in orientation handbook and college catalog	each semester
Student Housing Orientation (Toledo)	police/security information in housing handbook	annually
Security Escorts (both)	24/7 campus escort service	by request
ALICE training (both)	Active shooter training	monthly
Counseling (both)	appointments available for crime victims	by request
Electronic Alarm Systems (both)	can be used to alert campus security in case of an emergency	ongoing
Campus Telephones (both)	can be used to call 911 and/or campus security	ongoing
Safety Fair	police/security poster displays and handouts	annually
Personal Safety Seminars Annual Education update (both) Counseling Website (both)	information provided on safety such as domestic violence, personal defense, etc. online training for faculty and staff, includes information on safety, security, and crime resources on personal safety	ongoing annually ongoing
RA training (Toledo)	residence advisors trained on security and crime prevention in housing facility	annually

Drug, Alcohol, and Substance Abuse Policy Statements

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.

Sex Offense, Title IX, VAWA Policy Statements

Title IX of the Education Amendments of 1972 (20 U.S.C. §1861 et.seq.) prohibits any entity that receives federal student financial assistance from discriminating against individuals on the basis of sex in education programs or activities. Mercy College of Ohio does not discriminate on the basis of sex, gender, or sexual orientation in its educational programs and activities. Mercy College is committed to building and preserving a community in which its members can learn, work, live, and conduct business together free from all forms of sexual exploitation, intimidation, harassment, and violence. This policy addresses the ten areas a sexual misconduct policy should address according to the 2014 White House Task Force to Protect Students from Sexual Misconduct as outlined on the www.notalone.gov website.

Disclosure of Results of Disciplinary Proceedings
Mercy will upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such offense. If the alleged victim is deceased as a result of such crime or offense, the victims' next of kin shall be treated as the alleged victim for the purposes of this policy.

Clery-Annual Fire Safety Report Policies
Housing Facility Fire Safety Systems
The Historic Hillcrest is a nine-story building with fire suppression sprinklers in all common areas and private residences including hallways, bedrooms, bathrooms and living areas and the community laundry room. The building is equipped with a master fire alarm system with audible alarms and strobe-lighting with the master panel located in the management office. Each apartment has at least one alarm speaker/light. There are multiple speakers/lights scattered throughout the building in shared areas. Each stairwell is equipped with fire doors which are closed. Fire extinguishers are also in shared areas of each wing, on each floor. Evacuation route maps are posted at each stairwell and elevator landings which includes instructions to take stairs, not elevators, when encountering a suspected fire.

Housing Fire Drills
Housing Fire Drills are a part of the overall prevention process for safety and security of students living in the Historic Hillcrest housing. Records of fire safety prevention, such as fire drills, can be acquired from the Director of Student Life/Housing.

Use of Portable Electronic Devices, Smoking, and Open Flames in Housing
Barbeque Grills: Personal outdoor grills are not permitted. The Historic Hillcrest provides grills in the grassy area outside the building.
Candles and Incense: Due to the danger of fire, the burning of candles or any open flame is strictly prohibited. Incense is also prohibited.
Christmas Trees: No live or cut Christmas trees are permitted.
Firearms, Explosives, and Fireworks: The possession of firearms, explosives, and fireworks, or any other flammable or dangerous materials on college property, including The Historic Hillcrest is prohibited and will be grounds for revocation of housing privileges and/or dismissal from the College
Smoking/Tobacco: In compliance with the following Mercy Health Partners (MHP) Tobacco Policy, there will be NO SMOKING OR TOBACCO USE permitted in The Historic Hillcrest by Mercy College students. Please remember, any violation of the policies listed in the Resident Student Handbook is a violation of the Mercy College Student Code of Conduct and is subject to disciplinary measures.

TITLE: Tobacco Free Campus   POLICY NUMBER: MHP-HR-1545.0

Effective January 1, 2008, all facilities and campuses of MHP, including Youngstown location, will be 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 MHP.

Tobacco use is prohibited anywhere on any MHP, including Youngstown property, and is regulated by law. *Tobacco use is also prohibited in all facilities used by MHP including* MHP 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 MHP properties. Employees will be restricted from use of any designated smoking areas on properties leased by MHP.

This policy applies to everyone, including by not limited to, all employees, patients, medical staff, students, contracted personnel, Mercy Auxiliary, volunteers, visitors, vendors, and tenants of MHP.

Procedures for Housing Evacuation in Case of Fire
Student residents and guests at the Historic Hillcrest must evacuate the building when an alarm is sounded and/or a fire/smoke is suspected by taking the closest safe stairwell. If smoke or fire is suspected and an alarm is not sounded, students are asked to pull the closest alarm if this action does not put the student in harm's way. Students are to congregate in the southeast side of the parking lot and make their presence known to a Mercy staff member, if she or he is available. No one may re-enter the building until an "all-clear" notice has been given by the fire department or other authorized personnel.

Fire Safety Education and Training Programs for Students and Employees
Fire safety education programs include a training each semester on evacuation procedures, policies about fire safety and fire hazards for all student residents of Hillcrest Apartments and is available with the Director of Student/Residence. In the event of a fire, students and employees should evacuate the building as described above.

Reporting a Fire that has Occurred
Per federal law, Mercy College of Ohio is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. If you are aware of a fire that has occurred, please contact any of the following individuals and report it:
Director of Student Life/Housing   419-251-2133
Mercy Public Safety   419-251-4444

Plans for Future Improvements in Fire Safety
At this time, no future improvements are necessary

VI. CAMPUS VIOLENCE PREVENTION POLICY
To provide the students, faculty, staff and visitors ("Community") of Mercy College of Ohio ("College") with a safe and secure environment to work, study, and live. The College Community should be able to pursue their education, work, and other activities in a safe, non-threatening environment. College safety and security is based on the ability to set forth guidelines and have a plan with response options in the event of an act of campus violence. Safety and prevention of violence is **everyone's** responsibility. The College complies with the Higher Education Opportunity act, which includes Campus Safety and Security (PL 110-315).

Violence: The College, in its commitment to safety and security for the College Community, treats all actual, real, or alleged threats of violence as serious concerns and they are addressed immediately. Conduct that threatens the health and/or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on college-controlled property, without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct and will not be tolerated. Violation of this policy and/or the Code of Conduct for Students and Faculty/Staff will result in disciplinary action up to and including termination or dismissal from the College.

Responsibility: The entire College Community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to supervisors or other appropriate campus administration immediately. In case of emergency, please contact 911 and/or contact Mercy Public Safety (419-251-4444), Mercy Public Safety-Youngstown (330-480-3288). If in parking garages, please use the closest blue light to call for assistance. Panic buttons are also available at reception desks on the 6th, 5th, 4th, 1st floor and in the President's reception area on the 2nd floor. One panic button is located in the Admission/Administrative Support Office in Youngstown.

Application:
This policy covers all persons:
-On college property
-At college-sponsored functions
-Fulfilling duties of a college student off-campus (such as work in the clinical setting)
-Engaging in any action having direct impact on the College Community.

Reporting On Campus: The College has a procedure for responding to and addressing conduct that violates this policy which urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the College Community, all individuals are responsible for reporting violence that they experience or witness.

The College Community should address emergencies by calling 911 or by contacting Mercy Public Safety at 419-251-4444, Mercy Health Police Department-Youngstown at 330-480-3288. Violence or threats against self or others should not be ignored or disregarded. If experiencing or observing an immediate threat or violent situation, local law enforcement is to be alerted as soon as possible. Delayed reporting may unnecessarily allow the behavior to continue, cause harm, or jeopardize the investigation due to the passage of time, fading memories or departure of witnesses.

The A.L.I.C.E. response uses five steps to increase chances of survival during a surprise act of violence on campus. This does not follow a set of required actions. Survival is paramount in this situation. It may be appropriate to use only one or two parts or all parts of the A.L.I.C.E. response plan. This is dependent upon the situation at hand. In this type of incident, perception is the reality and individuals will decide what appropriate action to take when confronted with known information and disregarding unknown information:

1. **A**lert-Announcement of the onset of the emergency can be anything.
   a. Gunfire
   b. Witness
   c. Phone alert
2. **L**ockdown-This is a semi-secure starting point from which to make a survival decision. Internal lockdown should occur immediately by all who decide not to evacuate.
   a. Secure the room
   b. Lock the door
   c. Cover any window in the door, if possible
   d. Tie down the door, if possible.
   e. Barricade the door with anything available
   f. Look for alternate escape routes
   g. Call 911
   h. Pull the fire alarm if necessary
   i. Move out of the doorway in case gunfire comes through
   j. Silence or place cell phone on vibrate
   k. Once the room is secured, do not open the door for anyone. Police will enter the room when the situation is over.
   l. Gather weapons (coffee cups, chairs, books, etc.) and mentally prepare to defend yourself or others
   m. Put yourself in a position to surprise an active shooter should they enter the room
   n. If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
   o. Be prepared to provide first aid

   External lockdown-Exterior campus lockdown will be determined by law enforcement based on the circumstances of the incident.

3. **I**nform- Use any means necessary to pass on real time information.
   a. Can be derived from 911 calls
   b. Give in plain language
   c. Tell who you are
   d. Explain **what** is happening, **where** it is happening/where you are in relation to the action, and **how** it is happening (gunfire, stabbing, etc.)
4. **C**ounter- This is the use of simple, proactive techniques should students and/or staff be confronted by the aggressor(s); counter techniques interrupt the violent actions of the suspect.
   a. Anything can be a weapon
   b. Throwing things at the aggressor's head to disrupt their aim
   c. Create as much noise as possible
   d. Attack in a group (swarm)
   e. Grab the aggressor's limbs, head-taking him/her to the ground
   f. Fight dirty-bite, kick, scratch, gouge eyes, etc.
   g. If you gain control of the aggressor, call 911 and tell the police your location and listen to their commands when officers arrive on the scene
5. **E**vacuate-Remove yourself from the danger zone as quickly as possible
   a. Decide if you can safely evacuate
   b. Run in a zigzag pattern as fast as you can
   c. Do not stop running until you are far away from the area
   d. Bring something to throw in case you would encounter the aggressor(s)
   e. Break out windows and attempt to quickly clear glass from the frame
   f. Do not attempt to drive from the area

The College requires all faculty, staff, and administration to participate in A.L.I.C.E training. Students are introduced to the A.L.I.C.E. acronym, process, and procedures during orientation or during their success strategies course.

Protective Orders/Restraining Orders Issued by a Court: Members of the College Community who have an Order of Protection should provide a copy of the order to the Vice-President of Student Affairs who will notify the College staff and the Mercy Campus Police/Security.
Non-Emergency Concerns: Members of the College Community are encouraged to report other behavior that is unusual or threatening even if it is not perceived as an immediate, dangerous, or imminent risk. To report concerns that do not pose an immediate threat, a Non-Emergent Occurrence Report should be completed. The Vice-President of Student Affairs and the Vice-President of Academic Affairs should be contacted. The Non-Emergent Occurrence Form can be found at the Madison Avenue Reception Desk or online under the Consumer and Compliance Information tab on the College website.

Campus Violence Prevention Committee: The Mercy College Campus Violence Prevention Committee (MCCVPC) is charged with implementing the Mercy College of Ohio Violence

Prevention Plan and coordinating campus-wide violence prevention education, programs and services that are designed to create a campus culture and climate of safety, respect and emotional support.

Threat Assessment Team: Mercy College of Ohio, Toledo and Youngstown locations each has a Threat Assessment Team (TAT) which is designed to provide a mechanism for improved coordination and communication across the campus and/or system. Members of the TAT are a subset of the Campus Violence Committee. The goal and mission of the TAT is to: gather information about students of concern; assess information about each case brought before the TAT; define a coordinated plan/response; implement a response to a perceived or real threat; and monitor the disposition of the case. (Derived from the HIGHER EDUCATION MENTAL HEALTH ALLIANCE (HEMHA) –Balancing Safety and Support on Campus; A guide for campus teams - http://www.jedfoundation.org/campus_teams_guide.pdf.

VII. HAZING POLICY

Hazing is a violation of Mercy College of Ohio's ("the College") policy. The College is committed to providing an environment of well-being, learning, and accountability for its members.

"Hazing" is the act or coercing of another, including the person being hazed, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

To this end, College Hazing Policy is grounded in three standards and applies to both individuals and groups:
(1) Compliance with governing law and college policies;
(2) Respect for the College Community, through the prevention/ zero tolerance of hazing;
(3) Accountability for reporting hazing.

This policy informs students of their individual and community responsibilities regarding hazing, the College's response to Hazing Policy violations, and the resources available for addressing concerns related to hazing or suspected hazing. The policy refers to the College students whether they are on or off campus.

The College Vice-President of Student Affairs has primary responsibility for enforcement of this policy. The Vice President of Student Affairs and/or his/her designee will impose or modify sanctions for violations of this policy, as they deem appropriate in their sole discretion.

Any student who participates in hazing is subject to disciplinary action, up to and including dismissal, pursuant to the Student Code of Conduct and Discipline Protocol.

It is also a violation of policy for an administrator, staff, or faculty member to permit the hazing of any person. College employees who observe or otherwise become aware of hazing (1) must make a reasonable attempt to prevent it and (2) must immediately report the situation to the

Vice President of Student Affairs. When determining whether this paragraph has been violated, the College will consider whether the employee knew or reasonably should have known of the hazing and failed to take appropriate action.

VIII. DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROGRAM

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 enrollment at Mercy College of Ohio. The Agreement is reviewed and signed at college orientation or during online orientation.

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 up to and 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 it will do so in consideration of the health and safety of the student and others. The College may, at its discretion and upon consideration

of the specific circumstances, take all necessary action (which may include disability accommodation or a range of discipline, as appropriate to those circumstances) when a student is deemed to be adversely affected by the use of legally prescribed medications.

7. In cases in which the faculty or staff member reasonably suspect violations of this policy, these individuals may request a drug screen. The same drug screening protocol outlined under "Reasonable Suspicion" in the "Criminal Background Check/Drug Screen Policy and Procedures for Clinical Students" will be followed. A student's failure to comply with a request to undergo a drug screen sampling or refusal to sign a consent authorizing testing will result in disciplinary action up to and including dismissal from the College.

8. Students must notify the College of any criminal drug statute 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.

Legal Sanctions Related to Drugs and Alcohol

Federal Law

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to $250,000 to imprisonment for life and a fine of $4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from $2 to $4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least $1,000. Penalties are more severe for subsequent offenses.

Convictions for federal drug offenses can also result in the loss of eligibility for federal financial aid.

Ohio State Law (Alcohol)

Ohio's laws related to the use of alcohol include, but are not limited to, the following:

Ohio Revised Code ("O.R.C.") Section 4301.63 provides that no person under the age of 21 years shall purchase beer or intoxicating liquor. The penalty for a violation may include a fine of not less than $25, but no more than $100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and shall designate the time within which the public work shall be completed.

- O.R.C. Section 4301.631 provides that no underage person can purchase low alcohol beverages, that no person may furnish low alcohol beverages to an underage person, and that no person shall allow underage persons to consume low alcohol beverages on

his or her property. Punishments for violating O.R.C. Section 4301.631 range from fines of $25 to $250 and imprisonment up to 30 days.

- O.R.C. Section 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining beer or intoxicating liquor for a person under 21 years of age, by purchase or as a gift. Violation of this law is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a$1,000 fine.

- O.R.C. Section 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the department of liquor control. Violation of this law is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a$1,000 fine.

- O.R.C. Section 4301.64 prohibits the consumption of any beer or intoxicating liquor in a motor vehicle. Violation of this law is a misdemeanor of the fourth degree. The maximum penalty is imprisonment for not more than 30 days and a $250 fine.

- O.R.C. Section 4301.69(A) prohibits selling beer or intoxicating liquor to a person under the age of 21 years, or buying it for or furnishing it to such a person. Violation of this law is a misdemeanor. The maximum penalty is imprisonment for not more than 6 months and a fine of not less than $500 and no more than $1,000.

- O.R.C. Section 4301.69(E) provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, or unless the beer or intoxicating liquor is given for medical or religious purposes. Violation of this law is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a $1,000 fine.

- O.R.C. Section 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol and/or any drug of abuse. Violation of this law is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a $1,075 fine, in addition to license suspension and attendance and satisfactory completion of a treatment or education program. Penalties for repeat offenders can result in up to 5 years in prison and an increase in fines.

Ohio State Law (Drugs)

Ohio's laws related to the illegal use of drugs include, but are not limited to, the following:

- O.R.C. Section 2925.03 provides that no person shall knowingly "traffic" in controlled or illicit substances, including marijuana. Trafficking includes selling, offering to sell, delivering, distributing, preparing, cultivating, and manufacturing of controlled substances. The penalty is mandatory fines ranging from $100 to $20,000, depending on

the offense and drug involved, and mandatory jail sentences ranging from 6 months to 10 years.

- O.R.C. Section 2925.11 provides that no person shall knowingly obtain, possess, or use a controlled substance. Drug abuse offenses involving amounts of marijuana less than 100 grams carry a penalty of not more than $150. Possessing larger amounts of marijuana will result in more severe penalties up to a mandatory jail term of not more than 8 years and a fine of up to $15,000. Drug abuse offenses involving other drugs may result in jail terms of up to 11 years and fines of $20,000.
- O.R.C. Section 2925.12 provides that no person shall make obtain, possess, or use drug abuse instruments. A first offense can carry a jail term of up to 90 days and fines of $750, plus driver's license suspension for a period of 6 months to 5 years.
- O.R.C. Section 2925.14 provides that no person shall knowingly use, possess with purpose to use, sell, manufacture or advertise drug paraphernalia. Depending upon the facts, the penalty is imprisonment up to 6 months and fines up to $1,000.
- O.R.C. Section 2925.31 provides, except for lawful research, clinical, medical, dental, or veterinary purposes, no person with intent to induce intoxication or similar effect, shall obtain, possess, or use a harmful intoxicant. The penalty is fines up to $1,000 and 6 months in jail, plus driver's license suspension for a period of 6 months to 5 years.
- O.R.C. Section 2925.37 provides that no person shall knowingly possess, make, sell, or deliver counterfeit controlled substances. Depending upon the facts, the penalty can be up to 180 days in jail and a $1,000 fine, and result in a driver's license suspension for a period of 6 months to 5 years. Aggravating circumstances can also cause the offense to become a felony of the fourth degree with prison terms between 6-18 months and a fine up to $5,000.

Local Law

The cities of Toledo and Youngstown enforce all of the state criminal statutes cited above and may provide for additional sanctions for illegal alcohol and drug use.

Awareness Program

Any student who wants counseling or help with substance abuse should contact the Director of Counseling, Vice President of Student Affairs, 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.

Examples of available agencies or programs in the Toledo area are:

Lutheran Social Services	419-243-9178
Comprehensive Addiction Service System	419-241-8827
Philio Inc.	419-531-5544
Fresh Attitude, Inc.	419-244-4081

Unison Behavioral Health Group	419-242-9577
Substance Abuse Services, Inc.	419-241-8827
Rescue Mental Health Services	419-255-9585

Examples of available agencies or programs in the Youngstown area are:

The Treatment Center	24-hour line	888-819-1270
Meridian Community Care		330-797-0074
Ohio Valley Teen Challenge		330-743-9030
Alcoholics Anonymous		330-270-3000

Health Risks
There are a vast array of health risks associated with chronic drug and alcohol use including but not limited to:

- Depression
- Liver and kidney disease
- Psychosis and impaired thinking
- Heart attack
- Seizures
- Strokes
- High blood pressure
- Violent outbursts
- Paranoia
- Anxiety
- Increased risk of birth defects and developmental issues during and after pregnancy.

For more information about the health risks associated with chemical dependency please see www.drugabuse.gov.

Drug and Alcohol Abuse Prevention
In accordance with FSA requirements form the 1989 Amendments to the Drug-Free Schools and Communities Act of 1986 and 1988 (Public Law 101-226), Mercy College must make a good faith effort on a continuing basis to maintain a drug-free environment for its faculty, staff and students. The Counseling and Wellness Center, in collaboration with the Division of Student Affairs, at Mercy College of Ohio is responsible for providing campus programming in support of an Alcohol and Drug Free Environment.

IX. Student Code of Conduct and Discipline Protocol
The purpose of the Student Code of Conduct at Mercy College of Ohio is to provide an environment conducive to student learning guided by the Values of the College:

- Compassion

- Excellence
- Human Dignity
- Justice
- Sacredness of Life
- Service.

Student learning takes place in the following formats:
- Classroom (face-to-face)
- Online (Distance Education)
- Laboratories (Assessment labs, skills labs, science labs, etc.)
- Clinical Settings
- Student Activities (both on and off-campus).

Students who participate in the learning environment at Mercy College of Ohio must conduct themselves with the highest level of professional and ethical behavior regardless of the setting.

Professional and Ethical Conduct mean that students will demonstrate the following:
- Honesty
- Integrity
- Responsibility
- Accountability
- Confidentiality
- Respect for others
- Comply with college policies and procedures
- Provide care in a safe manner for all clients and/or patients
- Seek assistance as needed for learning and/or care of clients/patients

Definitions

Temporary Suspension: Students are suspended from all college classes and activities and not permitted to be on college property or assigned clinical sites for the period of time during which an investigation is being conducted or the discipline is occurring.

Suspension: A student can be suspended from all college classes and activities and not permitted to be on college property or assigned clinical sites for a specified period of time due to an infraction of the Student Code of Conduct.

Dismissal: A student dismissed from a program or the college may be permitted to return to the college through the Readmission Policy to the College for Academic and/or Disciplinary Reasons.

Expulsion: A student expelled from the college is not permitted to return to the college through the readmission process. Disciplinary action may continue for events that occurred prior to a student's expulsion from the college.

In cases where students engage in questionable or inappropriate conduct, the student(s) is/are subject to disciplinary action.
Examples of inappropriate conduct include, but are not limited to the following:

- Criminal violation of local, state and/or federal laws.
- Violation of college policies and procedures as outlined in the college catalog, program handbooks as well as the residence life and housing handbook.
- Knowingly furnishing false academic or personal information to college faculty, staff, or administration; forgery; or tampering with college documents, records, and identification cards with the intent to deceive or commit fraud.
- Misuse of fire safety equipment, including sending a false fire alarm and/or tampering with fire extinguishers or other safety equipment; tampering with plumbing and lighting fixtures outside of normal use; and inappropriate usage of library materials and/or any other private property on the campus.
- Actual or attempted violation of the computer use policy, computer security, and/or tampering with computer software equipment.
- Possession or use of unauthorized weapons (such as firearms, knives, bows, and arrows, and martial arts weaponry), explosives (including fireworks), and dangerous chemicals.
- 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.
- Involvement in acts of public indecency, disorderly conduct, and/or use of lewd, indecent, or obscene language.
- Unprofessional behavior in the classroom, online environment, clinical settings or on- or off-campus activities.
- Violation of the Hazing Policy, or other serious forms of physical or mental harassment, abuse, threats, or intimidation, racial harassment, or action, which intentionally subjects another person to public ridicule.
- Unauthorized entry to college facilities and/or possession of keys or duplicate keys.
- Academic dishonesty such as cheating, plagiarism, and violation of copyright laws.
- Gambling on any supervised properties of the college.
- Disruption of the learning environment.
- Conduct that threatens or endangers the health and/or safety of the college community.
- Bullying or cyberbullying.
- Violation of the Tobacco/Smoking Policy.
- Breach of client/patient confidentiality.
- Unsafe clinical practices.

Depending on the severity of the inappropriate conduct, Mercy College of Ohio reserves the right to begin the disciplinary process at any of the steps listed below:

Students who are seeking admission, admitted to, or participating in an online program will adhere to the same policy and procedures, however, their meetings may be held using electronic technologies (phone, internet conference, conference call, or web camera, etc.).

Step 1: Verbal Warning – Faculty and/or staff who are notified of student misconduct or who observe a student engaging in inappropriate behavior will discuss the behavior/misconduct with the student in private. A report documenting the verbal discussion will be forwarded to both the Program Chair and Division Dean for academic misconduct, and to the Vice-President of Student Affairs for nonacademic misconduct. The report is completed using the College Disciplinary Form and is kept in a confidential file in the appropriate office/offices (Program Chair and Dean or Vice-President of Student Affairs).

Step 2: Written Warning – If the student misconduct from Step 1 is unresolved or if there are additional violations of the Student Code of Conduct, the student misconduct will be reported to the appropriate Program Chair. If the Program Chair was involved in Step 1 or observes the inappropriate misconduct, the Program Chair will report the misconduct to the Division Dean. The Program Chair or Division Dean, or the Vice-President of Student Affairs will meet with the student and prepare a written warning using the College Disciplinary Form. An action plan that includes present and future consequences of continued inappropriate behavior/misconduct will be written and the student may be referred to additional college personnel (accessibility services, counseling center, and student success center just to name a few). A copy of the written warning and written action plan will be placed in the student's file and removed at graduation if no further violations occur. The Program Chair will monitor the student's conduct.

Step 3: **Suspension, Dismissal, Expulsion, and Other** – Serious or illegal misconduct will begin at Step 3 of the discipline process. Students who have unresolved and or continued inappropriate conduct from Step 2 will progress to Step 3, and they will meet with their respective Division Dean or the Vice-President of Student Affairs to review the written action plan that was developed in Step 2 and to activate the consequences identified as part of that written action plan.

Students who have serious or illegal violations of the misconduct policy will be reported to the Division Dean or to the Vice-President of Student Affairs. Students may be temporarily suspended pending investigation of the alleged serious or illegal misconduct. For illegal misconduct, the college will make a report to the appropriate legal authority. The Division Dean or Vice-President of Student Affairs will make a decision on the disciplinary action to be imposed.

A. The Division Dean or Vice-President of Student Affairs will document his/her discussion and activation of consequences on the College Disciplinary Form for those students who have continued from Step 2.

Within ten business days of meeting with the Division Dean or the Vice-President of Student Affairs, students will be notified in writing of the discipline to be imposed by the Division Dean or Vice-President of Student Affairs. The College Disciplinary Form will be signed by the Division Dean or Vice-President of Student Affairs and placed in the student's permanent file.

The student may appeal the findings or imposed consequences as outlined in the Student Code of Conduct Grievance Procedure.

B. For those students who have a serious or illegal misconduct violation, the Division Dean or Vice-President of Student Affairs will render a decision based on the findings of his/her investigation. The Division Dean or the Vice-President of Student Affairs will complete and sign the College Disciplinary Form which will be placed in the student's permanent file. This form will outline the misconduct violation, findings of the investigation, discipline imposed, and written action plan (if applicable). The student will be provided with written notification of the findings, the discipline imposed along with a written action plan (if applicable). Since time for investigations varies, every effort will be made to notify the student within a reasonable timeframe.

The Division Dean or designee will monitor the student's conduct. Further repeated violations of misconduct may result in temporary suspension, suspension, dismissal, or expulsion from the College. Referrals may be made to other college personnel (See Step 2).

The student may appeal the findings or imposed consequences as outlined in the Student Code of Conduct Grievance Procedure.

See policy for Violations of the Academic Integrity Policy.
Mercy College of Ohio reserves the right to suspend, dismiss or expel students from the college or college-related activities for inappropriate behavior or misconduct.

STUDENT GRIEVANCE COMMITTEE
The Grievance Committee that hears student complaints is appointed by the Vice-President of Student Affairs. The committee is a non-biased group of individuals and serves on an ad hoc basis. The committee is comprised of the following five individuals:
- Division Dean from a division outside the student's program of study.

- Three full-time or part-time faculty members (no adjunct faculty members will be included): one from Allied Health, one from Nursing, and one who teaches in the online format either from Nursing or Allied Health.
- One staff member from student services.

The Committee hears grievances that progress to Step 3 of the disciplinary process.

Students disputing the discipline issued by a Division Dean or by the Vice-President of Student Affairs may secure the Student Code of Conduct Grievance Form from the college website and file the appeal no later than five business days after the student's receipt of the final decision or written action plan as set forth in the Student Discipline Procedure.

- **Step 1**: Upon receipt of a student grievance that is filed in a timely manner, the Vice-President of Student Affairs or his/her designee will organize the ad hoc committee of five individuals within five business days. At times the five business days may have to be extended depending on the circumstances. The Vice-President of Student Affairs will inform all parties of the student grievance and the Division Dean from outside the student's program of study will call and chair the meeting of three faculty members and one staff member (all five members of the committee are voting). The student and any other party who was part of the original disciplinary procedure will attend the meeting to present relevant information. The student and the other party may have a support person attend the grievance meeting; however, the support person must agree to strict confidentiality and may not participate in the hearing.
- **Step 2**: The Dean who serves as chair presides over the meeting that reviews all relevant materials and hears the relevant information presented by the student and other party. The other four voting members of the committee will make a recommendation to the presiding Dean.
- **Step 3**: The Dean will be the deciding vote in case of ties. The Dean shall make a decision within five business days and he/she will provide written notification of the decision to all parties including the committee members. Written notification may extend beyond five business days if circumstances warrant the extension. The Decision of the committee will be final and binding.
- **Step 4**: The Dean will place a copy of the signed and dated written decision in the separate grievance file that is maintained in the office of the Vice-President of Academic Affairs.

Any student who has filed a Student Code of Conduct Grievance should continue to attend all classes and clinical assignments unless notified to the contrary.

Portions of this protocol were derived from Mercy College of Health Sciences, Des Moines, IA

COMMUNICATION AND THE USE OF INFORMATION TECHNOLOGY

Mercy College communicates with students in a variety of ways, and students are expected to take an active role in reading and responding to college communication in a timely manner. College communication is provided in the following ways:

- Email
- Mercy College Website and News Blog
- Student Weekly News: Inside Mercy College (*delivered by email*)
- Bulletin Boards throughout campus
- Building intercom announcements.

TELEPHONES

The College does not maintain public phones for student use; however, students may use their cell phones outside of class. See cell phone policy on each course syllabus as it may vary by instructor and class.

EMAIL

All Mercy College students are required to have a college email account. An email account is assigned to students when admitted, including a user name and password. The email account will be used to send important correspondence from the College. Email accounts should be checked daily. All email is the property of Mercy College. Email accounts have 300 MB of storage space, so it is important to delete unwanted messages. Remember to check the Sent box and the Deleted box, also. Mercy College email cannot be forwarded to another email address.

The user name will always be the same; passwords may not be changed without the authorization of an IT administrator. If a password is forgotten, an IT administrator should be contacted.

Misuse of Electronic Mail

Email 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 email without permission. Mail deemed obscene or otherwise abusive by the recipient is considered an abuse of network privileges.

Any attempt to forge an email message is considered an abuse of network privileges. If a user receives email that could have been forged, it is in the best interests of all parties involved to confirm the email with the sender via personal contact. Contact the Email Administrator at 419-251-1780, or email to email@mercycollege.edu if it is determined the email 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 stolen 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 Director of IT 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 Student Affairs for further action or to the appropriate law enforcement agency.

Mass Email
All Mercy College students, faculty, and staff are requested not to create mass email 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 emails are prohibited and will result in immediate loss of computing privileges. An example of an unauthorized mass emailing is using an address book or a directory service to send SPAM email to every user listed. In cases where the System Administrator observes a decline in server performance due to excessive incoming email, the email 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 email on the Internet. It includes chain letters, items for sale, get rich quick scams, or any other unwanted email that people often receive. Do not send these messages, and if you reply to them do not reply to all recipients.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY
To outline the use of Mercy College of Ohio's ("College") computer resources for students, faculty, administrators, and staff for educational, administrative, and research purposes. The intention is to keep restrictions on individual use to a minimum. It is essential that users observe reasonable standards of behavior regarding the use of the computing facilities and services. The College reserves the right to access all information on the College's computers, equipment, and network without prior notice.

I. Students, faculty, staff, and all applicable entities who are, as part of their study and/or work, (paid, volunteer or contract), required or involved with utilizing the College's computers must agree to abide by the standards of this policy in order to use these resources, which prohibits the following:

    A. Any attempt to modify or damage computer equipment;
    B. Tampering of computer and/or network resources or engaging in any activity to interfere with normal operations of computers, network, and facilities;
    C. Improper use of computer equipment including, but not limited to:
        C-1. Connecting personal or unapproved equipment to any college-owned computer or to the network;
        C-2. Installing personal software, including non-academic games, on college-owned computer;
        C-3. Installing college software on equipment that is personally owned;
        C-4. Recreational game playing;
        C-5. Knowingly using any system to produce system failure or degrade performance (e.g., creating or propagating viruses, overloading network with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass posting of any types).
    D. Using an ID belonging to another individual or sharing user IDs and passwords with other users or any other person;
    E. Making unauthorized copies of licensed software and illegally using copyrighted software and materials;
    F. Using computer resources for private purposes including for-profit endeavors or illegal purposes and in a manner inconsistent with the College's license agreements;
    G. Unauthorized reading, use of, or deletion of private files or email belonging to another user. This includes accessing or intentionally destroying college software;
    H. Engaging in the unauthorized duplication, alteration or destruction of data, programs, or software;
    I. Communicating any credit card number or other financial account number, or any social security number with/without the permission of the owner;
    J. Circumventing or subverting any system or network security measures;
    K. Posting of obscene materials; this activity is unlawful and users are specifically cautioned against linking to sites that contain such materials, even if the site has other useful content;
    L. Email should adhere to the same standards of conduct as any other form of mail. The use of distasteful, inflammatory, harassing, or otherwise unacceptable comments is prohibited. The College may engage in monitoring of email messages or other electronic files created by students, faculty, and staff. Users are asked to delete unnecessary emails on a regular basis.

M. Students, faculty, staff, and all applicable entities that are, as part of their study and/or work, (paid, volunteer or contract), required or involved with using the College's computers will attest to their understanding of this policy at orientation.

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).

GENERAL POLICIES

CLINICAL PRACTICES: AREA HEALTHCARE FACILITIES

Students doing a clinical experience at any hospital or other healthcare facility 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 services offered at the site (i.e. food services, parking, lockers, etc.).

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. Additional information regarding dress code may be found in the Program Handbooks.

HEALTH REQUIREMENTS AND CRIMINAL BACKGROUND CHECKS

Health requirements depend on the program a student is in and the sites where clinical experiences 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.

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.

COLLEGE PROPERTY

All items of College property, including furniture, equipment, and other accouterments, 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).

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 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!"

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

In the event of a bomb threat, do not use elevators.

Do not turn On or Off **any** electrical or battery operated appliance, including televisions, radios, and appliances. Leave everything "AS IS".

Do not move or touch any unidentified or unusual package, container, or object. Report object and location to the Security Department.

Do not close stairway or hallway doors.

Do not leave the area or building until instructed to do so by a College administrator, instructor, or member of the Security Department

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 any of these situations arise, the College will notify students via email and the College website. Local radio and television stations with a closing or delay announcement will be contacted. 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.

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 Director of College Advancement.

TOLEDO CAMPUS

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.

CHILD CARE

Childcare facilities are available to Mercy College students, for a fee, at the YMCA Child Development Center at Mercy St. Charles Hospital. For information call 419-696-7560. 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. (See minors on campus policy listed in General Information of Catalog).

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.

LIBRARY FACILITIES

The Mercy College Library exists to provide materials and services that support the informational needs of students, faculty, staff, and alumni; promote information literacy; encourage lifelong learning; and collaborate with the faculty to further the academic success of students.

The Library is located off the Madison Avenue Lobby and maintains a collection of books, audiovisuals, and print journals that support the programs offered at Mercy College. Computers in the Library and the adjacent computer lab provide access to the Internet, OhioLINK, Mercy College communication systems, and software programs, including Word, to help students with their coursework.

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.

The Library provides online resources, free of charge, where patrons can search academic

databases, and locate electronic journal articles, e-books, images, and videos. These resources are available 24/7, from on or off campus. They can be accessed through the Library Resource Bookshelf on the college learning management system and through the Library Proxy Page at me.opal-libraries.org, where links are provided to the most popular online resources.

COMPUTER LABORATORIES

Three computer laboratories are available, in room 2704, in the library, and on the 3rd floor. They house modern computer hardware and programs. Internet, as well as email, are 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.

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. The nursing skills lab is in the Professional Building.

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.

POLYSOMNOGRAPHY LABORATORY

The Polysomnography 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.

NURSING CLINICAL FACILITIES
Mercy College of Ohio uses 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 used, including local pharmacies, laboratories, schools, daycare and regional healthcare facilities.

FOOD SERVICE
The cafeteria is available Monday through Friday. 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 AFFAIRS SUPPORT SERVICES
Student Affairs Support Services includes the Dean of Students, the Campus Minister/Service Learning Coordinator, the Director of Student Life, the Director of Career and Professional Development, the Writing Center Coordinator, the Math/Science Tutor, and the Testing Center Coordinator. In addition, there are study rooms, a testing center, a computer lab, a resource library and a kitchen. Student Support Services are located on the fifth floor of the Madison Avenue side of the 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.

YOUNGSTOWN LOCATION

The Cardiac Health Center Building on the corner of Belmont and Park Avenues houses the Youngstown location. The College occupies the second floor and half of the 4th floor.

CLINICAL FACILITIES
The Youngstown location uses the clinical facilities of Mercy Health Youngstown, formerly known as the Humility of Mary Health Partners: St. Elizabeth Youngstown (adjacent to the College), in Youngstown, St. Elizabeth Boardman in Boardman, Ohio and St. Joseph Warren, in Warren, Ohio. In addition, a variety of other sites are used, including local schools and area community agencies.

NURSING SKILLS LABORATORY
A modern nursing skills laboratory is located on the Youngstown location. 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
Two computer laboratories are available on-site in Youngstown. Additional computers are available for student use in the St. Elizabeth Heath Center computer laboratory and in the Medical Library.

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 textbooks. The phone number is

LIBRARY
Located on the second floor of Mercy St. Elizabeth Youngstown, 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 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
Students receive a 10% discount in the St. Elizabeth Youngstown, Boardman and Warren cafeterias. 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.

HEALTH SERVICES
Students at the Youngstown location have access to health services through the Mercy Health Youngstown Employee Health Department. If counseling is necessary, students have access to either the mental health nurse counselor in Youngstown or the counselor on the Toledo campus.

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 location. Please visit www.mercycollege.edu/tuition-aid/financial-aid for more information.

CAMPUS MINISTRY/STUDENT LIFE
Mercy College is a Catholic educational institution serving the needs of students from diverse religious backgrounds. The goal of campus ministry is to encourage the exploration and expression of spiritual values in the midst of the College Community. These activities are accomplished in a number of ways, but particularly in the general areas of community building and volunteer activities.

The St. Elizabeth Youngstown 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 underserved in the Youngstown community.

NEW STUDENT ORIENTATION
New student orientation is coordinated with the assistance of the Toledo Campus. Representatives from the Student Records Office, Admissions and Financial Aid departments may be on hand to orient new students to appropriate policies of the College if needed. Faculty and staff from the Youngstown location present the orientation and offer campus-specific

information, e.g. security, parking, meal service, etc.

STUDENT SUPPORT SERVICES

Youngstown students have full access to extra services provided through the Youngstown location's' Student Support Services. It is staffed by a dedicated 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 Nursing Program Chair provide tutoring to all students who request it.

ACADEMIC ADVISING

All students on the Youngstown location are advised by the Nursing Program Chair and faculty. All policies in place at the Toledo campus are followed at the Youngstown location.

Purpose

To provide every student enrolled in the Associate of Science in Nursing Program at Mercy College of Ohio, Youngstown location 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.

ACADEMIC AFFAIRS

Academic Affairs at Mercy College of Ohio includes the following areas: Student Records Office, Innovative and Transitional Education, Library, Distance Education, and all Academic Departments.

STUDENT RECORDS OFFICE

As a member of Academic Affairs, the Student Records Office supports the educational mission of Mercy College of Ohio while conducting itself in accordance with College policy, 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 online 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 in conjunction with the Vice-President of Academic Affairs.
- 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 a student is enrolled.
- Issuing academic transcripts for Mercy College of Ohio (formerly Mercy College of Northwest 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 academic calendar, add/drop/withdraw dates and final exam schedule
- Planning 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.

Change of Address/Name
A student must complete a Change of Address/Name form through the Student Records Office. A change of name must accompany a copy of a government issued document with the new name (ex. Driver's License, Marriage License, Court Order, or Social Security Card). Changes processed 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. *Please Note: if you change your name, your email address and username WILL NOT change.*

CONFIDENTIALITY OF STUDENT RECORDS
FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the date Mercy College receives a request for access.** A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Mercy College Student Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected. A school official will be present during a student's review of his/her education records. 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. Note: Some information in a student's education records is not subject to review by the student (i.e. financial records of the student's parents).

2. **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. Students are permitted to include explanatory comments with the record they believe should have been amended but the College decided not to modify. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Students challenging a grade must complete a Notification for Academic Appeal form located in the Student Records office.

3. **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, except to the extent that FERPA authorizes disclosures without consent. See 34 CFR § 99.31. 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 College.

4. **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 visit:
http://www.ed.gov/policy/gen/guid/fpco/index.html

PROCEDURE(s): The following are procedures regarding enrolled student records, the role of employees, and the release of student information.

1. The FERPA policy is also available in the Registrar's office for review.
2. FERPA act applies to enrolled students, not applicants. Questions concerning applicant files are to be addressed to the Vice President of Strategic Planning and Enrollment Management.
3. All accepted students over the age of 18 are treated as adults, and are required to complete a Disclosure of Directory Information Form at orientation allowing the College to either release or not release directory information. This form is then filed in the student's permanent file and noted in the student database system. If the student has not indicated student account access to a parent, spouse, or other individual on the Disclosure of Directory Information form, they will NOT be given information from a student's file, other than their own personal data when the parent or spouse is the student.

4. Students will be notified at the beginning of each semester annually regarding their FERPA rights through the Public Notification of Directory Information via the Mercy College Website, Inside Mercy, and by email. Public Notification of Directory Information sent to students can be found in Appendix I.

5. All college sanctioned employees (full and part-time faculty, staff, administration, student workers) and those working on behalf of the college in clinical, internship or practicum experiences are required to sign and adhere to the Code of Responsibility and Confidentiality of Data (Appendix II) which is signed at the time the employee is hired, and filed in their permanent files. In addition, each new employee will receive the Top 10 FERPA Tips for future reference (Appendix III). FERPA training occurs annually for employees via college-wide presentation or the submission of FERPA tips in the weekly Mercy College faculty and staff email.

6. Faculty completing a letter of recommendation for a student must have the student complete a Letter of Recommendation Release form (Appendix IV) prior to completing the letter.

7. Institutions requesting information will be given directory information upon request, unless the student has requested that no directory information should be released.

8. Any concerns or questions regarding release of student information should be directed to the Registrar.

PLEASE NOTE: As a private institution, Mercy College of Ohio is not governed by Ohio statutes, which allow release of additional types of information to employees, employers and applicants.

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,

- participation in officially recognized activities,
- the most recent educational agency or institution attended. Students may block public disclosure of directory information (all or in part) by notifying the Office of the Registrar in writing by using the Disclosure of Directory Information Form.

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 non-institutional person or organization will be refused.

PLEASE NOTE*: A student cannot opt out of the disclosure of his/her name or email address in the classroom environment.

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 upon you, Mercy College of Ohio assumes no liability as a result of honoring your 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.

CODE OF RESPONSIBILITY AND CONFIDENTIALITY OF DATA
Both federal law (the Family Educational Rights and Privacy Act of 1974 and amendments) and state law (The Ohio Revised code Section 102) are in effect to ensure the security and confidentiality of information used in operations is guaranteed. Thus, security and confidentiality is a matter of concern for all employees within Mercy College of Ohio, such as faculty, staff and administration within the Student Records Office, and any other persons who have access to the College's data systems or physical facilities. Each person working for or with Mercy College of Ohio holds a position of trust relative to this information. Therefore, each employee or affiliate of Mercy College of Ohio will <u>not</u>:

1. Make or permit unauthorized use of any information.
2. Seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of his/her work assignment and in accordance with College and office policies.
3. Exhibit or divulge the contents of any record or report to any person, except in the conduct of their work assignment in accordance with College and office policies.
4. Knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. Remove any official record (or copy) or report from the office where it is kept, except in the performance of his/her duties.
6. Publicly post grades in a manner that would divulge personal information, such as social security numbers and names.

7. Release or discuss any student information, such as attendance, grades, and billing matters, with persons other than the student, unless the student has granted permission.
8. Aid, abet, or act in conspiracy with another to violate any part of this code.

Any violations of this code are to be immediately reported to the violator's supervisor.

While a supervisor can assist with interpreting these policies and how the College must operate within them, each employee should become familiar with:

- its provisions, particularly those regarding required consent to release information.
- the list of information which can be released without consent of current and former students.
- how information is designated when the student has indicated that it cannot be released.

When a student has chosen to indicate information is not to be released, the requestor should be advised, "that we are unable to release any information." You are advised to refer any questions or requests for information of which you are unsure to the Registrar or Assistant Registrar.

CRIMINAL BACKGROUND CHECKS, HEALTH REQUIREMENTS AND DRUG SCREENS
Criminal Background checks, drug screens, and program health and immunization requirements must be met prior to entering a healthcare program. Please see current Program Handbook or the Program Chair for deadlines and requirements. Once admitted to a health care program, students are notified through email by the Clinical Compliance Coordinator regarding the requirements.

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

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. Students must meet with their advisor each term prior to registration to review their program of study.

UNDERGRADUATE POLICY-CREDIT HOUR DEFINITION AND LENGTH OF SEMESTER
As required in the Higher Education Reauthorization Act of 2011, Mercy College of Ohio has adopted the following federal definition of a credit hour (Source: http://www.gpo.gov/fdsys/pkg/CFR-2012-title34-vol3/xml/CFR-2012-title34-vol3-sec600-2.xml):

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In addition, Mercy College of Ohio has adopted the credit hour guidelines, revised March, 2010, by the Ohio Department of Higher Education (formerly the Ohio Board of Regents), as specifically defined in the procedures that follow.

Mercy College of Ohio holds accreditation through the Higher Learning Commission and follows the rules and guidelines set forth by this agency and the United States Department of Education.

CREDIT HOUR DEFINITION AND CALCULATION EXAMPLES

I. Assumptions:
   1. Mercy College of Ohio operates two 16-week semesters (15 instructional weeks with one exam week) and one 12-week semester in the summer.
   2. Actual course sections may be shorter than the sixteen weeks (4, 5, 6, 8 or 12 weeks, or other) as long as the total instructional hours equal the numbers as defined in the sections below.
   3. The length of time for course sections longer than two hours may be adjusted to include a class break, as long as the total instructional time-not including the break maintains the length of time as set forth in the sections below.
   4. Procedures for scheduling courses are available from the Registrar's Office.

II. Establishment of course credit hours:
   1. The respective academic divisions (Deans in collaboration with faculty) establish credit hours for courses following the policies of the Ohio Department of Higher Education (formerly the Ohio Board of Regents) and the Higher Learning Commission.
   2. The respective academic division, College Curriculum Committee, and Vice-President of Academic Affairs approve the courses.

3. A random sample of existing courses is audited once per year by the Vice-President of Academic Affairs to ensure the courses are consistent with policy. Courses found to be inconsistent are sent to the College Curriculum Committee for revision.

III. Classroom Instruction:

1. Classroom instruction is formalized instruction, conducted on or off campus, in which the instructor presents an educational experience to students, applying any combination of instructional methods. The types of instructional methods used are defined below.

   a. **Land-Based (Face-to-Face):** Land-based courses deliver all instruction, communication and assignments through face-to-face class meetings with other support material (syllabus, lecture notes, check-offs, handouts, etc.) available online. All land-based courses are signified with an "O" in the course section number and/or have a specified campus location designated in the class schedule.

   b. **Online (*Distance Education Offering*):** An online or distance education course uses primarily the internet to deliver instruction either synchronously or asynchronously. However, the use of other communication such as video or voice conferencing may be used to supplement the internet environment.

      If the class meets at a specified time online, the instructor must list the day and time of the week in the class schedule. Exclusive online courses have no land-based instruction. However, some courses require a land-based service learning/practicum component with a clinical preceptor in attendance. Assessment (testing) of students may also require attendance at a proctored location.

      Online courses or distance course are signified with a "W" in the course section number and/or have "online" as the location in the class schedule.

   c. **Hybrid *(Distance Education Offering)*:** A hybrid course delivers instruction through land-based class meetings and the internet. A typical hybrid course is 50% land-based and 50% online. However, the online component may range from 40-99% of total class instruction. Hybrid methodology may include the use of both synchronous and asynchronous scheduled instruction. Scheduled instruction can be offered in a variety of formats, which include, but are not limited to weekly or every other week learning modules. All hybrid courses are signified with an "H" in the course section number and/or have "hybrid" as the location in the schedule.

   d. **Web-Enhanced/Web-Supported:** Web-Enhanced or Web-Supported courses deliver instruction primarily through land-based class meetings. Supplemental web-based tools are used to enhance a course, which can include online components and activities that consist of viewing syllabi, participating in discussions, viewing

presentations, content links, handouts and testing. All web-enhanced courses are signified with an "O" in the course section number and/or have a specified campus location designated in the class schedule.

IV. Calculation of Credit Hours Awarded:

1. **Classroom Instruction:** One credit hour is awarded for each 750 minutes of classroom instruction in a 15-week semester for all online, hybrid, web-enhanced and land-based courses. (*Each credit hour is equivalent to one 50-minute class hour for every one hour of classroom or direct faculty instruction, for approximately 15 weeks. i.e. 3 credit hours equal 45 class hours or 15x3=45*)

   a. Each credit hour will require an average two 50-minute hours of out of class work for each week. This out of class study does not count as part of the classroom hour for credit.
   b. Student learning outcomes and assignments are required to be consistent across the same course, despite the instructional method employed. Therefore, a reasonable assertion is made that credit awarded is the same regardless of the instructional delivery method used.

Example Classroom Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF CLASSROOM INSTRUCTIONAL HOURS	CREDIT HOUR
15 weeks	One 50 minute session per week x 15 weeks = 750 instructional minutes* Exam week not used in calculation	1 sem. hr.
12 weeks	One 62.5 minute session per week x 12 weeks = 750 instructional minutes* Exam final offered within 12 week period Exam week not used in calculation	1 sem. hr.
8 weeks	One 100 minute session per week x 7.5 weeks = 750 instructional minutes*	1 sem. hr.

*1,500 minutes out-of-class work required

   c.) Other types of instructional delivery options are assigned credit hours based on a ratio of contact hours to credit hours, per the Ohio Department of Higher Education, formerly the Ohio Board of Regents.
   (http://regents.ohio.gov/actions/documents/2010/Dir2010-016.pdf)

   a. **Laboratory Instruction:** Laboratory instruction is defined as educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

1) One hour of credit shall be awarded for a total of 2,250 minutes laboratory instructional time for a semester calendar (three hours for every one hour of credit).

2) If laboratory instruction is supplemented by out-of-class assignments, which would normally, average one hour of out-of-class study preparing for or following-up the laboratory experience, then one hour of credit shall be awarded for a total of 1,500 minutes laboratory instructional time for a semester (two hours for every hour of credit)

Example Laboratory Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF LABORATORY INSTRUCTIONAL HOURS (NO OUT OF CLASS ASSIGNMENTS)	CREDIT HOUR
15 weeks	One 150 minute session per week x 15 weeks = 2,250 instructional minutes	1 sem. hr.
12 weeks	One 225 minute session (3.75 hrs.) per week x 12 weeks = 2,250 instructional minutes	1 sem. hr.
8 weeks	One 282.5 minute session (5.65 hrs.) per week x 12 weeks = 2,250 instructional minutes	1 sem. hr.

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF LABORATORY INSTRUCTIONAL HOURS (WITH OUT OF CLASS ASSIGNMENTS)	CREDIT HOUR
15 weeks	One 100 minute session per week x 15 weeks = 1500 instructional minutes*	1 sem. hr.
12 weeks	One 125 minute session per week x 12 weeks = 1500 instructional minutes*	1 sem. hr.
8 weeks	One 187.5 minute session per week x 8 = 1500 instructional minutes*	1 sem. hr.

*750 minutes out-of-class work required

b. **Clinical Laboratory Instruction:** Clinical laboratory instruction applies only to health programs during which students are assigned to laboratory sections, which meet at a health-related agency rather than an on-campus laboratory facility. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by full-time or part-time faculty members or adjuncts, of the College.

1) Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory hours.

Example Clinical Laboratory Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF CLINICAL LABORATORY INSTRUCTIONAL HOURS (NO OUT OF CLASS ASSIGNMENTS)	CREDIT HOUR
15 weeks	One 150 minute session per week x 15 weeks = 2,250 instructional minutes	1 sem. hr.
12 weeks	One 187.5 minute session per week x 12 weeks = 2,250 instructional minutes	1 sem. hr.
8 weeks	One 281.25 minute session per week x 12 weeks = 2,250 instructional minutes	1 sem. hr.
SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF CLINICAL LABORATORY INSTRUCTIONAL HOURS (OUT OF CLASS ASSIGNMENTS)	CREDIT HOUR
15 weeks	One 100 minute session per week x 15 weeks = 1500 instructional minutes*	1 sem. hr.
12 weeks	One 125 minute session per week x 12 weeks = 1500 instructional minutes*	1 sem. hr.
8 weeks	One 187.5 minute session per week x 8 = 1500 instructional minutes*	1 sem. hr.

*750 minutes out-of-class work required

c.) **Directed Practice Instruction:** This definition applies primarily to programs in the health areas during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience.

The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

1) One credit (quarter or semester) shall be awarded for a minimum of five clock hours of directed practice in a week.

Example Directed Practice Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF DIRECTED PRACTICE INSTRUCTIONAL HOURS	CREDIT HOUR
15 weeks	One 300 minute session per week x 15 weeks = 4500 instructional minutes	1 sem. hr.
12 weeks	One 375 minute session per week x 12 weeks = 4500 instructional minutes	1 sem. hr.

8 weeks	One 562.5 minute session per week x 8 = 4500 instructional minutes	1 sem. hr.

d.) **Practicum Instruction:** Practicum instruction is an on- or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus.

Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

1) A maximum of nine semester credit hours may be earned in a practicum, or any combination of practicum cooperative work experience, during the program.

2) One hour of credit shall be awarded for 6,300 minutes of practicum instructional time for a semester.

Example Practicum Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF PRACTICUM INSTRUCTIONAL HOURS	CREDIT HOUR
15 weeks	One 420 minute session per week x 15 weeks = 6300 instructional minutes	1 sem. hr.
12 weeks	One 525 minute session per week x 12 weeks = 6300 instructional minutes	1 sem. hr.
8 weeks	One 787.5 minute session per week x 8 = 6300 instructional minutes	1 sem. hr.

e.) **Seminar Instruction:** A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.
1) Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

Example Seminar Instruction Credit Hour Calculation

SEMESTER LENGTH (15 WEEKS PLUS 1 EXAM WEEK)	NUMBER OF SEMINAR INSTRUCTIONAL HOURS	CREDIT HOUR
15 weeks	One 50 minute session per week x 15 weeks = 750 instructional minutes* Exam week not used in calculation	1 sem. hr.
12 weeks	One 62.5 minute session per week x 12 weeks = 750 instructional minutes* Exam final offered within 12 week period Exam week not used in calculation	1 sem. hr.
8 weeks	One 100 minute session per week x 7.5 weeks = 750 instructional minutes *	1 sem. hr.

*750 minutes out-of-class work required

SEMESTER LENGTH

Mercy College of Ohio operates on a semester basis. Fall and spring semesters are 16 weeks in length with one week designated as exam week. Total weeks for summer session vary (see academic calendar) Clinical practicum and laboratory hours vary and are designated in the course descriptions found at the end of this catalog.

CLASS LEVEL

The number of semester hours used in determining a student's academic level is based on the cumulative semester hours earned at the end of a semester.

A student's class status is based on cumulative hours earned (total transfer hours plus Mercy College of Ohio hours earned and/or completion of required courses for the appropriate year (i.e., level 1 courses must be completed prior to obtaining level 2 status).
First Year: 0-29.9 semester credit hours
Second Year: 30-59.9 semester credit hours
Third Year: 60-89.9 semester credit hours (Bachelor programs only)
Fourth Year: 90+ semester credit hours (Bachelor programs only)

NO SHOW

If a student fails to attend any session(s) of a course for which registered as of the term's add/drop date, he/she will be *DROPPED* from the course (s) and will not be permitted to re-enroll in the course for that semester or session.

INCOMPLETE GRADE

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 coursework must be completed within 10 class days of the next semester or the grade will be changed to an F. Once the student has successfully completed

the coursework, a change of grade will be completed by the instructor of record. This grade will be reflected on the subsequent semester's grade report. Failure to complete specific courses may result in dismissal from the program if it interferes with required sequencing of coursework in 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 POLICY
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; however, both grades will appear on the transcript. Although a student may be permitted to repeat a course more than one time, this forgiveness policy does not apply beyond the first repeat attempt for any one course. Unsatisfactory grades will be used in the calculation of a student's Satisfactory Academic Progress.

 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 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.

*Students who are pursuing an Associate of Science Degree in General Studies may earn a "D" in their program of study and remain eligible for graduation as long as the cumulative GPA is at least 2.0. If a student changes his/her major and transitions into another program of study, he/she will have to repeat the course(s) with the "D" grade(s) to meet program specific graduation requirements (please see specific program handbook).

AUDIT POLICY
Any student auditing a class must notify the Student Records Office during registration prior to the start of the semester. 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 $100/credit hour.

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
- The academic advisor/faculty member decides that the student has met the coursework in a particular area to meet a course requirement.
- The academic advisor/faculty member agrees to accept transfer credits for courses that are beyond the seven year time limit.
- The academic advisor approves a credit hour overload for the 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 will apply to a student's academic program.
    - > Students may substitute a higher level class for a lower level course

requirement (e.g. Calculus for College Algebra).

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/faculty member to review the request. If the petition is found to have merit, the advisor/faculty member signs off on the request. Subsequently, the student must obtain a signature from the Dean of the division where the course to be waived/substituted is offered.
4. When all required signatures have been obtained, the student submits the form to the Student Records Office.
5. The Student Records Office distributes signed copies to the student and advisor/faculty member 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 Dean's approval). A student must obtain a grade of "C" or better, or a specific score based on 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 as total earned hours. There is 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/my-mercy/student-records/student-records-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 a specific score based on 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 2015.

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 a specific score based on 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. The list of exams listed below is effective August 2015.

CLEP Semester Credit*

CLEP EXAMINATION	CLEP SCORE	MC EQUIVALENT	EARNED CREDIT HRS
Biology	50	BIO 101	3
Chemistry	50	CHM 110	4
Principles of Marketing	50	BUS 318	3

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
Humanities	50	Humanities Elective	6
Information Systems & Computer Applications	50	CIS 105	3
Human Growth and Development	50	PSY 201	3
Intro to Psychology	50	PSY 101	3
** Basic Algebra	50	MTH 100	3
Pre-Calculus	50	MTH 130&132	5
Calculus	50	MTH 150	4
College Mathematics	50	MTH 104	3
Intro to Psychology	50	PSY 101	3
American Government	50	Social Science Elective	3
Human Growth and Dev.	50	PSY 201	3
Principles of Macroeconomics	50	Social Science Elective	3
Principles of Microeconomics	50	Social Science Elective	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
* The award information presented below is effective September 2015.
Departmentally-Prepared Credit by Examination Options at Mercy College with Semester Credit

COURSE NUMBER	COURSE NAME	CREDIT HOURS
BIO 101	Biology	3
BIO 105	Human Structure and Function	5
CHM 110	Chemistry I	4
CIS 101	Introduction to Keyboarding and Computers	1
MTH 098	Basic Math	3
MTH 100	Basic Algebra	3
MTH 104	Mathematical Formulas, Models and Probability	3

*Departmentally-Prepared Credit by Examination Option is 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 Examination Options in any or all subject areas.

Transfer Student Policy (See Enrollment Management)
For the complete policy on transfer, see enrollment management in catalog – general admission.

ADVANCED PLACEMENT (AP), CLEP OR DSST CREDIT
Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, CLEP, or DSST (DANTES) (evaluated on an individual basis). Please refer to the Mercy College Credit by Examination (located on the website http://www.mercycollege.edu/my-mercy/student-records/credit-by-examination) for specific details. Awarded transfer credit grades are reflected on the student's Mercy College transcript; however, they are not reflected in the student's grade-point average (GPA).
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 Dean of the College division in consultation with program faculty.

Transfer Credit Appeals Process (See Transfer Credit Policy in Enrollment Management)

POST ENROLLMENT TRANSFER OF CREDIT
Students are encouraged to complete all of their coursework at the College once enrolled. 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. After matriculating to Mercy College of Ohio and recognizing that students may have compelling reasons for completing coursework at another institution, the College permits the transfer of up to six credit hours. 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 college/university.

2. A Post-Enrollment Transfer Credit Form (can be obtained from the Student Records Office) with an attached copy of the catalog description from the institution where the student proposes to take the course. Additional documentation, such as a course syllabus, may be required. Prior to enrolling in the course, the form must be signed by the student's academic advisor/faculty member and Dean and subsequently submitted to the Student Records Office at Mercy College.

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

4. Students must meet the minimum residency requirements of Mercy College (see Residency Requirements in the Enrollment Management area of the catalog).

INDEPENDENT STUDY

Students who want to complete an independent study must discuss the course proposal with the faculty member who is most knowledgeable of the subject matter being proposed. The faculty member and the Division Dean must both sign off on the 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 hour 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

Final exams are administered during the 16th week of the semester. Most courses require a final examination and students may only be excused under extraordinary circumstances. In case of an emergency, the he faculty member must be notified prior to the exam. The exam will be rescheduled at the earliest possible time by the faculty member (See syllabus for further explanation). A grade of "I" (incomplete) will be assigned if the exam cannot be completed by the end of exam week. The incomplete policy will be followed at this point.

GRADE REPORTS

Grade reports are available online through the EMPOWERME link. Students need to use their username and password to enter the system. Grade reports are not available to students who have outstanding account balances and 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.

GRADE POINT AVERAGE

A student's grade point average (GPA) is based on credit hours, grades awarded and quality points. The quality points for each course are calculated 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 credit hours attempted in that term. Courses withdrawn, transferred, or audited are not included in the total credit hours except in the case of a 'WF' which is calculated as 0 points or an "F".

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 credit hours attempted. 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 academic performance is outstanding. To qualify, students must complete 14 or more credit hours during the semester and earn a 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 who complete 12 or more credit hours during the semester with a grade point average of 3.3 or higher 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 complete 6-11 credit hours with a grade point average of 3.3 or higher will be named to the Honors List. Students with incomplete grades at the end of the semester will not be eligible for this honor.

COMMENCEMENT
Commencement ceremonies are held at the conclusion of each 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 spring commencement, provided they are registered for all classes required for degree completion at the time of the graduation ceremony. A diploma will be issued to each graduate after all grades are posted, providing all graduation requirements have been met.

GRADUATION HONORS
Degree students who have demonstrated academic excellence will receive a diploma with honors. The commencement program will not include the list of honors. Honor cords will be

distributed three times a year at the end of each term at the graduation luncheon and will be awarded based on the student's current cumulative grade point average. Diplomas and transcripts will include the "honor's designation" based on the final cumulative grade point

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

POSTHUMOUS DEGREE/CERTIFICATE
A deceased student may be considered a candidate for a posthumous degree/certificate if:
- The student was in good standing at the time of death.
- The student declared and was enrolled at the time of death (unless circumstances prohibited enrollment) in the major and degree/certificate program.
- The student completed 75% or more of the degree/certificate requirements.

The request to award a posthumous degree/certificate must originate in an academic division by the Dean or Program Chair.

A posthumous degree will be printed in the commencement or certificate ceremony program within the major degree/certificate being awarded.

The statement "awarded posthumously" will be noted on the student's academic record and transcript, but not on the diploma.

The family of the deceased is asked how they would like the diploma to be presented: commencement or certificate ceremony, or by mail.

TRANSCRIPTS
The Mercy College of Ohio transcript is the official record of student academic progress, documenting all course grades, grade point average and degree(s) awarded. Transcripts are issued by 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 the Registrar and the seal of the College. Official transcripts will not be sent directly to students.

When requesting a transcript, students must include name, present address, social security number or student id (7-digit 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.

There is no transcript fee charged for official or unofficial transcripts.

ATTENDANCE POLICY

Faculty believe 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 absence may result in failure to meet course objectives interfering with course success. The complete attendance policies are located in the program handbooks distributed at the start of each program. Students should also check the course syllabus for attendance requirements.

PERSONAL OR MEDICAL LEAVE OF ABSENCE

A student in good academic standing may request a leave of absence for personal or medical reasons. The request for the Leave of Absence can be before or after the withdrawal deadline. Students who withdraw prior to the withdrawal deadline will be awarded a grade of "W." Those students who withdraw after the withdrawal deadline and provide supporting documentation will earn a "W," or if they are making satisfactory progress in their current coursework and are in good academic standing, they may receive incomplete grades. (If the student requests incomplete grades, the guidelines for the Incomplete Policy will be followed).

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 Form along with the supporting documentation to the Student Records Office (Form is available in the Student Records Office).

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

STUDENT MILITARY LEAVE POLICY

From time to time, students who are serving in the Guard or Reserves may be called to active duty, and the guidelines as outlined in the Higher Education Relief Opportunities for Students Act of 2003 will be followed:

Procedures

1. A student called to active duty or service once enrolled at the College must provide copies

of his/her orders. Once this paperwork is received an administrative withdrawal will be processed for the student.

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 **PLEASE 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.

3345.53 Military leave of absence for student on active duty
(http://codes.ohio.gov/orc/3345.53)

As used in this section, "active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the National Guard.

(A) Each institution of higher education, as defined in section 3345.011 of the Revised Code, shall grant a student a military leave of absence from the institution while the student is serving on active duty, and for one year after the conclusion of that service, if the student is a member of the United States national guard or other reserve component of the armed forces of the United States, or a member of those armed forces in a retired status, and is called to active duty. The student shall not suffer an academic penalty as a result of the leave of absence.

(B) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student's release from active duty, the state institution of higher education in which the student is enrolled shall do either of the following, as elected by the student:

> (1) Credit tuition and fee charges toward a subsequent academic term in an amount that is one hundred per cent of what the student paid the institution for the academic term in which the student withdraws;

> (2) Refund tuition and fees paid for the academic term, provided the student withdraws before the withdraw date established by the institution. The refund shall equal one hundred per cent of the tuition and fee charges the student paid the institution for the academic term. If the student withdraws after the withdraw date established by the institution, the student is ineligible for a refund of tuition and fee charges. For the purposes of this section, the "withdraw date" shall be the same as the date set by the institution for its general student population to withdraw from the institution or a course or class without academic penalty.

(C) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student's release from active duty, the state institution of higher education shall restore the student to the educational status the student had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of active duty, except as provided in division (B) of this section.

(D) If a state institution of higher education fails to comply with this section, the student may bring an action against the institution to enforce its provisions in the court of claims. The court may award reasonable attorney's fees and expenses if the student prevails in the action. Effective Date: 05-18-2005

DIVISION OF INNOVATIVE AND TRANSITIONAL EDUCATION

The Division of Innovative and Transitional 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 at a distance. While the course formats may vary, all programs are created with the needs of the students in mind and include quality education taught by expert instructors.

Courses offered through the Division of Innovative and Transitional Education include certificate programs as well as professional development classes which are often required by disciplines to maintain healthcare certification or licensure. The Division of Innovative and Transitional Education is committed to the development of the human spirit through educational advancement. It is the belief that educational opportunities advance not only the individual but also the community in which individuals work and live. Through innovative measures this division can reach many students and individuals who are transitioning into new careers or fulfilling a passion. The programs offered are current with the latest demands of the healthcare market.

CERTIFICATE PROGRAMS

Credit and non-credit certificate programs teach entry-level skills needed to begin a healthcare career. Admission requirements and program policies for non-credit certificates may not be the same as credit programs. Specific information on non-credit programs can be found on the College website. Certificate programs include:

Non-Credit Certificates
Pharmacy Technician
Phlebotomy

Credit Certificates
Community Health Worker
Emergency Medical Technician
Medical Coding
Ophthalmic Technology
Paramedic
Polysomnographic Technology

PROFESSIONAL DEVELOPMENT

The Division of Innovative and Transitional 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 needs. Professional development and other courses are offered throughout the year to the following healthcare professions: nurses, nursing home administrators, counselors, social workers, massage therapists, radiologic technologists, occupational therapists, physical therapists, athletic trainers, teachers, guidance counselors, deacons, and other audiences as appropriate. The following formats are used to deliver programming: seminars, conferences, online, and theatrical productions.

Please visit mercycollege.edu/ceu for more information regarding topics, dates, and times.

CONTINUING EDUCATION CREDIT

Mercy College of Ohio (OH-183, 11/1/2015) is an approved provider of continuing nursing education by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Other discipline-specific continuing education credits may be awarded on a per-class basis.

LIFE BALANCE AND FITNESS

Life Balance courses are designed to meet the needs of the most overlooked person in your life — you! Exercise, nutrition, and time management, to personal interest classes, are offered to help individuals with balance in their lives. The following is a list of sample courses:

- Personal Fitness and Weight Training
- Running for Beginners
- Self-Defense for Women
- Stress Management
- Yoga
- Zumba

ONLINE COURSE OPTIONS – INNOVATIVE AND TRANSITIONAL EDUCATION

The Division of Innovative and Transitional Education offers several online course options that provides students with the opportunity to learn anywhere at any time. Programs are presented by CareerStep, Ed2Go, and Pearson, nationally recognized providers of online programming. More than 1800 online courses are offered including certificate programs such as Professional Medical Coding and Billing, Medical Transcription/Medical Transcription Editor and Electronic Health Records Office Professional. Students may also choose personal enrichment or lifelong learning courses, such as photography, green living, drawing, interior design, and grant writing, to name a few. For more information, visit mercycollege.edu/online.

CONTRACT TRAINING

Contract training and customizing classes to meet specific employer needs, is also available. Classes can be scheduled at the time and location that is most convenient to accommodate employers who wish to provide employees with job specific training. Please call the Division of Innovative and Transition Education at 419-251-1329 to discuss details.

DISTANCE EDUCATION DIVISION

The Distance Education Division at Mercy College of Ohio provides leadership and support to the College community in the development of innovative, engaging, and high quality learning experiences, on campus or online.

The division strives to accomplish their goals by:

- Collaborating with academic divisions in the design, development, and evaluation/review of both new and existing online/hybrid courses and programs.

- Preparing faculty to effectively implement innovative teaching strategies based on the evidence for distance education practice.
- Promoting a culture that encourages faculty development, training, and collaboration.
- Making effective use of instructional technologies to develop and deliver engaging content that supports student-centered learning.
- Assisting Student Support Services by providing online learners with advising, tutoring, writing, counseling, etc., to support college student retention efforts.

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 the online and web-enhanced learning environments.

Online learning at Mercy College is accomplished using the Learning Management System (LMS), Brightspace. This platform is used for fully online and, hybrid courses, and to enhance traditional land-based coursework. All students will have access to Brightspace and will be enrolled each semester in the Brightspace Student Tutorial. This course will assist students with using the Brightspace system for their classes. Please call the Distance Education Division at 419-251-1796 with questions regarding Brightspace or online learning at Mercy College.

LIBRARY (See Toledo and Youngstown Locations in Catalog)

DEGREE OFFERINGS
Mercy College of Ohio is identified as a private, four year institution and is approved by the State of Ohio to offer the Bachelor of Science and the Associate of Science Degrees.

The following programs at Mercy College of Ohio are awarded the Bachelor of Science Degree:
Bachelor of Science in Healthcare Administration (Completion)
Bachelor of Science in Biology
Bachelor of Science in Medical Imaging (Completion)
Bachelor of Science in Nursing (Pre-licensure and RN-BSN)

The following programs at Mercy College of Ohio are awarded the Associate of Science Degree:
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, Evening, Weekend in Toledo and in Youngtown)
Associate of Science in Radiologic Technology

The following certificate programs are approved by the State of Ohio:

For Credit

Certificate in Community Health Worker

Certificate in Emergency Medical Technician

Certificate in Paramedic

Certificate in Medical Coding

Certificate in Ophthalmic Technology (Toledo and Youngstown)

Certificate in Polysomnographic Technology)

Noncredit

Certificate in Pharmacy Technician (non-credit)

Certificate in Phlebotomy (non-credit)

Certificate in Care Coordination and Population Health Management (non-credit)

Certificate in Palliative, End of Life and Hospice Care (non-credit)

DEGREE REQUIREMENTS

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 students complete credits in the following areas of study:

English Composition	6 Credit Hours
Natural Sciences	6 Credit Hours
Social Sciences	3 Credit Hours
Humanities	3 Credit Hours
Religious Studies	3 Credit Hours
Student Success Strategies	2 Credit Hours *(required first time college students only)*
Total Credit Hours	**21-23 credit hours**

Bachelor of Science Degrees

The College requires that all bachelor degree students complete credits in the following areas of study:

English Composition	6 credit hours
Mathematics	3 credit hours
Natural Sciences	8 credit hours
Social Sciences*	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 first time college students only*)
Total Credit Hours	**35/37 credit hours**

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

ACADEMIC MINORS
Minor in Religious Studies (18 credit hours)
Any undergraduate degree-seeking 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:

Minor Core Courses in Religious Studies (9 credit hours)
REL 101 Foundations of Faith and Religion
REL 301 Medical Ethics
Choose ONE of the following 3 credit hour courses:
REL 324 Old Testament: Torah, Prophets, and Writings
REL 325 New Testament: Gospels, Acts, Epistles, and Revelation

Elective Courses (9 credit hours)
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 Contemporary Issues and Catholic Thought
***Nine credit hours of the required 18 credit hours must be 300 level or above classes completed at Mercy College of Ohio.**

Minor in Psychology (18 credit hours)
Any undergraduate degree-seeking Mercy College student may pursue a minor in psychology, 18 credit hours or 6 courses, in addition to his/her major program of study. The requirements for the Minor in Psychology are as follows:

Minor Core Courses in Psychology (6 credit hours)
PSY 101 Introduction to Psychology
PSY 20 I Lifespan Psychology

Students select 4 courses (12 credit hours) from the following list of electives:
Elective Courses (12 credit hours)
PSY 280 Independent Study
PSY 320 Social Psychology
PSY 340 Abnormal Psychology
PSY 350 Interpersonal Relationships
PSY 370 The Psychology of Music
PSY 380 Behavior Modification
*Nine credit hours of the required 18 credit hours must be 300 level or above classes completed at Mercy College of Ohio.

Minor in Chemistry (23-25 credit hours)
Any undergraduate degree-seeking Mercy College student may pursue a minor in chemistry, 23- 25 credit hours or 5 courses. Two of the five courses or 10 credit hours must be taken at Mercy College of Ohio. The requirements for the Minor in Chemistry are as follows:

Minor Core Courses in Chemistry (25 credit hours)
CHM 210 General College Chemistry I
CHM 211 General College Chemistry II
CHM 320 Organic Chemistry I
CHM 321 Organic Chemistry II or Chemistry elective at the 300/400 level
CHM 410 Biochemistry or Chemistry elective at the 300/400 level

Minor in Healthcare Administration (18 credit hours)
Any undergraduate degree-seeking Mercy College student may pursue a minor in healthcare administration, 18 credit hours or 6 courses, in addition to his/her major program of study. The requirements for the Minor in Healthcare Administration are as follows:

Core Courses (9 credit hours)
HCA 214 Integrated Healthcare Delivery Systems
BUS 312 Human Resource Management
HCA 412 Healthcare Law and Ethics

Students select three courses (9 credit hours) from the following list of electives:
Elective Courses (9 credit hours)
BUS 222 Managerial Accounting
HCA 224 Healthcare Economics
HCA 430 Management Accountability in Healthcare Organizations
HCA 316 Healthcare Information Systems
HCA 418 Managed Care Contracting
BUS 318 Marketing Concepts
HCA 410 Healthcare Finance

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" unless as otherwise noted for the Associate of Science in General Studies.
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 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 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.

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. After 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 is enrolled.

Bachelor of Science Degrees

Students must complete a minimum of 36 credit hours from Mercy College of Ohio that includes 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 is enrolled.

GRADE APPEAL PROCESS

A student disputing a final course grade or final clinical evaluation may appeal according to the following procedure:

Step One

The student must complete the Application for Academic Appeal within ten calendar days of receiving the final grade or final clinical evaluation, and submit the written appeal to the Student Records Office. If the intent to appeal is not initiated within this timeframe, the student's right to appeal is denied. The "Application for Academic Appeal" can be found on the College website under "Student Records Forms."

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 discussion within ten calendar days of the day the faculty member submitted final grades. The discussion must take place within the first ten calendar 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 calendar days* of the certified mail delivery of the charge. - See catalog section "Academic Integrity"). If the discussion is not initiated within these timeframes, the student's right to appeal is waived. If the good faith discussion has not resolved the matter and the student wishes to

further pursue the appeal, the faculty member will direct the student to the Program Chair of the department where the course is taught, 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 calendar days from the date of the good faith discussion with the faculty member or the student's right to appeal is denied For subject areas such as English, math and science where there is no Program Chair the appeal is to be sent to the respective Dean.

The written documentation contained in the appeal must include the following:
- Student name
- Course name, number, semester

The student, faculty member, 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/Dean will issue a written decision (to be sent by certified mail – return receipt requested) to the student and the faculty member within ten calendar days of the date the appeal is submitted to her/him. If the student or the faculty member believes the Program Chair's/Dean'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 Dean. If the faculty member is the Dean to whom the appeal would normally be submitted, the Vice-President of Academic Affairs will appoint another Dean to consider the appeal.

Step Four
(If the step three appeal was made directly to the 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 Dean within ten calendar days from the date of receipt of the decision of the Program Chair or the student's right to appeal will be denied.

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
- Supporting evidence

The Dean will issue a written decision to the student, the faculty member and the Program Chair within 15 calendar days of the date the appeal is submitted via certified mail – return receipt requested. If the student, faculty member or Program Chair believes the 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 steps three and four documentation, including the written decision of the Dean, to the Vice-President of Academic Affairs within five calendar days from the date the written decision was received or the right to appeal will be denied. 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 calendar days of receipt of the appeal.

The College will make every reasonable effort to adhere to the timelines listed in the appeals policy, however circumstances may arise where the process will be delayed.

APPEAL FOR ACADEMIC DISMISSAL
The student must complete the Application for Academic Appeal within ten calendar days of receiving written notice of academic dismissal from the College or program of study, and submit the written appeal to the Student Records Office. Students disputing the dismissal may appeal according to the following procedure:

Step One
The student must notify the Student Records Office within 10 calendar days by submitting the written Application for Academic Appeal which begins the formal appeal process. If the intent to appeal is not initiated within this timeframe, the student's right to appeal is denied. The "Application for Academic Appeal" can be found on the College website under "Student Records Forms."

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 Dean within 10 calendar 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 Dean will issue a written decision, via certified mail-return receipt requested to the student within 15 calendar days of the date the appeal was submitted to the Dean. If the student believes the 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 step two documentation, including the written decision of the Dean to the Vice-President of Academic Affairs within five calendar days from the date of the decision or the right to appeal will be denied. The Vice-President of Academic Affairs will conduct such hearings with the parties specifically involved as necessary and issue a final decision via certified mail-return receipt requested within 15 calendar days of receipt of the appeal.

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).	
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. (See course repeat policy for exceptions).	
W*	Withdrawal prior to mid-term	
WA	Withdrawal from an audited class	
WF	Withdrawal failing at or following mid-term	
WP	Withdrawal passing at or following mid-term	

*See Personal and Medical Leave of Absence Policy.

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.

REGISTRATION/SCHEDULING
The schedule of classes is available on the Mercy College website each semester prior to registration week. Information concerning registration is distributed via the Mercy College email and posted throughout the College. Registration week usually occurs between the 11th and 13th week of the current semester for the subsequent semester, except 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.

EMPOWERME Registration Instructions
EMPOWER ME is the online 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**
> > Go to **https://my.mcnwo.mercycollege.edu**
> > Type in Username and Password
> > Press LOG IN
> > Click on STUDENT RECORDS
> > Click on COURSE REGISTRATION – Students will NOT be able to register online until they have taken care of any holds on their account. Students should see the Business Office to clear any holds on their account.
> > Select TERM – Note: Provisional students, college credit plus 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 online to obtain an Advisor Pin Number.
> > 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.
> > To add additional courses, follow the above procedure.
> > To drop a course, select the word DROP next to the course.
> > Students can either click on print to obtain a schedule, or TO PRINT A SCHEDULE:
> > Go to CURRENTLY SET and Select the TERM
> > Click on RECORDS
> > Click on STUDENT SCHEDULE
> > Click to PRINT
> > 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, students should contact the Student Records Office.

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/faculty member and 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 Division 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/faculty member and the Division 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 (Week is defined as seven calendar days).

	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.

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. Once a student has been withdrawn from a course, he/she cannot be reinstated into the same course and section that semester. (See Return to Title IV in College Catalog).

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 verbally 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 verbally 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. (See Return to Title IV and Leave of Absence in College Catalog).

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. Coursework 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. (See Return to Title IV and Leave of Absence Policy in College Catalog).

NON-ACADEMIC DISMISSAL/GRADING

If a student is dismissed for non-academic reasons, the student is eligible for the appropriate add/drop or withdrawal 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 withdrawal period, he/she is withdrawn from all course(s) and receives a grade of "W". If the student is dismissed after the withdrawal time period he/she is withdrawn from all course(s) and receives grades of "WP" or "WF" depending upon the student's grade at the time of the dismissal. (See Leave of Absence Policy in College Catalog).

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 Division 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 Dean.

Step Three
The incident must then be documented on the Violation of Academic Integrity Form located on the Mercy College web at: http://www.mercycollege.edu/faculty-staff/forms, 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 Division Dean. A disciplinary notation for academic dishonesty will be entered in the 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 Division Dean will 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.

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 for two consecutive 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).

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. The student will be notified in writing by a representative from the Student Records Office that he/she is being placed on academic probation.
   - The notification will include the reason for being placed on academic probation and the conditions for removal. Information regarding academic dismissal will be provided in the event the student does not meet the conditions of academic probation.
   - The conditions for continuation/reinstatement as a degree-seeking student will be communicated through the 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 contract will also be placed in the student's academic file. Copies will also be sent to the student's advisor, Division Dean, and student.

Removal from Academic Probation

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

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 falls below the following on all attempted coursework while enrolled at Mercy College:
   - 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 or more semester hours.

2. Students may be dismissed for violating the Student Code of Conduct (See Student Code of Conduct in College Catalog).
3. A student will be dismissed from the College after failing ENG 099 and/or MTH 098 twice.

PROGRAM MAJORS

PROGRAM OF STUDY

BIOLOGY - BACHELOR OF SCIENCE
Overview
The Bachelor of Science in 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 Biology Program, graduates will be able to:
1. Demonstrate understanding and application of scientific principles.
2. Integrate critical thinking skills and the principles of 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.

Admission Requirements
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 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 15 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.

Additional Admission Requirements for All Biology Program Applicants
Applicants for the Biology program 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 15 college semester hours at a regionally accredited institution of higher education with a minimum 2.7 GPA.

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)

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

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

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Bachelor of Science in Biology Curriculum Plan

<u>**FALL START**</u>

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)	<u>2</u>
		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 320	Organic Chemistry I	5
BIO 220	Anatomy and Physiology I	4
MTH 150	Calculus	4
REL	Religious Studies Elective	3
		16

SEMESTER IV	(SPRING)	CREDIT HOURS
CHM 321	Organic Chemistry II	5
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
		16

SEMESTER V	(FALL)	CREDIT HOURS
BIO 200	Science in the News	2
PHS 220	College Physics I	4
BIO 400	Service Learning in Biology	2
CHM 410	Biochemistry	5
		13

SEMESTER VI	(SPRING)	CREDIT HOURS
BIO 210	Microbiology	4
PHS 221	College Physics II	4
300/400 level	Humanities or Social Science Elective	3
REL 301	Medical Ethics	3
		14

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

Progression

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 2.0 or above. If the GPA falls below 2.0, the student will be dismissed from the program.

CARDIOVASCULAR TECHNOLOGY – ASSOCIATE OF SCIENCE
Cardiovascular Technology
- **Echocardiography**
- **Peripheral Vascular**

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**

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.

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)

Admission Requirements

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 15 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.

Additional Admission Requirements for All Cardiovascular Technology Program Applicants

Cardiovascular Technology Program 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 1575 or above.
- ACT/SAT is waived for transfer students who have earned a minimum of 15 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.

For students who are not United States citizens and/or for whom English is a second language,

please review the Enrollment Management section of the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Procedures Prior to Attending Cardiovascular Technology Classes
Cardiovascular Technology students are required to complete an American Heart Association Healthcare Provider Basic Cardiac Life Support (BLS) certification course. Courses are offered through the Division of Short Term Education must be taken prior to the start of the first course. It is the student's responsibility to maintain certification throughout the program. 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.

Prospective Cardiovascular Technology students are advised that when applying for the credentialing exams, they will be required to indicate whether or not they have ever been convicted of a felony or other crimes. A conviction may disqualify an individual from becoming registered. Contact the American Registry of Diagnostic Medical Sonographers and Cardiovascular Credentialing International for further information.

Associate of Science in 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 practice experience in hospitals and clinics in Ohio and Michigan.

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) Curriculum Plan

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
MTH 130	College Algebra	4
		17

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
PSY 101	Introduction to Psychology	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	1
CVT 210	Echocardiography	4
CVT 212	Echocardiography Lab I	2
CVT 214	Echocardiography Clinical Practicum I	2
REL 301	Medical Ethics	3
		12

SEMESTER V		CREDIT HOURS
CVT 140	Ultrasound Physics 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
		13

SEMESTER VI		CREDIT HOURS
CVT 254	Echocardiography Clinical Capstone	4
SOC 211	Cultural Diversity	<u>3</u>
		7

TOTAL CREDIT HOURS: 71

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

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
MTH 130	College Algebra	<u>4</u>
		17

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
PSY 101	Introduction to Psychology	<u>3</u>
		15

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

SEMESTER IV		CREDIT HOURS
CVT 130	Ultrasound Instrument Mechanics & Wave Physics	1
CVT 240	Peripheral Vascular-Venous Disorders	4
CVT 242	Peripheral Vascular Lab I	2
CVT 244	Peripheral Vascular Clinical Practicum I	2
REL 301	Medical Ethics	<u>3</u>
		12

SEMESTER V		CREDIT HOURS
CVT 140	Ultrasound Physics 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	<u>3</u>
		13

SEMESTER VI		CREDIT HOURS
CVT 256	Peripheral Vascular Clinical Capstone	4
SOC 211	Cultural Diversity	<u>3</u>
		7

TOTAL CREDIT HOURS: 71

GENERAL STUDIES - ASSOCIATE OF SCIENCE

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 teachings within one's ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the global community.

Admission Requirements

All applicants must either be a high school graduate with a grade point average (GPA) of at least 2.0, or a general equivalency diploma (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPAs from all of these colleges must combine to equal at least 2.0

Additional Admission Requirements for All General Studies Program Applicants

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 15 college semester hours at a regionally accredited institution of higher education with a minimum of 2.0 GPA.

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.

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Associate of Science in General Studies Curriculum Information

The students enrolled in this program will be required to complete the Mercy College associate degree General Education requirements as outlined in this catalog. 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, as long as they are Humanities and/or Social Sciences courses.

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.

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, 107, 130 Statistics: MTH 310
Natural Sciences	8 Hours	Biology: BIO 101, 105, 201, 210, 220, 221, 280, 320, 330, 331, 332, 334, 335, 341 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, 370, 380
Humanities/Religious Studies	9 Hours	Philosophy: REL 301 Theater: THR 300, 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, 261, 280, 299/399, 301, 311, 324, 325, 330, 335, 350, 360, 380, 382, IDS/REL 385, 386, 390 English: ENG 200, 201, 202, 203, 210, 280, 310, and COM 260, 300, 360 Required: One religious studies course taught from the Catholic perspective must be taken to fulfill this requirement.
Computers	3 Hours	Computers: CIS 105
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 Humanities and Social Sciences courses only	Students should consult with their advisors to select electives to support their educational objectives.
Total Minimum Credit Hours	60 - 62 Hours	

Associate of Science in 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 105	Microcomputer Applications	3
*Math Elective		3
General Elective(s)		<u>1-4</u>
		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)	<u>1-3</u>
	12/16

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

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

SEMESTER V	CREDIT HOURS
*Humanities/Religious Studies Elective	3
*Social Science Elective	3
General Elective(s)	<u>6-8</u>
	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 Humanities and/or Social Science electives

PROGRAM OF STUDY

HEALTHCARE ADMINISTRATION – BACHELOR OF SCIENCE (ONLINE COMPLETION)
Philosophy
The Healthcare Administration (HCA) Degree Completion Program provides a foundation of management skills and business knowledge specific to the healthcare industry. Opportunities through coursework and an elective practicum experience will assist the student in current or future management positions. Emphasis is placed on building strong communication skills and organizational competence that highlight the effective healthcare manager.

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.

Admission Requirements
A. Students must be a high school graduate or hold a general equivalency diploma (GED).
B. Students holding an associate/bachelor's 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 Healthcare Administration Degree Completion 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 Healthcare Administration program does not require a physical examination and proof of immunization. If a student enrolls in HCA 404 - Healthcare Administration Practicum, a physical examination and proof of immunization may, however, be a requirement of the practicum site. Students are expected to meet all requirements set forth by their practicum location.
D. For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.
E. Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Bachelor of Science in Healthcare Administration Degree Completion Program Curriculum Plan

In addition to the courses listed below in the program of study, the HCA Degree Completion Program has an elective 120-hour practicum requirement (HCA 404 – 1 credit hour).This optional experience allows for acquisition of specific skills in a real-world setting. Additional information may be obtained from the program chair.).

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.

SEMESTER I		CREDIT HOURS
HCA 301	Distance Education Success Strategies and Program Overview	1
HCA 214	Integrated Healthcare Delivery Systems	3
BUS 312	Human Resource Management	3
BUS 318	Marketing Concepts	3
HCA 316	Healthcare Information Systems	3
		13

SEMESTER II		CREDIT HOURS
BUS 222	Managerial Accounting	3
HCA 224	Healthcare Economics	3
HCA 430	Management Accountability in Healthcare Organizations	3
300/400 level	Humanities or Social Science course	3
		12

SEMESTER III		CREDIT HOURS
SOC 211	Cultural Diversity	3
HCA 412	Healthcare Law & Ethics	3
		6

SEMESTER IV		CREDIT HOURS
HCA 410	Healthcare Finance	3
HCA 418	Managed Care Contracting	3
REL 301	Medical Ethics	3
REL 311	World Religions	3

12

SEMESTER V		CREDIT HOURS
HCA 424	Healthcare Administrative Capstone	3
REL	Religious Studies Elective	<u>3</u>
		6

TOTAL CREDIT HOURS (HCA Degree Completion Online Program): 49
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.

PROGRAM OF STUDY

HEALTH INFORMATION TECHNOLOGY – ASSOCIATE OF SCIENCE (ONLINE)
Overview
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. Health Information Technologists use computer applications to analyze patient data to improve clinical documentation and the quality of patient care. 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.

Mission Statement
It is the mission of the Health Information Technology Program to provide an educational experience which includes the professional and technical skills necessary to prepare students for entry-level positions in the field of health information management.

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 healthcare documentation
3. Perform processes related to collection, storage and retrieval of healthcare 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.

Important Program Notes

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

Prospective health information technology students are advised that Professional Practice Experience (PPE) sites reserve the right to decline placement to those who have been convicted of a felony or other behavior deemed inappropriate by the PPE site. Students who do not meet all program requirements, including PPE completion, will be dismissed from the program.

All courses, with the exception of the Professional Practice Experience (PPE), are delivered online. Due to program and field of study requirements, prospective students are expected to demonstrate computer and keyboarding proficiency.

Admission Requirements

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 15 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

Additional Admission Requirements for All Heath Information Technology Program Applicants

Health Information Technology 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 15 college semester hours at a regionally accredited institution of higher education with a minimum of 2.3 GPA.

Applicants must demonstrate computer and keyboarding proficiency.

Applicants must have completed and passed these high school courses, or their college equivalents:

- Algebra - one unit
- Biology** - one unit

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
- 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. 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.

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most

qualified applicants will be considered first. Admission is not guaranteed. You will be notified in writing of the decision.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Associate of Science in Health Information Technology Curriculum Plan
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 100	Distance Education Success Strategies & Program Overview	0.5
HIT 114	Foundations in Health Information Technology	3
ALH 120	Medical Terminology	2
ALH 104	Introduction to Medical Coding Systems	<u>1</u>
		14.5/16.5

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 105	Microcomputer Application	<u>3</u>
		17

SEMESTER III (SUMMER)		CREDIT HOURS
HIT 140	Clinical Coding Lab I	1
HIT 150	Professional Practice Lab	1
HIT 234	Clinical Coding/Classification Systems II	3
CIS 230	Advanced Spreadsheet Applications	1
CIS 232	Database Applications	<u>1</u>
		7

SEMESTER IV (FALL)		CREDIT HOURS
HCA 316	Healthcare Information Systems	3
HIT 220	Health Information in Ancillary Care Facilities	3
HIT 243	Clinical Quality Management	3
HIT 238	Healthcare Registries and Statistics	3
	* Humanities Elective	3
		15

SEMESTER V (SPRING)		CREDIT HOURS
HIT 240	Clinical Coding Lab II	1
HIT 244	Healthcare Data in Reimbursement	4
HIT 248	Health Information Management & Leadership	3
HIT 250	Professional Practice Experience and Capstone	3
REL 301	Medical Ethics	3
	*Social Science Elective	3
		17

TOTAL CREDIT HOURS: 70.5/72.5

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

PROGRAM OF STUDY

MEDICAL IMAGING – BACHELOR OF SCIENCE (ONLINE COMPLETION)
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)), healthcare 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 healthcare management with a study of the healthcare 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. Make use of research and supportive technical applications in medical imaging.

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, Magnetic Resonance Imaging or Nuclear Medicine Technology from a regionally accredited institution with a minimum cumulative GPA of 2.7. 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, Magnetic Resonance Imaging or Nuclear Medicine Technology can be considered for Pathway admission. Pathway admission is only available for applicants with an interest in entering the Bachelor of Science in Medical Imaging program; other programs at the College are not applicable.
   - Pathway applicants must currently be registered by the American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board (NMTCB).
   - Pathway applicants are granted 36 college credits by validation for having successfully passed the ARRT registry or NMTCB certification exam.
   - 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.
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. Students who have listed certifications will be recognized as having achieved the learning outcomes for the corresponding coursework in the Medical Imaging program and will be granted the credit hour equivalent.
   - ARRT certification in Computed Tomography (CT), Magnetic Resonance Imaging (MR) and/or Quality Management (QM).
   - American Board of Imaging Informatics certification in Imaging Informatics

(CIIP).

- Radiology Administration Certification Commission certification in Radiology Administration (CRA).
- Medical Dosimetry Certification Board certification in Medical Dosimetry (CMD).

G. For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

H. Criminal Background checks and program health and immunization requirements may be required prior to the optional clinical practicum. Please see current Program Handbook for requirements, or check with the Program Chair.

I. 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.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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

SEMESTER I		CREDIT HOURS
IMG 301	Distance Education Success Strategies and Program Overview	1
IMG 310	Sectional Anatomy for Medical Imaging	3
REL	Religious Studies Elective*	3
IMG 305	Imaging Informatics	3
IMG 320	Advanced Patient Care for Medical Imaging	3
		12.5

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

SEMESTER III		CREDIT HOURS
SOC 211	Cultural Diversity	3
HCA 412	Healthcare Law and Ethics	3
300/400 level	Humanities or Social Science Elective	<u>3</u>
		9

SEMESTER IV		CREDIT HOURS
HCA 410	Healthcare Finance	3
REL	Religious Studies Elective*	3
IMG 405	Principles of Quality Management	3
IMG 415	Research Methods and Information Literacy	<u>3</u>
		12

SEMESTER V		CREDIT HOURS
IMG 430	Principles of Magnetic Resonance Imaging	3
REL	Religious Studies Elective*	3
IMG 440	Magnetic Resonance Imaging Applications	3
IMG 480	Medical Imaging Capstone	<u>3</u>
		12

TOTAL CREDIT HOURS (BSMI Completion Degree Online Program): 58
TOTAL CREDIT HOURS NEEDED FOR DEGREE: 120

One course must be Medical Ethics from the Catholic perspective

PROGRAM OF STUDY

NURSING – ASSOCIATE OF SCIENCE (DAY AND EVENING/WEEKEND)
Overview

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.

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 serves 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.

Admission Requirements
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 15 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.

Additional Admission Requirements for All Associate Degree Nursing Program Applicants
Applicants must have achieved 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 1575 or above.
- ACT/SAT is waived for transfer students who have earned a minimum of 15 college semester hours at a regionally accredited institution of higher education with a minimum cumulative GPA of 2.7.

Applicants should have completed and passed these high school courses, or their college equivalents:
- English – three units
- Biology* – one unit
- Chemistry with a lab* – one unit
- Math – two units (one of which must be Algebra*)

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

For students who are not United States citizens and/or for whom English is a second language, please review the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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

<u>will forfeit their acceptance into the nursing program.</u>

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 diagnosed with and/or treated for psychotic disorders. 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. Students will be required to obtain a background check prior to or during enrollment in nursing courses. If a student fails to comply with this rule, dismissal from the program may result.

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.

4. *Background Checks and Health Records*
   Criminal background checks and program health and immunization requirements must be met prior to entering a health program and maintained throughout the program of study. Please contact Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Associate of Science in Nursing Curriculum Plans
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 associate degree in nursing daytime program curriculum consists of five semesters over two calendar years.

Daytime Option

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	<u>3</u>
		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
*HUM	Elective	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

* Humanities = Art, Communication, Foreign languages, History, IDS, Music and Religious studies

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
*HUM	Elective	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

* Humanities = Art, Communication, Foreign languages, History, IDS, Music and Religious studies

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.

PROGRAM OF STUDY

NURSING – BACHELOR OF SCIENCE (BSN PRE-LICENSURE AND RN-BSN ONLINE COMPLETION)

Program Notes

Information in this section is for the following programs:

1. BSN Pre-Licensure with a start date on or after May 2015
2. BSN Completion Program (RNtoBSN) with a start after May 2015.

Students who started the BSN Pre-Licensure program or the RN-to-BSN program prior to this time, should refer to their respective catalog years for information or contact the college.

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 integrity as a unique individual. The individual is a complex being who has unique values, knowledge, beliefs and life experiences that influences their diverse healthcare needs.

Society

Society is an ever-changing, complex social system comprised of unique individuals, families, groups, communities, and populations. The environment includes spiritual, physical, psychological, cultural, social, technological, economic, geographic, ecological and political forces. Changes in society, including an aging population, diverse family and community structures, increasing global interdependence, and economic and political changes 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 patient population. Faculty and students practice in multiple settings with patients across the lifespan.

Health
Health is a dynamic state of bio-psycho-social-spiritual function 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.

Nursing
The professional nurse assumes the roles of provider of care, manager of care, and a member of the profession of nursing. Baccalaureate-prepared nurses provide patient-centered care that identifies, respects, and addresses patients' differences, values, preferences, knowledge, and expressed needs. The professional nurse provides direct care across all environments, including health promotion and risk reduction leading to clinical prevention; plus provides population-based healthcare. Professional nurses also design and implement measures to modify risk factors and promote healthy life styles in increasing complex healthcare environments.

As a designer, coordinator, and manager of care, the professional nurse is an active participant in the interprofessional team yet can also delegate, supervise and evaluate care of patients. Nurses are accountable for their professional practice as well as the outcomes of their own and delegated nursing care. As a member of the profession of nursing, the nurse can advocate for the patient and the profession of nursing. The profession of nursing requires therapeutic use of self, critical thinking, problem solving, psychomotor skills, management of information, effective communication and collaboration of skills.

Learning
Education is a life-long process through which learners develop knowledge, skills, and attitudes resulting in cognitive, affective, and psychomotor changes. Learning is a collaborative process in which the learner and faculty are active 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
Baccalaureate degree 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 integrating general education, liberal arts, biological sciences, social sciences, and the interrelationship among theory, practice, and research.

Baccalaureate nurses are prepared as nurse generalist to function as providers, designers, and managers, of patient care across the healthcare continuum. They are responsible for delegation to and supervision of supportive healthcare works and for collaboration with other members of the healthcare team.

Professional Development
Changes in healthcare and the role of baccalaureate nurse generalist mandates that graduates are prepared for flexibility and career mobility. Their nursing education must provide the basis for self-evaluation of practice, both formal and informal. Furthermore, the nursing program must instill professionalism and professional values, the appreciation for life-long personal and professional development, and the integration of evidence based practice.

Program Learning Outcomes
The baccalaureate program of study is further based on sound principles of adult education progressing from simple to complex, familiar to unfamiliar, and general to specific. The Program provides students with the opportunity to achieve program objectives through the acquisition of knowledge, skills, values, and competencies necessary to function as professional nurses who meet the healthcare needs of individuals across the lifespan.   The following student learning outcomes emphasize Christian values, critical thinking, clinical competence, and professional development:

1. Demonstrate knowledge of liberal education (Arts and sciences) in making clinical judgments for diverse populations with complex health problems.

2. Demonstrate leadership skills, quality improvement, and patient safety in caring for populations with complex health problems.

3. Demonstrate ability to participate in basic nursing research by sharing evidence-based nursing practices with the inter-professional healthcare team.

4. Employ knowledge and skills of information management in patient care technology.

5. Apply principles of legal, ethical and economic policy related to influencing healthcare delivery and practice.

6. Effectively communicate and collaborate with interdisciplinary professionals to deliver evidence based, patient-centered care.

7. Provide therapeutic nursing interventions that assist populations, communities, groups, and individuals across the life span whose lives are affected by, illness, distress, disease, disability or death.

8. Incorporate professional behavior, the commitment to lifelong learning, and professional values, including legal and ethical aspects into the practice of nursing.

9. Integrate holistic care to a diverse population in a variety of healthcare settings.

Basic Admission Requirements into Nursing Coursework in the BSN Pre-Licensure Program of Study

Notes about Admission requirements: Admission requirements listed below are for entry into the nursing coursework for the BSN Pre-Licensure Program. Students who do not meet these requirements or who need to complete the necessary program pre-requisite courses should review general college admission requirements in the Enrollment Management section of the college catalog.

Students should review the basic requirements below along with the additional pre-requisite and nursing program entrance requirements listed below this section.

Admission Requirements
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 15 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.

Additional Admission Requirements for All BSN Pre-Licensure Program Applicants
Applicants must have achieved 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 1575 or above
- ACT/SAT is waived for transfer students who have earned a minimum of 15 college semester hours at a regionally accredited institution of higher education with a minimum cumulative GPA of 2.7.

Applicants should have completed and passed these high school courses, or their college equivalents:

- English – three units
- Biology* – one unit
- Chemistry with a lab* – one unit
- Math – two units (one of which must be Algebra*)

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

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

BSN Pre-Licensure Nursing Coursework Entrance Requirements
In addition to the basic admission requirements listed above, students must adhere to the following guidelines and process for entrance into BSN Pre-Licensure nursing coursework.
Process for entrance into BSN Pre-Licensure Nursing Higher Level Coursework (NUR Courses): NUR 251, NUR 252, and NUR 253

1. In addition to adhering to all admission and entrance requirements, transfer students must submit an application to Mercy College of Ohio per admission process listed in the Mercy College of Ohio catalog.
2. Current Mercy College of Ohio students seeking entrance into BSN Pre-licensure Nursing higher level coursework (NUR courses) can fill out a candidacy form after Semester I- III (listed below) courses are completed with a grade of "C" or better. Forms are located on the Mercy College Website or in the Nursing Advisors office.
3. Students seeking entrance into higher level nursing coursework (NUR Courses) must have a cumulative collegiate grade point average (GPA) of at least 2.7 to be considered for entrance into NUR 251, NUR 252, and NUR 253. Entrance into higher level nursing coursework is competitive and not guaranteed.
4. Students must successfully complete courses listed in Semester I-IV (listed below) with a grade of "C" or better, a grade of "B" or better is preferred, to begin in NUR 251, NUR 252, and NUR 253. *Courses marked with * must have been completed within the past seven years with grade of "C" or better; a grade of "B" or better is preferred. Science courses taken at the college level must be within the past seven years with a grade of "C" or better.

5. Review for entrance into higher level nursing coursework (NUR Courses) will begin the first Monday of February. Nursing coursework is sequential and begins each May with NUR 251, NUR 252, and NUR 253.
6. Students will be notified of acceptance into nursing coursework by the Division of Nursing.
7. For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

Pre-requisite courses for BSN-Pre-Licensure Nursing Coursework

SEMESTER I (FALL)		CREDIT HOURS
GEN 101	Student Success Strategies	2
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
REL 101	Foundations of Faith and Religion	3
BIO 220	Anatomy & Physiology I*	4
		15

SEMESTER II (SPRING)		CREDIT HOURS
ENG 102	English Composition II	3
PSY 201	Lifespan Psychology	3
BIO 210	Microbiology*	4
BIO 221	Anatomy & Physiology II*	4
		14

SEMESTER III (FALL)		CREDIT HOURS
CHM 111	Chemistry II *	4
MTH 104	Mathematical Formulas, Models, and Probability*	3
XXXXXX	Humanities Elective	3
BIO 201	Physiological Basis of Nutrition*	2
CIS 105	Microcomputer Applications*	3
		15

Students can apply to the BSN Pre-Licensure program at this point if courses within Semester I-III are successfully completed

SEMESTER IV (SPRING)		CREDIT HOURS
BIO 320	Pathophysiology*	3
XXXXXX	Humanities Elective	3
RELXXX	Religious Studies Elective	3
SOC 211	Cultural Diversity	3
MTH 310	Introduction to Statistics*	3
		15

The student may be considered for entrance into higher level nursing coursework (NUR Courses) if Humanities Electives and Religious Studies Courses have not yet been completed, with the expectation that these courses be completed during the program with a grade of "C" or better.

Bachelor of Science in Nursing Completion Program (RN-to-BSN) Admission Requirements

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

    B. Applicants must present documentation of a current, unrestricted and active RN license (must be obtained prior to registering for nursing core courses).

    C. Applicants must be a resident of Ohio, Michigan, or Indiana (other states will be evaluated case-by-case).

    D. All official transcripts of previous course work must show a minimum cumulative GPA of 2.0.

    E. Official transcripts must show a conferred associate degree in nursing, or diploma in nursing, from a program accredited by either the Accreditation Commission for Education in Nursing (ACEN) or National League for Nursing Accrediting Commission (NLN-AC).

        1. See conditional admission criteria if you are a graduate of an unaccredited nursing program.

    F. Not all general education courses are offered at Mercy College of Ohio in an on-line format, please check with your assigned advisor.

    G. Conditional Admission

        Graduates of non-accredited nursing programs seeking admission to the completion (RN-to-BSN) program must meet the following criteria to ensure that standards set forth by NLN-AC and/or ACEN have been met:

        1. Applicants must complete 11-12 semester credit hours of required courses in the completion (RN- to- BSN) curriculum at Mercy College with a "C" or better in each course.

        2. Completion of NUR 304: Transitions in Professional Nursing

        3. Completion of NUR 314: Evidence-based Practice

        4. Two additional required courses in general education and/or sciences.

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

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

    H. Blocked Credits

- Prospective students applying for the BSN Completion Program (RN-to-BSN) at Mercy College of Ohio may receive blocked credit for a previously earned college degree or diploma. No more than two full years of academic credit will be given. The Program Chair/Assistant Chair and Nursing Advisor for the BSN Completion Program will evaluate the curriculum based on the accreditation essentials for the discipline, and recommend to the Office of Student Records the amount of credit to be granted in the block.

    I. 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.

J. For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

BSN Completion Program (RN-to-BSN) Information
1. All nursing core courses are offered at a minimum of once per calendar year.
2. RN-to-BSN completion students will receive 33 credit hours for their associate degree or diploma degree in nursing.
3. Full-time students can complete nursing core courses in twelve months.
4. All nursing core courses are 100% online.
5. Pre-requisite courses and general education courses may be offered in limited capacity in the on-line environment, and must be completed prior to graduation.
6. The program is subject to change.
7. Rolling admissions are accepted throughout the year, but please note that nursing core courses are offered at set times throughout the academic year.
8. Proof of current CPR required.
9. Health Requirements are subject to articulation agreements, and the student will be accountable for providing proof of health requirements as needed. Cost incurred to provide proof of health requirements, or to obtain health requirements, is the student's financial responsibility. This cost is not covered by the college.

Post-Acceptance Procedures for Attending Nursing Classes or Clinical
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 clinical 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. Documentation is to be received by the specified due date listed in Certified Background. Failure to comply may result in dismissal from the program.
2. *Licensure Requirements and Clinical Requirement*
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 diagnosed with and/or treated for psychotic disorders. A positive response to this question may disqualify the candidate for licensure. The Ohio

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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. Students will be required to obtain a background check prior to or during enrollment in nursing courses. If a student fails to comply with this rule, dismissal from the program may result.

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.

4. *Health Requirements and Immunizations* must be met by the specified date in your program, and prior to entering clinical. For deadlines and requirement which are to be verified through Certified Background, please contact Janice Bernard at 419-251-1722 or janice.bernard@mercycollege.edu.

Bachelor of Science in Nursing Curriculum Plans

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.

Bachelor of Science in Nursing Pre-Licensure Program Curriculum Information: Start Date May 2015

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 nine semesters over four calendar years. The first four semesters consist of pre-requisite courses and the last five semesters consist of nursing major courses. Students must successfully complete all clinical nursing courses for each semester before progressing to the next semester.

SEMESTER I (FALL)		**Credit Hrs**	**(Lecture/Lab or Clinical)**
GEN 101	Student Success Strategies	2	
ENG 101	English Composition I	3	
PSY 101	Introduction to Psychology	3	
REL 101	Foundations of Faith and Religion	<u>4</u>	
		15	
ENG 102	English Composition II	3	
PSY 201	Lifespan Psychology	3	
BIO 210	Microbiology	4	
BIO 221	Anatomy & Physiology II	<u>4</u>	
		14	

SEMESTER III (FALL)
CHM 111	Chemistry II	4	
MTH 104	Mathematical Formulas, Models, &Probability	3	
XXXXXX	Humanities Elective	3	
BIO 201	Physiological Basis of Nutrition	2	
		15	

SEMESTER IV (SPRING)
BIO 320	Pathophysiology	3	
XXXXXX	Humanities Elective	3	
REL XXX	Religious Studies Elective	3	
SOC 211	Cultural Diversity	3	
MTH 310	Introduction to Statistics	3	
		15	

SEMESTER V (SUMMER)
NUR 251	Introduction to Nursing	3	(3-0)
NUR 252	Nursing Skills and Assessment	5	(3-2)
NUR 253	Computers in Nursing and Healthcare	2	(2-0)
		10	

SEMESTER VI (FALL)
NUR 311	Pharmacology 1	1	(1-0)
NUR 302	Professional Nursing 1	3	(2-1)
NUR 335	Population Health Concepts 1	5	(3-2)
NUR XXX	Nursing Elective	2	(2-0)
NUR 380	Evidence-Based Practice in Nursing and Healthcare	3	(3-0)
		14	

SEMESTER VII (SPRING)
NUR 312	Pharmacology II	1	(1-0)
NUR 303	Professional Nursing II	3	(2-1)
NUR 345	Population Health Concepts II	5	(3-2)
NUR XXX	Nursing Elective	2	(1.5-0.5)
REL301	Medical Ethics	3	
		14	

SEMESTER VIII (FALL)
SOC 300/400	Social Science Elective	3	
NUR 411	Pharmacology III	1	(1-0)
NUR 402	Professional Nursing III	3	(2-1)
NUR 435	Population Health Concepts III	5	(3-2)
NUR XXX	Nursing Elective	2	(1.5-0.5)
		14	

SEMESTER IX (SPRING)
NUR412	Pharmacology IV	1	(1-0)
NUR403	Professional Nursing IV	4	(2-2)

NUR445	Population Health Concepts IV	5	(3-2)
NURXXX	Nursing Elective	2	(2-0)
NUR 480	NCLEX-RN Preparation	1	(1-0)
IDS 399 or 300/400 level General Education course		3	
		16	
		124	

* Humanities = Art, Communication, English, Foreign Language, History, IDS, Music & Religious Studies
* Social Sciences = Psychology & Sociology
The College requires that first time college students take GEN 101: Student Success Strategies

Bachelor of Science in Nursing Completion Program (RN-to-BSN) Curriculum Information: Start Date After May 2015

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. It is recommended that registered nurses interested in the Bachelor of Science in Nursing Degree Completion Program discuss the proposed program with an admissions or nursing program representative, as additional courses may be warranted. A minimum of 120 credit hours must be successfully taken to earn a bachelor's degree. The outlined courses in this catalog reflect what ASN graduates from Mercy College of Ohio will need to complete for the BSN degree, all others please contact the Admission Office or the BSN Program Chair.

The lecture portion of courses is 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 practicums 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.

NURSING CORE COURSES		CREDIT HOURS
NUR 304	Transitions in Professional Nursing	2
NUR 314	Evidence-based Practice	3
NUR 324	Nursing Informatics	3
NUR 334	Global Focused Nursing Care	3
NUR 424	Nursing Leadership	4
NUR 434	Community Health Nursing	4
NUR 414	Current Issues in Nursing	3
NUR 404	Population Health Assessment	3

GENERAL EDUCATION		CREDIT HOURS
MTH 104	Mathematical Formulas, Models and Probability	3
MTH 310	Introduction to Statistics	3

RELIGIOUS STUDIES CREDIT HOURS		
REL 101	Foundation of Faith and Religion	3

| REL 301 | Medical Ethics | 3 |
| REL | Religious Studies Elective | <u>3</u> |

| HUMANITIES | | CREDIT HOURS |
IDS 399 or any 300/400 level Humanities or Social Science course
| | Interdisciplinary Study Elective | <u>3</u> |

| SOCIAL SCIENCES | | CREDIT HOURS |
| SOC 211 | Cultural Diversity | 3 |

| Additional Electives as needed | | 2-8 |

* Nursing core courses are subject to change.
NOTE: Only a small number of these Pre-requisite courses and general education 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

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.

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.

PROGRAM OF STUDY

RADIOLOGIC TECHNOLOGY – ASSOCIATE OF SCIENCE

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.

Program Information

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.

Admission Requirements

An applicant must be a high school graduate with a grade point average (GPA) of at least 2.7 or higher 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 15 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.

Additional Admission Requirements for All Radiologic Technology Program Applicants

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 1575 or above.
- ACT/SAT is waived for transfer students who have earned a minimum of 15 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.

For students who are not United States citizens and/or for whom English is a second language,

please review the Enrollment Management section of the college catalog for further admission information.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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.

3. *Background Checks and Health Records*
   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.

Associate of Science in Radiologic Technology 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 111	Radiology Practicum I	2
RAD 114	Principles and Techniques in Radiography	3
RAD 115	Radiologic Positioning and Related Anatomy I	3
		17

SEMESTER II		CREDIT HOURS
ALH 120	Medical Terminology	2
BIO 221	Anatomy and Physiology II	4
RAD 124	Radiographic Pathology	3
RAD 125	Radiologic Positioning and Related Anatomy II	3
RAD 121	Radiology Practicum II	2
MTH 103/104	Math for Healthcare Professions/	
	Math Formulas, Models, and Probability	3
		17

SEMESTER III		CREDIT HOURS
ENG 101	English Composition I	3
RAD 134	Basic Sectional Anatomy in Medical Imaging	1
RAD 135	Radiologic Positioning and Related Anatomy III	2
RAD 131	Radiology Practicum III	2
		8

SEMESTER IV		CREDIT HOURS
RAD 245	Advanced Medical Imaging	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 255	Technology of Medical Imaging	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	<u>3</u>
		6

TOTAL CREDIT HOURS: 74

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

COMMUNITY HEALTH WORKER
CREDIT CERTIFICATE

Overview
The Community Health Worker Certificate program seeks to prepare students to work as part of the healthcare team to provide services as part of the "patient-centered medical home" (PCMH). The program includes didactic, laboratory, and clinical components.

The certificate program in Community Health Worker is established as a two (2) semester program of study. Classes are conveniently offered in a 2 day per week format in the first semester to accommodate the busy adult who often has work and other commitments to balance. The directed clinical practice, which occurs in the second semester, may take place during a variety of days and times, including evenings and weekends. In addition, there are courses that are currently being offered online or slated for online development in the near future. The program is 16.5 credit hours spanning two semesters.

Philosophy
In accordance with the college mission statement, the philosophy of the Community Health Worker program is to provide a certificate education based on Christian values. It is a belief that the education of community health workers is responsive to national and community needs that are clearly supported by the national agenda to maximize the quality of healthcare delivery while also minimizing economic impact on organizations.

Course goals and objectives were established based on Ohio Board of Nursing standards and required knowledge clusters and learning domains. The goal is to produce a competent individual ready to become a practitioner who can function in a rapidly changing healthcare environment.

Program Goal
The goal of the Community Health Worker program at Mercy College is:
- To prepare competent entry-level community health workers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

Program Learning Outcomes
The certificate completer will be able to:
- Demonstrate basic knowledge of healthcare and health education across the lifespan in a community health setting.
- Utilize interpersonal skills and community resources to effectively advocate for individuals and communities which they serve.

- Demonstrate competence in service skills and responsibilities in a professional manner.
- Articulate effective communication skills.
- Relate the importance of continuous learning, professional development and Christian values.

Admission Requirements
Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All Community Health Worker Program Applicants
All 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

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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 Community Health Worker Program.

Any grade lower than a "C" is considered a failure. Students who fail a Community Health Worker course or withdraw from a Community Health Worker course failing, may repeat the course one time only. If a student should fail two CHW courses, the Program Lead reserves the right to consider the student for dismissal from the CHW program.

Community Health Worker Certificate Program Curriculum Plan

SEMESTER I		CREDIT HOURS
CHW 101	Introduction to Community Health Worker	4
SOC 211	Cultural Diversity	3
ALH 120	Medical Terminology	2
GEN 100	College Academic Success Strategies	0.5
ALH 105	Basic Life Support and First Aid	1

SEMESTER II		CREDIT HOURS
CHW 102	Advanced Topics for the Community Health Worker	3
CHW 103	Directed Clinical Practice in Community Health	2
CHW 104	Community Health Worker Capstone	1

TOTAL CREDIT HOURS = 16.5

COMPUTED TOMOGRAPHY
CREDIT CERTIFICATE

Overview
The certificate program offers a plan of study that will enhance a student's understanding of computed tomography (CT). The online certificate delivers theoretical instruction based on exam content for the CT post-primary certification exam. The program provides students with a documented level of accomplishment in an area critical to employers. All earned college credits from the CT Credit Certificate program directly apply to the Bachelor of Science in Medical Imaging program.

Philosophy
In accordance with the college mission statement, the philosophy of the CT Credit Certificate program is to provide a certificate level education based on Christian values.

Course goals and objectives are based on the American Registry of Radiologic Technologists (ARRT) theoretical educational criteria for Computed Tomography. The program goal is to provide students with focused instruction to expand their technical knowledge in computed tomography. The program's ancillary goal is to prepare students for the American Registry of Radiologic Technologists (ARRT) post-primary certification exam in computed tomography*.

* Clinical experience is required to sit for an ARRT. The CT Credit Certificate does not incorporate a clinical practicum.

Program Learning Outcome
At the end of the certificate program, students will be able to:
1. Demonstrate the technical knowledge to successfully pass the ARRT post-primary certification exam in computed tomography.
2. Display knowledge of cross-sectional anatomy in various imaging planes.
3. Identify patient care and safety concerns for patients in advanced imaging modalities.
4. Understand the physical principles, system components and the image formation process for CT.
5. Describe routine imaging protocols used in CT.

Admission Requirements
1. Students must be currently enrolled in the Mercy College of Ohio, Radiologic Technology Program.
2. All students must be in their third semester of the Radiologic Technology Program at the start of the CT Credit Certificate program.
3. Must have a cumulative GPA of 2.70 or higher at Mercy College of Ohio.
4. This program is not open to external applications.

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 CT Credit Certificate program. Any grade lower than a "C" is considered failure. Students who fail an imaging (IMG) course or withdraw from an IMG course failing may repeat the course one time only.
3. If a student should fail two IMG courses, the Program Chair reserves the right to consider the student for dismissal from the CT Credit Certificate program.

Computed Tomography Credit Certificate Curriculum Plan
The CT Credit Certificate program will prepare students to work as part of the medical imaging team in the essential field of CT. The program includes didactic components delivered in an online environment to prepare students for advanced roles in medical imaging. All curriculum requirements for the program follow a sequence of courses that build upon previous studies to prepare for future courses.

SEMESTER I		CREDIT HOURS
IMG 310	Sectional Anatomy for Medical Imaging	3
IMG 320	Advanced Patient Care for Medical Imaging	3

SEMESTER II		CREDIT HOURS
IMG 330	Principles of Computed Tomography	3
IMG 340	Computed Tomography Applications	3

TOTAL CREDIT HOURS: 12

EMERGENCY MEDICAL TECHNICIAN
CREDIT CERTIFICATE

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 Emergency Medical 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).

Philosophy
In accordance with the college mission statement, the philosophy of the Emergency Medical Technician program is to provide a certificate education based on Christian values. 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 healthcare 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 basic problem-solving skills in a pre-hospital environment.
2. Demonstrate fundamental and foundational knowledge in performing basic pre-hospital assessment of the ill or injured victim in a professional manner.
3. Utilize effective communication skills.

4. Relate the importance of continuous learning, professional development and Christian values.
5. Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

Admission Requirements

Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All EMT Program Applicants

All 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

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.
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

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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 Program. Any grade lower than a "C" is considered a failure. Students who fail an EMT program course or withdraw from an EMT program course failing may repeat the course one time only. However, if a student should fail two EMT program courses, the Program Lead reserves the right to consider the student for dismissal from the EMT program.

Emergency Medical Technician Certificate Program Curriculum Plan
The Emergency Medical Technician Certificate program 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 certificate program is 17 credit hours spanning one semester.

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

MEDICAL CODING (ONLINE)
CREDIT CERTIFICATE

Overview
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 simulated 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).

Mercy College's Medical Coding certificate program is 26 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. 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.

Mission Statement
It is the mission of the Medical Coding Certificate program to provide an educational experience which includes the professional and technical skills necessary to prepare students for entry-level positions in the field of medical coding.

Philosophy
In accordance with the college mission statement, the philosophy of the Medical Coding program is to provide a certificate level education based on 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 based on the American Health Information Management Association (AHIMA) standards. The goal is to produce a competent practitioner who can function in a rapidly changing healthcare 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 healthcare documentation
2. Perform processes related to collection, storage and retrieval of healthcare 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.

Admission Requirements

Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All Medical Coding Program Applicants

All courses within the Medical Coding Certificate program are delivered online. Due to program and field of study requirements, prospective students are expected to demonstrate computer and keyboarding proficiency.

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

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

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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 a 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.

Medical Coding Certificate Program Curriculum Plan
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 100	Distance Education Success Strategies and Program Overview	0.5
HIT 114	Foundations in Health Information Technology	3
ALH 120	Medical Terminology	2
ALH 104	Introduction to Medical Coding Systems	1
GEN 100	College Academic Success Strategies	0.5
		12

SEMESTER II – SPRING		CREDIT HOURS
ALH 210	Introduction to Pharmacology	2
BIO 320	Pathophysiology	3
HIT 126	Clinical Coding/Classification Systems I	3
		8

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: 26

OPHTHALMIC TECHNOLOGY
CREDIT CERTIFICATE

Overview
The Ophthalmic Technology Certificate prepares students to work as part of the healthcare 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).

Philosophy
In accordance with the college mission statement, the philosophy of the Ophthalmic Technology program is to provide a certificate level education based on Christian values.

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 professional who can function in a rapidly changing healthcare 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.

Admission Requirements
Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPAs from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All Ophthalmic Technology Program Applicants
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

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.

Possess American Heart Association CPR certification-valid prior to the start of EYE 116 with current certification maintained through the completion of clinical rotations.

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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.

Ophthalmic Technology Certificate Curriculum Plan

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	0.5
EYE 111	Essentials of Ophthalmic Technology	2
EYE 112	Ocular Terminology, Anatomy, Physiology,	

236

	and Diseases	4
EYE 113	Ophthalmic Technology Application and Practice	4
CIS101	Introduction to Keyboarding and Computers	1*
		10.5/11.5

Computer course required if applicant does not pass computer assessment.

SEMESTER II		CREDIT HOURS
EYE 114	Ophthalmic Capstone	1.5
EYE 116	Ophthalmic Directed Clinical Practice	5
		6.5

TOTAL CREDIT HOURS: 17/18

PARAMEDIC
CREDIT CERTIFICATE

Overview
The 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 practicum components specifically designed to prepare students for entry into professional practice as 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).

Philosophy
In accordance with the college mission statement, the philosophy of the Paramedic program is to provide a certificate education based on Christian values. 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 healthcare 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. Relate the importance of continuous learning, professional development and Christian values.
5. Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

Admission Requirements

Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All Paramedic Program Applicants

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

In addition to the General College admission policies and procedures, all 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.

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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 Paramedic Program. Any grade lower than a "C" is considered a failure. Students who fail an Paramedic program course or withdraw from an Paramedic program course failing may repeat the course one time only. However, if a student should fail two Paramedic program courses, the Program Lead reserves the right to consider the student for dismissal from the Paramedic program.

Paramedic Certificate Program Curriculum Plan
The Paramedic Certificate program 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 33 credit hours spanning three semesters.

All curriculum requirements for the Paramedic credit certificate program 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	0.5
EMS 112	Introduction to Paramedic Pre-Hospital Emergency Medicine	6.5
EMS 113	Pre-Hospital Emergency Medicine Directed Clinical Practice I	1.5
EMS 133	Medical Emergencies I	<u>4.5</u>
		13

SEMESTER II - SUMMER (12 WEEKS)		CREDIT HOURS
EMS 122	Emergency Cardiovascular Disease	6.5

EMS 121	Pre-Hospital Emergency Medicine Directed	
	Clinical Practice II	2
EMS 134	Medical Emergencies II	<u>4.5</u>
		13

SEMESTER III - FALL		**CREDIT HOURS**
EMS 132	Pre-Hospital Emergency Medicine Practicum	2
EMS 135	Pre-Hospital Capstone Experience	2
EMS 136	Emergency Medical Operations	<u>3</u>
		7

TOTAL PROGRAM CREDIT HOURS: 33

POLYSOMNOGRAPHIC TECHNOLOGY
CREDIT CERTIFICATE

Overview
Polysomnographic Technology is a healthcare 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 healthcare 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.

Philosophy
In accordance with the college mission statement, the philosophy of the Polysomnographic Technology program is to provide a certificate education based on Christian values. 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 healthcare 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 cognitive (knowledge), psychomotor (skills) and affective (behavior) 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.

Admission Requirements
Applicants must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 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 15 credit hours of college coursework from a regionally accredited college, with a GPA of at least 2.0. For applicants who have attended more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.0.

Additional Admission Requirements for All Polysomnographic Technology Program Applicants
All 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

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.

American Heart Association CPR certification is required – valid prior to the start of PSG112, with certification maintained through the completion of practicum courses.

Physical, immunization records and a negative TB test will be required before PSG112 practicum begins.

For students who are not United States citizens and/or for whom English is a second language, please review the Enrollment Management section of the college catalog for further admission information.

Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up to date information.

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.

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.

Polysomnographic Technology Certificate Program Curriculum Plan
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	0.5
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: 28.5/29.5*

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/innovative-transitional-educationfor policies specific to non-credit programs.

ELECTRONIC HEALTH RECORDS OFFICE PROFESSIONAL
NON-CREDIT CERTIFICATE - ONLINE THROUGH CAREER STEP

Overview
Electronic Health Records Office Professionals are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly. Specific responsibilities varies from location to location, but may include; creating and updating patients' electronic health records, managing the day-to-day operations of a medical facility, scheduling and coordinating appointments, verifying patient insurance, completing and submitting insurance claims, preparing correspondence between medical providers and their patients and providing quality customer service to patients.

Philosophy
The education of the Electronic Health Records Office Professional is responsive to the national and community needs that are clearly supported by state and national regulations, education and credentialing or electronic health records.

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. Utilize a foundation of medical language and anatomy and physiology to interpret and document proper clinical documentation.
4. Incorporate healthcare structure and organization while managing office procedures and practice finances.
5. Pass the CMAA and CEHRS examinations.

Admission Requirements
An applicant should be a high school graduate or a general equivalency (GED) recipient. This program is designed for graduates of an Associate degree or higher.

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.

Electronic Health Records Office Professional Program Curriculum Plan

The certificate in Electronic Health Records Office Professional Program is a comprehensive 285 hours of self-paced lessons. Each student is paired up with a facilitator for one-on-one interaction. The facilitator is available (via email) to answer questions and provide feedback.

MEDICAL TRANSCRIPTION AND MEDICAL TRANSCRIPTION EDITOR

NON-CREDIT CERTIFICATE - ONLINE THROUGH CAREER STEP

Overview
The Medical Transcription and Medical Transcription Editor program prepares students to transcribe the dictation of doctor-patient interactions and creating reports that are included in patients' medical records. Students will also correct and edit written reports generated by speech recognition software which electronically transcribes 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 transcriptionist and medical transcription editor.

Philosophy
The education of Medical Transcription and 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 and medical transcription editor.

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. Transcribe audio dictations of doctor-patient interactions to accompany medical records.
4. Apply AHDI approved standards to patient medical records.
5. Utilize editing techniques in clinical and acute care notations.

Admission Requirements
An applicant should be a high school graduate or a general equivalency (GED) recipient.

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.

Medical Transcription and Medical Transcription Editor Curriculum Plan
The certificate in Medical Transcription and Medical Transcription Editor is a comprehensive 640 hours of self-paced lessons. Each student is paired up with a facilitator for one-on-one

interaction. The facilitator is available (via email) to answer questions and provide feedback.

PHARMACY TECHNICIAN
NON-CREDIT CERTIFICATE

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, laboratory, medical math, and clinical components specifically designed to prepare students for entry into professional practice as Pharmacy Technicians and prepares them to sit for the Pharmacy Technician Certification Board (PTCB) exam.

Philosophy

In accordance with the college mission statement, the philosophy of the Pharmacy Technician program is to provide a certificate education based on Christian values. 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 as 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. Prepare prescription medications.
4. Pass the Pharmacy Technician Certification Board (PTCB) 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 and health physical, and must provide up-to-date immunization documentation as detailed below.

Background Checks and Health Records

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.

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 refund or certificate of completion.

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 didactic education and a minimum of 80 clinical contact hours. The course includes an online medical math component which requires computer and internet access as well as in-seat instruction in 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 the administration and management of a pharmacy practice.

PHLEBOTOMY
NON-CREDIT CERTIFICATE

Overview
The Phlebotomy Certificate program seeks to prepare students to work in healthcare by collecting blood samples for laboratory testing. The program includes didactic, laboratory, and clinical components specifically designed to prepare students for entry into a career in phlebotomy while preparing them for a national phlebotomy certification examination.

Philosophy
In accordance with the college mission statement, the philosophy of the Phlebotomy program is to provide a certificate education based on Christian values. 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.

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 venipuncture 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.

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 as noted below. Applicants must also possess the needed manual dexterity to perform phlebotomy skills and be able to secure a patient for drawing needs.

Background Checks and Health Records

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, janice.bernard@mercycollege.edu , 419-251-1722.

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 in order to progress to the clinical portion of the program. It is an expectation that during the clinical component, students will successfully complete over 100 draws, including both venipuncture and dermal. 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 55 contact hours of education and 100-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 will be offered a national phlebotomy credentialing exam.

PROFESSIONAL MEDICAL CODING AND BILLING
NON-CREDIT CERTIFICATE – ONLINE THROUGH CAREER STEP

Overview

The Professional Medical Coding and Billing program prepares students to translate records

into standardized codes used to bill patients and third-party payers such as insurance companies, Medicaid and Medicare. They review patient medical records and assign codes to tests, treatments, diagnosis, and procedures performed. Coders use the most current diagnostic codes sets according to federal standards. The curriculum offers experience that will prepare a student to pass one of the national coding certification exams and to find employment as a professional medical coder and biller.

Philosophy
The education of medical coders and billers 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 and billing.

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 and billers 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 document proper clinical documentation.
4. Utilize various types of payment systems used to reimburse impatient and outpatient medical services.
5. Document patient records, tests, treatments, and procedures using the current International Classification of Diseases, Clinical Modification and the Current Procedural Terminology code books.
6. Pass the CCA and CPC examinations.

Admission Requirements
An applicant should be a high school graduate or a general equivalency diploma (GED) recipient.

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.

Professional Medical Coding and Billing Curriculum Plan
The certificate in PMCB Is a comprehensive 565 hours of self-paced lessons. Each student is paired up with a facilitator for one-on-one interaction. The facilitator is available (via email) to

answer questions and provide feedback.

PROFESSIONAL HEALTHCARE COMPLIANCE OFFICER *(online)*

NON-CREDIT CERTIFICATE

Overview
The Professional Healthcare Compliance Officer program prepares students with the key requirements needed to effectively develop, implement, and monitor a healthcare compliance program for any practice. The course is a 34 hour time on task non-credit course. This course is fully online and self-paced and is based on regulatory guidelines.

Philosophy
The education of the healthcare compliance officer is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of healthcare compliance.

Course goals and objectives are determined based on the preparation for the AAPC's Certified Professional Compliance Officer "CPCO" exams. The goal is to produce competent healthcare compliance officers.

Program Learning Outcomes
The certificate completer will also be able to:
1. Demonstrate responsible knowledge of compliance program effectiveness techniques.
2. Demonstrate understanding of key healthcare fraud and abuse laws, including the False Claims Act, Stark Laws, and Anti-Kickback Statute, including the associated penalties.
3. Understand how the PPACA will affect medical practices.
4. Demonstrate knowledge of other laws and regulations, including HIPAA, EMTALA, and CLIA.
5. Demonstrate understanding of how to handle investigations, including self-disclosure protocols.
6. Demonstrate knowledge of requirements of Corporate Integrity Agreements (CIAs) and Certificate of Compliance Agreements (CCAs).

Admission Requirements
An applicant should be a high school graduate or a general equivalency (GED) recipient. This program is designed for those who hold an Associate degree or higher in a health related field of study.

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.

PROFESSIONAl MEDICAL AUDITOR *(online)*

Overview
The Professional Medical Auditor program prepares students to use their experience with coding and documentation guidelines in order to improve healthcare revenue cycles. The course is a 54 hour time-on task, non-credit course. The course can be completed fully online and completely self-paced.

Philosophy
The education of the medical auditor is responsive to national and community needs that are clearly supported by state and national regulations, education and credentialing in the field of healthcare auditing.

Course goals and objectives are determined based on the preparation for the Certified Professional Medical Auditor (CPMA) exam. The goal is to produce competent medical auditors.

Program Learning Outcomes
The certificate completer will also be able to:
1. Define the standards of a medical record.
2. Describe the proper documentation requirements for consent forms, including the Advanced Beneficiary Notice.
3. Describe how federal and state HIPAA laws apply to medical records.
4. Identify the seven core elements of a compliance plan.
5. Explain how to develop corrective action initiative for detected offenses.
6. Explain the purpose and instructions for compliance for each type of government audit.
7. Distinguish between the interpretation of a new procedure and a review of a previously performed procedure.
8. Identify billable services based on the intent, amount and types of medications infused.

Admission Requirements
An applicant should be a high school graduate or a general equivalency (GED) recipient. The ideal candidate should have at least 3 to 5 years' experience as a medical coder or have an Associate degree or higher in a health related field with coding, documentation integrity or auditing experience

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.

MEDICAL IMAGING QUALITY MANAGEMENT

NON-CREDIT CERTIFICATE

Overview

The Quality Management Certificate program seeks to prepare medical imaging professionals for roles in radiographic quality management. The program includes online didactic components, and online and live clinical components. All live clinical components will take place at a facility arranged by the College over a weekend seminar experience located near Toledo, Ohio. The Quality Management Certificate program will prepare individuals to sit for the American Registry of Radiologic Technologists (ARRT) Quality Management (QM) certification exam.

Philosophy

Course learning objectives are determined based on preparation for the ARRT certification exam in Quality Management. The program objective is to produce registry eligible individuals who will be competent entry-level QM professionals.

Program Learning Outcomes

At the end of the Quality Management Certificate program, students will be able to:

- Demonstrate the technical knowledge to successfully pass the ARRT post-primary certification exam in quality management.
- Display knowledge of equipment quality control, quality improvement management, and laws, regulations, standards, and guidelines that relate to radiographic quality management.

Admission Requirements

An applicant must possess ARRT certification in Radiography, Radiation Therapy, or Nuclear Medicine (NMTCB certification is also accepted).

Progression

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 a refund.

Quality Management Certificate Curriculum Plan

The Quality Management Certificate program is a ten week training program. Nine weeks will be online with one live weekend seminar commitment at facility arranged by the College near Toledo, Ohio.

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 location 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 location).

ALLIED HEALTH (ALH)

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 104
Introduction to Medical Coding Systems
1 HOUR (1-0) FA
Introduction to various coding and classification systems used in healthcare. The format, structure, and appropriate use of various coding and classification systems in both inpatient and outpatient settings will be discussed.

ALH 105
Basic Life Support and First Aid
1 HOUR (.5-1)
This course is designed to provide knowledge and training in the prevention and treatment of accidents, sudden illness and basic life support. Successful completion results in American Heart Association certification.

ALH 110

Introduction to the Healthcare 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, SU

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.

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 Dean. Up to three hours of credit will be awarded.

ART (ART)

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 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

BIOLOGY (BIO)

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 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 better 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 better 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 better 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 better 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 better 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 better 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 better within the past seven years AND high school chemistry or an equivalent with a grade of "C" or better 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 better 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 better 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 better 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 205 and CHM 210 with a "C" or better or permission of the Instructor.

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 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 better 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 better 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 its 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 better 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 better 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 better 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 better 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 better 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 better within the past seven years.

BIO 400

Service Learning in Biology

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 Biology degree program or permission of the Instructor.

BIO 410

Cell Biology

4 HOURS (3-3)

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. Three hours of lecture and a three hour lab. Prerequisites: BIO 205 and 206 or BIO 220 and 221 or equivalent with a grade of "C" or better 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: BIO 205 and 206 or BIO 220 and 221 or equivalent with a grade of "C" or better 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 or equivalent with a grade of "C" or better within the past seven years.

BIO 440

Research Experience

1-5 HOURS (0.5-6 per cr hr)

Off campus experiential learning of a pre-professional nature for work in research laboratories. Pre-Requisites and or Co-Requisites: Junior status in the Biology degree program and permission of instructor.

BUSINESS (BUS)

BUS 222

Managerial Accounting

3 HOURS (3-0)   FA, 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. Prerequisite: ENG 101

BUS 312

Human Resource 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. Prerequisite: ENG 101

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. Prerequisite: ENG 101

BUS 350
Nonprofit Healthcare Management
3 HOURS (3-0)
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. Prerequisite: ENG 102

CHEMISTRY (CHM)

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 better 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 better within the last seven years and high school integrated math series with a "C" or better in the last seven years or co-requisite of MTH 130 or equivalent with a "C" or better 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 better within the last seven years.

CHM 320
Organic Chemistry I
5 HOURS (4-3)   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, one hour problem solving and a three hour lab. Prerequisite: General Chemistry II (CHM 211) or equivalent with a "C" or better within the last seven years.

CHM 321
Organic Chemistry II
5 HOURS (4-3)   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, one hour problem solving and a three hour lab. Prerequisite: CHM 320 or equivalent with a "C" or better 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 better

within the last seven years.
COMMUNITY HEALTH WORKER (CHW)

CHW 101
Introduction to Community Health Worker
4 HOURS (3-3) FA
This course presents an overview of the roles and responsibilities of a community health worker as an integral member of an interdisciplinary healthcare team, or a patient centered medical home (PCMH). Areas of focus include healthcare and social needs across the lifespan; health education and individual and community advocacy. Confidentiality and basic office skills required of community health workers will be also be covered. Prerequisite: Admission into the Community Health Worker certificate program.

CHW 102
Advanced Topics for the Community Health Worker
3 HOURS (2-2) SP
This course is designed to broaden the students' skill set required to effectively advocate, refer and assist in care coordination in the communities in which they will serve, especially with diverse and high risk populations. Emphasis will be placed on community resources, referral systems, documentation, care coordination and skills to execute an effective home visit. Prerequisite: CHW 101

CHW 103
Directed Clinical Practice in Community Health
2 HOURS (1-10) SP
This course will provide students the opportunity to act in their roles as community health workers in a variety of community settings and with diverse client populations. Students will demonstrate knowledge and skills in six major competency areas: healthcare, community resources, communication skills, individual & community advocacy, health education and service skills & responsibilities. Prerequisite: CHW 101. Co-requisite: CHW 102

CHW 104
Community Health Worker Capstone
1 HOUR (1-0)   SP
This course explores a variety of concepts focusing on the professional aspects of a community health worker and skills necessary to transition into the workforce. Topics such as professionalism, job-readiness, resume writing and interviewing skills, and current healthcare trends and case studies will be addressed. Prerequisite: CHW 101. Co-requisites: CHW 102, CHW 103

COMPUTER INFORMATION SYSTEMS (CIS)

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, Internet navigation, file management or keyboarding or who needs a refresher course on keyboarding to improve speed and accuracy. This is a PC-based course. The term "PC-based" means that no MAC machines or concepts associated with this platform will be demonstrated or addressed within the course or the course materials.

CIS 105
Microcomputer Applications
3 HOURS (3-0)   FA, SP, SU
This course is an introduction and overview of microcomputer information systems. Topics include the Microsoft Office suite software and the exploration of its integration and application in business and other segments of society. Emphasis is placed on the introduction and use of a word processor (Microsoft Word) to process textual information, an electronic spreadsheet (Microsoft Excel) for manipulation of numerical data and a presentation program (Microsoft PowerPoint) to develop graphic presentations widely used by both professionals and students. This is a PC-based course. The term "PC-based" means that no MAC machines or concepts associated with this platform will be demonstrated or addressed within the course or the course materials.

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. This is a PC-based course. The term "PC-based" means that no MAC machines or concepts associated with this platform will be demonstrated or addressed within the course or the course materials. Prerequisite: CIS 105

CIS 232
Database Applications
1 HOUR (1-0)   SU
This course is an introduction and overview of database applications. Topics include the Microsoft Office suite software and the exploration of its integration and application in business and other segments of society. Emphasis is placed on the introduction and use of a database management system (Microsoft Access) to manipulate and report on data. This course addresses the creation of databases and introduces the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data. This is a PC-based course. The term "PC-based" means

that no MAC machines or concepts associated with this platform will be demonstrated or addressed within the course or the course materials. Prerequisite: CIS 105

COMMUNICATIONS (COM)

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

COM 360
Communication for Professional Success
3 HOURS (3-0) SU
Communication and critical thinking skills are necessary both to secure a job and 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. Prerequisites: ENG 101 and ENG 102 or equivalents

CARDIO VASCULAR TECHNOLOGY (CVT)

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 better.

CVT 121
12-Lead EKG Interpretation Lab
1 HOUR (0-2)   SP
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 better.

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 better.

CVT 130
Ultrasound Instrument Mechanics and Wave Physics
1 HOUR (1-0)   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, CVT 212 and CVT 214 OR CVT 240 and CVT 242 and CVT 244.
Prerequisites: MTH 130 and CVT 122, all with a grade of "C" or better.

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, CVT 222 and CVT 224, or CVT 250, CVT 246 and CVT 248. Prerequisites: CVT 130, with a grade of "C" or better.

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 212 and CVT 214. Prerequisites: CVT 122, with a grade of "C" or better.

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 better.

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 better.

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 better.

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 better.

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 better.

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 better.

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 better.

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 better.

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 better.

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, CVT 242 and CVT 244, both with a grade of "C" or better.

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 better.

CVT 254

Echocardiography Clinical Capstone

4 HOURS (0-16) SU

This course provides clinical experiences which allow the student to perform non-invasive echocardiography exams under the direct supervision of a qualified technologist. Clinical practice is held off campus. Prerequisites: CVT 220, CVT 222 and CVT 224, all with a grade of "C" or better.

CVT 256

Peripheral Vascular Clinical Capstone

4 HOURS (0-16) SU

This course provides clinical experiences which allow the student to perform non-invasive peripheral vascular exams under the direct supervision of a qualified technologist. Clinical practice is held off campus. Prerequisites: CVT 250, CVT 246 and CVT 248, all with a grade of "C" or better.

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 Dean of Allied Health

DUAL STUDIES COURSE (DSC)

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.

EMERGENCY MANAGEMENT SYSTEMS (EMS)

EMS 101

Introduction to Basic Pre-Hospital Emergency Medicine

8 HOURS (6-4)   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 (0-2.5)   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. Co-requisite: EMS 101

EMS 112

Introduction to Paramedic Pre-Hospital Emergency Medicine

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 Paramedic certificate program, including BIO 105 or equivalent and possession of valid and current EMT certification.

EMS 113

Pre-Hospital Emergency Directed Clinical Practice I

1.5 HOURS (0-7.5)   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 and possession of valid and current EMT certification. Co-requisite: EMS 112

EMS 121

Pre-Hospital Emergency Directed Clinical Practice II

2 HOURS (0-10)   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 122

Emergency Cardiovascular Disease

6.5 HOURS (4-5)   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 112

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. Prerequisite: EMS 121. Co-requisite: EMS 130

EMS 133

Medical Emergencies I

4.5 HOURS (2-5)   SP

This course will allow the student to study a variety of common medical emergencies, as well as proper patient assessment, exam and interventions. Disorders of the following types will be addressed: behavioral and psychiatric, hematologic, musculoskeletal, and head, eye, ear nose and throat. Emergencies involving gynecology and obstetrics will also be studied.   Care of special populations will be addressed, including the neonatal, pediatric and geriatric patients, as

well as victims of abuse or assault. Acute intervention of the chronically ill patient will also be presented.   Prerequisites: Acceptance into Paramedic certificate program, including BIO 105 or equivalent and possession of valid and current EMT certification.

EMS 134
Medical Emergencies II
4.5 HOURS (2-5) SU
This course will allow the student to study a variety of common medical emergencies, including appropriate patient assessment, exam and interventions. Topics will include disorders of the respiratory, neurological, immune, endocrine, gastrointestinal, renal, urogenital, and cutaneous systems, as well as toxicology, substance abuse and infectious and communicable diseases.

EMS 135
Pre-Hospital Capstone Experience
2 HOURS (1-3) FA
This course will provide students with the skills necessary to transition into the EMS field as a paramedic. It offers integration of current trends/topics in the field, continuing education requirements, resume writing and interviewing, values, personal excellence, professionalism, self-assessment, special interventions and review for the National Registry Exam. **Pre-requisites**: EMS 113, EMS 133, EMS 122, EMS 121, EMS 134

EMS 136
Emergency Medical Operations
3 HOURS (2-3)   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.

ENGLISH (ENG)

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 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 (1-3-0)   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 Dean. Up to three hours of credit will be awarded.

EYE (EYE)

EYE 111

Essentials of Ophthalmic Technology

2 HOURS (2-0)   FA

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 Accountability 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
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
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)   SP
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. Prerequisites: EYE 111, EYE 112, EYE 113

EYE 116
Ophthalmic Directed Clinical Practice
5 HOURS (0-25) SP
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. Pre-requisites: EYE 111, EYE 112, EYE 113

GENERAL EDUCATION (GEN)

GEN 100
College Academic Skills Seminar
0.5 HOURS (0.5-0)   FA, SP
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).

HEALTHCARE ADMINISTRATION (HCA)

HCA 214
Integrated Healthcare Delivery Systems
3 HOURS (3-0)   FA, SP, SU
In this course, students will learn to apply a unique, population-based approach to healthcare delivery issues and learn about the changing roles of the components of the U.S. healthcare system as well as the technical, economic, political and social forces responsible for those changes. Prerequisites: Program Admission, ENG 101

HCA 224
Healthcare Economics
3 HOURS (3-0)   FA, SP
In this course, students will apply economic analysis to health and healthcare services, examine the concept of health as human capital and investigate special features of the supply, demand, distribution and economic impact of healthcare delivery. Pre or Co-requisite: HCA 214, ENG 101

HCA 301
Distance Education Success Strategies and Program Overview
1 HOUR (1-0)   FA, SP, SU
This course is designed to provide an overview of the distance education experience. Students will be introduced to success strategies, support services and the online learning environment. Students will also be familiarized with requirements, policies and procedures in relation to their program of study. Prerequisite: HCA Program Admission

HCA 316
Healthcare 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. This course familiarizes the student with new and emerging technologies in the healthcare field. Pre or Co-requisite: HCA 214 or HIT 114, ENG 101

HCA 404
Healthcare Administration Practicum
1 HOUR (0-8)   SP, SU
This course provides an experiential learning experience at a healthcare organization in which students will apply professional skills, knowledge and behaviors learned in the program. Course must be taken in the same semester as expected graduation. Prerequisite: HCA 214

HCA 410
Healthcare 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. Pre or Co-requisite: HCA 214, ENG 101, ENG 102

HCA 412
Healthcare Law & Ethics
3 HOURS (3-0)   FA, SU
This course will present the government policies and guidelines relating to the operation of healthcare systems. Within this context, discussion will be led around the impact on the

implementation of healthcare and the ethical responsibilities ascribed to healthcare administrators. The students will also examine tort, contract and statutory law related to healthcare delivery. Pre or Co-requisite: HCA 214, ENG 101, ENG 102

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. Pre or Co-requisite: HCA 214, ENG 101, ENG 102

HCA 424
Healthcare 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 healthcare administration field, such as managed care, re-engineering, TQM/CQI, budgeting, finance, personnel, planning, team-building, changing work force, healthcare paradigm shift and many other management topics. Students will be required to deliver summative presentations using prescribed media capture and delivery methods. Course must be taken in the same semester as expected graduation. Prerequisite: HCA 214

HCA 430
Management Accountability in Healthcare Organizations
3 HOURS (3-0)   FA, SP
Focusing on the healthcare imperative of accountability to the community, students in this course will deal with the measurement of performance in healthcare organizations, the implementation of business strategies, strategic plans, project management and the attainment of organizational goals. Students will also be introduced to CQI, performance improvement, clinical and service quality. Pre or Co-requisite: HCA 214, ENG 101, ENG 102

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 100
Distance Education Success Strategies and Program Overview
0.5 HOURS (0.5 - 0) FA
This course is designed to provide an overview of the distance education experience. Students will be introduced to success strategies, support services and the online learning environment. Students will also be familiarized with requirements, policies and procedures in relation to their program of study. Prerequisites: MCC or HIT Program Admission.

HIT 114

Foundations in Health Information Technology

3 HOURS (2-2)   FA

Students are introduced to the health information technology profession primarily in the acute setting and the role it plays throughout the continuum of healthcare. Health record content and documentation requirements along with record collection, analysis, storage, and retrieval processes will be discussed and practiced through simulation.

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 better.

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 better.

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 better.

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 with a grade of "C" or better.

HIT 150

Professional Practice Lab

1 HOUR (0-3) SU

Practical aspects of health Information management (HIM) are introduced in a virtual setting. This experience provides the students with hands-on exposure of the various functions and the operational flow of an HIM department through simulating tasks using various software applications. Prerequisites: ALH 210, BIO 320, HIT 126, HIT 142, CIS 105 all with a grade of "C" or better. Co-requisite: HIT 140

HIT 190

ICD-9 to ICD-10 Transition

3 HOURS (2-2)

This course is intended for those with medical coding experience or those who have completed an approved ICD-9-CM medical coding course and need the necessary skills to transition to the ICD-10-CM and ICD-10-PCS code sets. In addition to guided hands-on exercises, students will be given instruction on using the industry codebooks, including the format, use, and requirements of the new code sets. Pre-requisite: HIT 126 or equivalent or proficiency in ICD-9-CM coding with HIT program chair approval

HIT 220

Health Information in Ancillary Care Facilities

3 HOURS (3-0)   FA

Introduction to health information, medical staff, and personnel requirements in non-acute care settings. Includes aspects related to licensing, certifying, and accrediting agencies. Prerequisite: HIT 114, with a grade of "C" or better.

HIT 234

Clinical Coding/Classification Systems II

3 HOURS (3-0)   SU

Introduction to coding using Current Procedural Terminology (CPT) and Healthcare Procedural Coding System (HCPCS) classifications with emphasis on the basic skills required to ode medical services and procedures. Incorporates the use of web-based learning modules along with computer encoding experiences. Prerequisites: ALH 210, HIT 126, BIO 320 or equivalents, all with a grade of "C" or better.

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 healthcare services. Prerequisite: ALH 120, BIO 320, HIT 126, all with a grade of "C" or better. Co-requisite: HIT 234

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 105 or equivalents, all with a grade of "C" or better.

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 better.

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 105, or equivalents, all with a grade of "C" or better.

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 234, HIT 238, , or equivalents, all with a grade of "C" or better.

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 healthcare settings through lecture, observation, and hands-on experience. Prerequisites: All 100 level Health Information Technology courses, HCA 316, HIT 233, HIT 234, HIT 238 or equivalents, all with a grade of "C" or better.

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, HCA 316 HIT 233, HIT 234, , HIT 238, HIT 243 or equivalents, all with a grade of "C" or better.

HIT 248

Health Information Management and Leadership

3 HOURS (3-0) SP

Overview of management principles and practices essential to the health Information profession. Concepts related to leadership roles, strategic, financial, organizational and human resource management in an ever changing environment will be studied. Prerequisites: HIT 150, HIT 220, HCA 316 or equivalents, all with a grade of "C" or better.

HIT 250

Professional Practice Experience and Capstone

3 HOURS (2-5)   SP

Practical, technical, and managerial aspects of Health Information Management (HIM) are introduced in a clinical setting. Students are given a broader perspective of health information management and its use throughout various departments and healthcare settings through lecture, observation and hands-on experience. Also Included is preparation for the RHIT examination. Prerequisites: HIT 150, HIT 234, HIT 238, HCA 316 or equivalents, all with a grade of "C" or better.

HISTORY (HST)

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.

IMAGING (IMG)

IMG 301
Distance Education Success Strategies and Program Overview
1 HOUR (1-0)   FA, SP, SU
 This course is designed to provide an overview of the distance education experience. Students will be introduced to success strategies, support services and the online learning environment. Students will also be familiarized with requirements, policies and procedures in relation to their program of study. Prerequisite: Medical Imaging Program Admission

IMG 305
Imaging Informatics
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.

IMG 310
Sectional Anatomy for Medical Imaging
3 HOURS (3-0)   FA, SU
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. Common pathologic conditions seen in CT and MRI will also be discussed. Prerequisites: *Medical Imaging: Program admission. General College or other Programs:* BIO 105, or BIO 220 and 221 with a grade of "C" or better.

IMG 320
Advanced Patient Care for Medical Imaging
3 HOURS (3-0)   FA, SU
This course focuses on advanced aspects of patient education, assessment, communication and modality specific patient care. Prerequisites: Admittance to the program

IMG 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. Prerequisite: Admittance to the program.

IMG 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 with a grade of "C" or better.

IMG 405
Principles of Quality Management
3 HOURS (3-0) FA
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. Prerequisite: Admittance to the program.

IMG 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. Prerequisite: Admittance to the program.

IMG 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.

IMG 431

Advanced Imaging Practicum

1-3 HOURS (0-(7-21)) FA, SP, SU

This course provides the opportunity to develop required experience and competencies for certification examinations in advanced imaging under the supervision of qualified instructors and/or preceptors. This course is repeatable for a maximum of 9 credit hours. Co-requisite: BSMI students must maintain 12 or more credit hours in the program curriculum and have approval of the Program Chair.

IMG 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 with a grade of "C" or better.

IMG 480

Medical Imaging Capstone

3 HOURS (3-0) SP

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. Students will be required to deliver summative presentations using prescribed media

capture and delivery methods. This course must be taken in the same semester as expected graduation.

MATHEMATICS (MTH)

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 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 better 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 better 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 better within the last seven years.

MTH 130

College Algebra

4 HOURS (4-0)

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 better within the last seven years.

MTH 132

Basic Trigonometry

1 HOUR (1-0)

An introduction or review of basic trigonometric functions, characteristics, and relationships that are used in MTH 150 Calculus. A graphing calculator is required.

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 130 or equivalent with a grade of "C" or better 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: MTH 104, MTH 130, MTH 150 or permission of instructor required, if or equivalent, not already completed.

MUSIC (MUS)

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. Prerequisites: ENG 101 and ENG 102 or equivalent(s).

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. Prerequisites: ENG 101 and ENG 102 or equivalent(s).

NURSING (NUR)

NURSING COURSES:

TD *signifies Toledo day program*
TE *signifies Toledo evening program*

Y *signifies Location*

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 better 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 better.

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 better.

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 better.

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, Humanities Elective. Prerequisites: NUR 110, 112, 122, 123, BIO 320, all with a grade of "C" or better.

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 better.

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 better.

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 better.

BSN Pre-Licensure Program with a May 2015 start date:

NUR 251

Introduction to Nursing

3 HOURS   SU

This course is designed as the initial course in the nursing curriculum and introduces nursing through historical development and current trends. The roles of the baccalaureate nurse are examined in light of current healthcare trends. This course will also include strategies that

enhance academic performance and achieving efficient learning. Topics will include learning styles, critical thinking, test -taking skills, review of NCLEX test plan, medical terminology, and how to read a nursing textbook. Pre-requisites: Acceptance into BSN Pre-Licensure Program. Co-requisites: NUR 252, NUR 253.

NUR 252

Nursing Skills and Assessment

5 HOURS (3 credit hours lecture, 2 credit hours lab)   SU

This course is designed as preparatory for the nursing clinical curriculum. 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 in the nursing skills lab. Content includes concepts involving assessment, caring interventions and technical skills. This course explores the gender, physical and cultural aspects of physical assessment. Pre-requisites: Acceptance into BSN Pre-Licensure Program. Co-requisites: NUR 251, NUR 253.

NUR 253

Informatics in Nursing and Healthcare

2 HOURS   SU

This course aims to explore current and future applications of information technology in the realm of nursing and healthcare. Emphasis is on becoming knowledgeable of resources useful in patient care settings. Topics covered include the historical development of computers in nursing and healthcare, advances in electronic healthcare records, social, legal and ethical issues of information technology in nursing and healthcare, current policies in this field, and the future of computers in nursing and healthcare. Pre-requisites: Acceptance into BSN Pre-Licensure Program. Co-requisites: NUR 252, NUR 252.

NUR 302

Professional Nursing I

3 HOURS (2 credit hours lecture, 1 credit hour clinical)   FA

Professional Nursing I is the first of a series of four courses which focus on professional attributes, core roles, and the context in which nurses practice. Concept categories include accountability, advocacy, critical thinking, culture and diversity, safety, legal, spirituality, healthcare systems, professional behaviors, nursing process, caring, communication, and evidence-based practice. Pre-requisites: NUR 251, NUR 252, NUR 253. Co-requisites: NUR 311, NUR 335.

NUR 303

Professional Nursing II

3 HOURS (2 credit hours class, one credit hour clinical)   SP

This is Course two of four involving professional nursing concepts associated with a nurse's responsibility as a professional nurse in giving care. Key Concept categories include: collaboration, communication, ethics, informatics, teaching and learning, family based practice,

spirituality, and grief and loss. Concepts related to evidence based practice, critical thinking, caring, and nursing process are integrated within the course. Pre-requisites: NUR 302, NUR 335. Co-requisites: NUR 312, NUR 345.

NUR 311
Pharmacology I
1 HOUR   FA
This course provides the BSN pre-licensure 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. Pre-requisites: NUR 251, NUR 252, NUR 253, BIO 320. Co-requisites: NUR 302, NUR 335.

NUR 312
Pharmacology II
1 HOUR   SP
This course provides the BSN pre-licensure student with a further 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. Pre-requisites: NUR 311, NUR 302, NUR 335. Co-requisites: NUR 303, NUR 345

NUR 335
Population Health Concepts I
5 HOURS (3 credit hours lecture, 2 credit hours clinical)   FA
This course is the first course in a series of four courses and serves as an introduction to nursing through current trends. Content includes concepts involving comfort, illness, infection, self and thermoregulation. Concepts related to evidence based practice, critical thinking, caring, communication and the nursing process are integrated within the course. Clinical practice provides experiences to compliment the concepts presented throughout the course. Pre-requisites: NUR 251, NUR 252, NUR 253. Co-requisites: NUR 311, NUR 302.

NUR 345
Population Health Concepts II
5 HOURS (3 credit hours lecture, 2 credit hours clinical)   SP
This is the second of four courses involving concepts associated with an individual's physical health and illness that require nursing care. Concept categories include fluid & electrolytes, perfusion, mobility, oxygenation, tissue integrity, metabolism, elimination, sensory perception,

development, sexuality and reproduction. This course will utilize the nursing process, evidence based practice, caring, therapeutic communication, and critical thinking to guide therapeutic nursing interventions. Pre-requisites: NUR 302, NUR 311, NUR 335. Co-requisites: NUR 312, NUR 303.

NUR 380

Evidence-Based Practice in Nursing and Healthcare

3 HOURS   FA

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. Emphasis based on evidence based practice and dissemination of research findings in practice. Prerequisites: Acceptance into BSN Pre-Licensure Program, MTH 310. Co-requisite: NUR 335, NUR 302

NUR 402

Professional Nursing III

3 HOURS (2 credit lecture, 1 credit clinical)   FA

This is course three of four courses involving nursing concepts associated with a Nurse's responsibility in delivering care to the patient. Key Concept categories include legal issues, managing care, quality improvement, and time management. Concepts related to evidence based practice, critical thinking, caring, and nursing process are integrated within the course. Pre-requisites: NUR 303, NUR 312, NUR 345. Co-requisites: NUR 411, NUR 435

NUR 403

Professional Nursing IV

4 HOURS (2 credit hour class, 2 credit hours clinical)   SP

This is the fourth of four courses associated with understanding oneself and others in the context of professional nursing Practice. The course addresses the nursing concepts of career development, strategic planning, organizational politics, staff development, healthcare policy, professional behaviors, healthcare systems, leadership/management, nursing process, caring, evidence-based practice, critical thinking, and communication. Pre-requisites: NUR 402, NUR 411, NUR 435. Co-requisites: NUR 412, NUR 445

NUR 411

Pharmacology III

1 HOUR   FA

This course provides the BSN pre-licensure student with a more advanced ideation 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. Pre-requisites: NUR 312, NUR 303, NUR 345. Co-requisites: NUR 402, NUR 435

NUR 412

Pharmacology IV

1 HOUR   SP

This course provides the BSN pre-licensure student with the final 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. Pre-requisites: NUR 411, NUR 402, NUR 435. Co-requisites: NUR 403, NUR 445

NUR 435

Population Health Concepts III

5 HOURS (3 credit hours lecture, 2 credit hours clinical)   FA

This is the third of four courses involving concepts associated with an individual's physical health and illness that require nursing care. Concept categories include inflammation, immunity, elimination, metabolism, self, violence, stress and coping, mood and affect, cognition, nursing process, caring, evidence-based practice, communication, and critical thinking. Pre-requisites: NUR 312, NUR 303, NUR 345. Co-requisites: NUR 402, NUR 411.

NUR 445

Population Health Concepts IV

5 HOURS (3 credit hours lecture, 2 credit hours clinical)   SP

This is the fourth course in a series of four courses involving concepts associated with an individual's physical health and illness that require nursing care. Concept categories include oxygenation, perfusion, tissue integrity, cellular regulation, acid-base balance, thermoregulation, immunity, intracranial regulation, and fluid and electrolyte balance. Emphasis is also placed on synthesizing knowledge and managing care for patients with complex and multi-system health issues. Concepts related to evidence based practice, critical thinking, caring, communication and the nursing process are integrated within the course. Clinical practice provides experiences to compliment the theories presented throughout the course. Pre-requisites: NUR 411, NUR 402, NUR 435. Co-requisites: NUR 403, NUR 412.

NUR 480

NCLEX Preparation

1 HOUR 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. Prerequisites: Acceptance into the BSN Pre-Licensure Program with Senior Status and enrolled in the last semester.

Electives:

NUR 245
Introduction to Critical Care Nursing Skills
2 HOURS (1.5 credit lecture, 0.5 credit lab)   FA, SP
This elective course builds upon previously learned knowledge while building technical skills using critical thinking principles for the care of the high acuity adult patient. Participants will demonstrate an increased understanding and ability using the necessary technical skills related to high risk patients, assessment and interventions of the acutely ill patient through the use of class room theory, case scenarios, and hands on simulation. Prerequisites: Acceptance into BSN Pre-Licensure Program

NUR 351
Introduction to Advanced Practice Nursing Roles
2 HOURS FA, SP
This course focuses on current and emerging issues affecting advanced practice nursing roles. An emphasis will be placed on historical, political, legal, ethical, technological advances, and economic factors that impact the role of the advanced practice nurse. Prerequisites: Acceptance into BSN Pre-Licensure Program

NUR 352
Intro to Forensic Nursing
2 HOURS FA, SP
This course focuses on an introduction to the role of a forensic nurse in the delivery of healthcare services. An emphasis will be placed on educational requirements, patient safety, evidence-based practice, information management, legal and ethical issues, teamwork, and patient support systems in the field of forensic nursing. Prerequisites: Acceptance into BSN Pre-Licensure Program

NUR 353
Advanced Wound Care Management in Nursing
2 HOURS (1.5 credit lecture, 0.5 credit lab)   FA, SP
This course is designed to prepare students to effectively assess and treat acute and chronic wounds. Principles will be based on evidence-based practice while considering the financial, ethical and legal implications. Prerequisites: Acceptance into BSN Pre-Licensure Program

NUR 354
Nursing Care of the Oncology Patient

2 HOURS   FA, SP

In this course students have the opportunity to explore an area of interest related to the care of the oncology patients. They will apply basic knowledge about cancer pathophysiology, and nursing management of oncology patients. The course will also emphasize current trends and practices in oncology nursing and issues related to end of life care. Prerequisites: Acceptance into BSN Pre-Licensure Program

BSN Completion Program (RN-to-BSN) with a start date after May 2015

NUR 304
Transitions in Professional Nursing
2 HOURS (2-0)
This course provides 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 policy and procedure. 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 theory, critical thinking, application of nursing research, standards of practice, and continuity of care over time and setting. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN).

NUR 314
Evidence-based Practice
3 HOURS (3-0)
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. Emphasis based on evidence based practice and dissemination of research findings in practice. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN), NUR 304, MTH 310

NUR 324
Nursing Informatics
3 HOURS (3-0)
This course focuses on an introduction to the role of a nurse in informatics as it relates to the delivery of healthcare services. An emphasis will be placed on educational requirements, patient safety, evidence-based practice, information management, legal and ethical issues, teamwork, and patient support systems in the field of nursing informatics. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

NUR 334

Global Focused Nursing Care

3 HOURS (3-0)

This course addresses global and population focused health promotion, and disease and injury prevention based on determinants of local, national and global health including lifestyle, environmental, cultural, and genetic factors. The purpose of this course is to introduce students to global and population focused nursing care. A major focus of this course is for students to critically think about and discuss health and nursing care within a global environment. Nursing students will be exposed to health disparities that exist in the United States and countries around the world. Students will be provided with information and tools that nurses can use to confront health care challenges. Emphasis will be placed on helping to improve the health of vulnerable persons and populations. The course synthesizes theory, research and practice related to global and population focused nursing care, with emphasis on health promotion of aggregates across the lifespan. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

NUR 404

Population Health Assessment

3 HOURS (3-0)

This course focuses beyond the physical assessment and includes a comprehensive examination of other health parameters and health behaviors of the adult and older adult patient. Physical, cultural, psycho-social, spiritual, environmental, genomic, nutritional, health-beliefs, and lifestyle variables will be examined through the use of a health history and health assessment of the adult and older adult. Individual models to promote health behaviors will be discussed. Planning and interventions for health promotion and prevention for the adult and older adult patient will be explored. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

NUR 414

Current Issues in Nursing

3 HOURS (3-0)

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: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

NUR 424

Nursing Leadership

3 HOURS (3-0)

This nursing leadership 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 and leadership concepts into daily clinical practice in a healthcare setting. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

NUR 434
Community Health Nursing
5 HOURS (3-2)
This course will provide an overview of the theoretical and practical basis for community oriented population-nursing practice. Promoting and protecting the health of the public utilizing health promotion, risk reduction, and disease management control strategies will be addressed with a special focus on vulnerable populations and persons. Prerequisites: Admission into the BSN Completion Program (RN-to-BSN) and NUR 304.

BSN Curriculum with Start Date prior to January 2015

NUR 280
Transitions
2 HOURS (2-0)   FA, SP
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 300
Distance Education Success Strategies and Program Overview
0.5 HOUR   FA, SP
This course is designed to provide an overview of the distance education experience. Students will be introduced to success strategies, support services and the online learning environment. Students will also be familiarized with requirements, policies and procedures relating to their program of study. Pre-requisites: Admittance to the BSN Completion Degree program and must be taken before the start of program professional coursework.

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 better.

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 better.

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 better.

NUR 331
Gender Oriented Nursing Care
2 HOURS (2-0)   FA, 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 better.

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 better.

NUR 360

Pharmacology in Nursing

4 HOURS (4-0)   FA, SP

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 better.

NUR 361

Pharmacology in Nursing, Part I

2 HOURS (2-0)   FA

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 better.

NUR 362

Pharmacology in Nursing, Part II

2 HOURS (2-0)   SP

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 better.

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 better.

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 better.

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 better.

NUR 431
Community Health Nursing
4 HOURS (2.5-4.5)   FA, SP
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: NUR 270, NUR 280, NUR 300, and NUR 331, all with a grade of "C" or better. Registered Nurse licensure. Acceptance into the BSN Completion Program.

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 better.

NUR 441
Nursing Management
5 HOURS (2-9)   FA, 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: NUR 300, NUR 270, NUR 280, NUR 331, NUR 360, NUR 431, all with a grade of "C" or better. Registered Nurse Licensure. Acceptance into the BSN Completion Program.

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 better.

NUR 451

Capstone Experience (RN-BSN)
3 HOURS (1-6)   FA, 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. Students will be required to deliver summative presentations using prescribed media capture and delivery methods. This course will include program assessment and informational sessions pertaining to graduation. Prerequisites: Required 200 & 300 level nursing courses, NUR 431, NUR 441, all with a grade of "C" or better. 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 better.

NUR 471

Trends and Issues
3 HOURS (3-0)   FA, SP
This course addresses the Nursing Profession, the Environment and Nursing Practice, the Person in Healthcare, 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 better. 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 better.

PROFESSIONAL DEVELOPMENT COURSES (PDC)

PDC 102
Self Defense for Women
1 HOUR (0-2)
This course, designed just for women, incorporates the national R.A.D. (Rape Aggression Defense) system curriculum. The foundation of the R.A.D. content is education, awareness, and self-defense techniques suitable for women of all ages and abilities. Course content will focus on basic physical self-defense tactics, risk reduction and avoidance strategies in the event of an attack. Prerequisites: Must be a woman.

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 experience must be documented).

PDC 140
Stability Ball
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.

PDC202
Yoga II
1 HOUR (0-2)
This course offers students a chance to build upon previous yoga experience in order to strengthen their yoga practice. Intermediate postures will be introduced along with continued review of stretching and postures learned in Basic Yoga. Emphasis is placed on learning breathing and stress reduction techniques that can be utilized in day to day living experiences. 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)
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 261
Healthy Foods Lifestyle
1 HOUR (0.5-1.5)
This course provides students the opportunity to evaluate traditional food preparation and consider the benefits of a healthy foods lifestyle. Content will focus on items such as the roles and nutritional value of foods, the association of raw living foods with illness and disease prevention, and how to choose, grow and prepare foods for optimal health and wellness.

PDC 271
Circuit Training
1 HOUR (0.5-1.5)
This course provides students the opportunity to learn about circuit training as a method of exercise. Circuit training includes several exercise stations focusing on strength, endurance and/or aerobic training, with little or no rest period between stations. Content will focus on the benefits and advantages of circuit training, including creativity in workout design and combination, which helps keep exercise interesting and saves time while boosting fitness. Workouts can be modified to accommodate beginners, but circuit training is more suited to intermediate to advanced fitness levels.

PHYSICS (PHS)

PHS 220
College Physics I
4 HOURS (3-3)
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 and a three hour lab. Prerequisites: High school algebra. Co-requisite: MTH 130 or MTH 150 or equivalent.

PHS 221
College Physics II
4 HOURS (3-3)
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 and a three hour lab. Prerequisite: PHS 220 or equivalent.

POLYSOMNOGRAPHY (PSG)

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 modalities (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

2 HOURS (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

PSYCHOLOGY (PSY)

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 (1-3-0)   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 Dean. Up to three hours of credit will be awarded. Prerequisite: PSY 101 or equivalent and ENG 101 with a grade of "C" or better.

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 and ENG 101 and ENG 102 with a grade of "C" or better.

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 and ENG 101 and ENG 102 with a grade of "C" or better.

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 and ENG 101 and ENG 102 with a grade of "C" or better.

PSY 370

The Psychology of Music

3 HOURS (3-0)   ON DEMAND

This course is designed to provide an introduction to the ways in which various psychological principles apply to the experience of music. Major research findings regarding the psychology of music, nature and nurture's role in the development of musical ability, musical tastes and preferences, and social issues in music will be presented. An eclectic variety of music will be explored, including music from many different cultures. Prerequisites: PSY 101 or equivalent and ENG 101 and ENG 102 with a grade of "C" or better.

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 and ENG 101 and ENG 102 with a grade of "C" or better.

PSY 390
Forensic Psychology
3 HOURS (3-0) ON DEMAND
This course is designed to give students an introduction and overview of the field of forensic psychology as used in a wide range of law enforcement settings. Topics to be covered are the history of the field, psychological principles influential in the courtroom, antisocial behavior, criminal profiling, and crime scene investigation. A particular emphasis will be placed on applying course concepts in reviewing actual cases. Prerequisite: PSY 101 or equivalent; ENG 101 and 102 with a grade of "C" or better.

PSY 399
Special Topics
3 HOURS (3-0) ON DEMAND
During various semesters throughout the academic year, special topics in psychology will be presented. Past topics include: Interpersonal Relationships and The Psychology of Music. Prerequisites: PSY 101, ENG 101 and ENG 102 or equivalents

RADIOLOGY (RAD)

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 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 114

Principles and Techniques in Radiography

3 HOURS (3-0)FA

This course is designed to develop the theory and practice of radiologic technology. This 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. Prerequisite: Admittance to the program.

RAD 115

Radiographic Positioning and

Related Anatomy I

3 HOURS (3-0)   FA

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the chest, abdomen, upper and lower extremities and the gastrointestinal tract, as well as image critique and evaluation. Radiographic pathology of the associated systems will be covered. Prerequisite: Admittance to the program.

RAD 124

Radiographic Pathology

3 HOURS (3-0)   SP

This course is designed to introduce pathologic terminology to the student to aid in their understanding of disease processes. Radiographic pathology of the cardiovascular, gastrointestinal, reproductive, respiratory, skeletal and urinary systems will be covered. Traumatic diseases and additive/subtractive disease processes will be discussed. Basic pharmacology and radiographic contrast media will also be emphasized.

Prerequisite: BIO 220, RAD 101, RAD 111, RAD 114 and RAD 115, all with a grade of "C" or better.

RAD 125

Radiographic Positioning and Related Anatomy II

3 HOURS (3-0)

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the shoulder, pelvis, spine, boney thorax, urinary system, and reproductive system. Image critique and evaluation will be emphasized. Radiographic pathology of the associated systems will be covered in brief.

Prerequisite: BIO 220, RAD 101, RAD 111, RAD 114 and RAD 115, all with a grade of "C" or better.

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 111 and RAD 114, all with a grade of "C" or better.

RAD 134
*Basic Sectional Anatomy in Medical Imaging*1 HOUR (1-0)   SU
This course is designed to develop student knowledge in basic sectional anatomy of the head, neck, thorax, abdomen and pelvis. Image plane and anatomical structure identification will be the focus. Sectional anatomy images from computed tomography (CT), magnetic resonance imaging (MRI), and additional imaging modalities will be reviewed.
Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of "C" or better.

RAD 135
Radiographic Positioning and Related Anatomy III
2 HOURS (2-0)   SU
This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the skull, sinuses and facial bones. Image critique and evaluation will be emphasized. Radiographic pathology of the associated anatomy will be covered in brief.
Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of "C" or better.

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 better.

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: MTH 103 or MTH 104, RAD 130 and RAD 131, all with a grade of "C" or better.

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 better.

RAD 245
Advanced Medical Imaging
2 HOURS (2-0)   FA
This course is designed to study special imaging modalities procedures.   .
Topics will Include but are not limited to: special procedures and projections, screen-film radiography, pediatrics and geriatric radiology, CT, MRI, interventional radiography, mammography, et al.
Prerequisite: RAD 130 and RAD 131, both with a grade of "C" or better.

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 better.

RAD 255
Technology of Medical Imaging
2 HOURS (2-0)   SP
Digital radiographic imaging components will be featured, as well as the uses of computers, PACS, and networks in radiologic sciences. In addition, this course will also cover the principles of quality assurance and quality control as applied to medical imaging.
Prerequisite: RAD 245 and RAD 241, all with a grade of "C" or better.

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 better.

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 better.

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 better.

RELIGION (REL)

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 261

Spirituality. Religion. and Healthcare in the United States

3 HOURS (3-0) FA

This course provides a thorough overview of healthcare in the United States beginning with the Biblical foundation upon which our country was founded. It also discusses non-Christian commitments to healthcare in America. The course addresses religious similarities, differences, and practices that will be encountered in healthcare. Contemporary issues such as the healthcare crisis in America justice, and religious community mergers will be studied. In a personal, but respectful way the course will challenge students to think about their own spiritual and religious beliefs as preparation for becoming excellent care-givers for people of both religious and non-religious backgrounds. Prerequisites: ENG 101 with a grade of "C" or better.

REL 280

Independent Study

1-5 HOURS (1-3-0)   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 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 healthcare. 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 healthcare delivery system and the importance of interdisciplinary relationships among care givers. Prerequisites: ENG 101 and ENG 102 or equivalents

REL 385/IDS 385

Mission, Healthcare Ministry and Enculturation

3 HOURS (3-0)   FA, SP, SU

This course examines the role of mission, the Mercy Core values and healthcare 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 healthcare 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 386/IDS 386

Native American Spirituality and Healthcare

3 HOURS (3-0) SP

This course examines spirituality, the Mercy core values, and healthcare from their origins in Native American story and myth, the Bible, history Native American culture, and Catholic Social Teaching. Special emphasis is given to the development of a personal and professional perspective of integrating these components into the student's knowledge and understanding of healthcare issues for Native American people in the United States.

REL 390

Contemporary Issues and Catholic Thought

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

SOCIOLOGY (SOC)

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 (1-3-0)   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 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 on 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 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 healthcare 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 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

SPANISH (SPN)

SPN 216
Spanish for Healthcare Professionals
3 HOURS (3-0)   FA, SP
The course is designed for students to gain beginning-level competence in Spanish for Healthcare Professionals that will enable them to communicate more effectively with Spanish-speaking patients and their families. Students will develop critical Spanish lexicon and language skills along with learning about relevant aspects of Hispanic cultures.

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