# MercyCollege
of Ohio

# UNDERGRADUATE CATALOG

*2017 - 2018*

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Students follow the catalog guidelines in effect the first semester of enrollment in a program of study.

Questions or concerns regarding the application of any stated policy must be referred to the appropriate College official for final determination. All policies are subject to change within any given academic year.

Mercy College of Ohio
Toledo Campus
2221 Madison Avenue
Toledo, Ohio 43604

Mercy College of Ohio
Youngstown Location
1044 Belmont Avenue
Youngstown, Ohio 44501

## 2017 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.  In 2018, the College will celebrate its rich history of educating healthcare professionals as we mark our 100th anniversary.  Your participation in the many special events and activities throughout 2017-2018 are highly encouraged as we commemorate this centennial year.  The College also celebrates its 25th year as a College, another important milestone.  In Fall 2017, the College will launch its first graduate program, a Master of Science in Nursing to advance the practice of nursing in leadership.

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

# TABLE OF CONTENTS

## ACADEMIC CALENDARS

### 2017-2018

| **2017 FALL SEMESTER** | **August 21 to December 17, 2017** |
|---|---|

| **FALL 2017 – Fall Semester & 16 Week Session (16WK)** | **August 21 to December 17, 2017** |
|---|---|
| Fall Registration Begins (All Sessions) | Tuesday, March 28, 2017 |
| Graduation Applications Due for Fall Graduates | Friday, June 30, 2017 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, August 21, 2017 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Monday, August 28, 2017 |
| Labor Day – NO CLASSES/COLLEGE CLOSED (All Sessions) | Monday, September 4, 2017 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Tuesday, September 5, 2017 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, September 18, 2017 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, October 16, 2017 |
| Fall Break – NO CLASSES (All Sessions) | Monday, October 16 to<br>Tuesday, October 17, 2017 |
| Graduation Applications Due for Spring Graduates | Friday, November 3, 2017 |
| Spring Registration Begins (All Sessions) | Tuesday, November 7, 2017 |
| Thanksgiving Break - NO CLASSES | Wednesday, November 22 to<br>Friday, November 24, 2017 |
| Classes End - 16 Week Session (16WK) | Sunday, December 10, 2017 |
| Finals Week - 16 Week Session (16WK) | Monday, December 11 to<br>Sunday, December 17, 2017 |
| Commencement – Toledo Campus | Friday, December 15, 2017 |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, December 17, 2017 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, December 18, 2017 |
| Christmas Holiday – COLLEGE CLOSED | Monday, December 25, 2017 |

**FALL 2017 – 1st 8 Week Session (8WK1)**     **August 21 to October 15, 2017**

| | |
|---|---|
| First Day of Classes | Monday, August 21, 2017 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, August 28, 2017 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, September 5, 2017 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, September 18, 2017 |
| Last Day of Classes | Sunday, October 15, 2017 |
| Session Grades are Available in 'EMPOWER ME' | Monday, October 16, 2017 |

**FALL 2017 – 2nd 8 Week Session (8WK2)**     **October 18 to December 17, 2017**

| | |
|---|---|
| First Day of Classes | Wednesday, October 18, 2017 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, October 24, 2017 |
| Last Day to Withdraw from Courses with a 50% refund | Tuesday, October 31, 2017 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 14, 2017 |
| Last Day of Classes | Sunday, December 17, 2017 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 18, 2017 |

**FALL 2017 – 1st 5 Week Session (5WK1)**     **August 21 to September 24, 2017**

| | |
|---|---|
| First Day of Classes | Monday, August 21, 2017 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, August 28, 2017 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, September 5, 2017 |
| Last Day of Classes | Sunday, September 24, 2017 |
| Session Grades are Available in 'EMPOWER ME' | Monday, September 25, 2017 |

**FALL 2017 – 2nd 5 Week Session (5WK2)**     **September 25 to October 31, 2017**

| | |
|---|---|
| First Day of Classes | Monday, September 25, 2017 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, October 2, 2017 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, October 9, 2017 |
| Last Day of Classes | Tuesday, October 31, 2017 |
| Session Grades are Available in 'EMPOWER ME' | Wednesday, November 1, 2017 |

**FALL 2017 – 3rd 5 Week Session (5WK3)**     **November 1 to December 10, 2017**

| | |
|---|---|
| First Day of Classes | Wednesday, November 1, 2017 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, November 7, 2017 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 14, 2017 |
| Last Day of Classes | Sunday, December 10, 2017 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 11, 2017 |

**FALL 2017 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | Monday, August 14, 2017 |
| Faculty/Staff Development Days | Wednesday, August 16 to Thursday, August 17, 2017 |
| Labor Day – NO CLASSES/COLLEGE CLOSED | Monday, September 4, 2017 |
| 1st 5 Week Session (5WK1) Grades are Due | Monday, September 25, 2017 @ 12 noon |
| 1st 8 Week Session (8WK1) Grades are Due | Monday, October 16, 2017 @ 12 noon |
| Faculty Service & Development Days – NO CLASSES | Monday, October 16 to Tuesday, October 17, 2017 |
| 2nd 5 Week Session (5WK2) Grades are Due | Wednesday, November 1, 2017 @ 12 noon |
| Thanksgiving Break  – NO CLASSES/FACULTY DO NOT REPORT | Wednesday, November 22 to Friday, November 24, 2017 |
| 3rd 5 Week Session (5WK3) Grades are Due | Monday, December 11, 2017 @ 12 noon |
| Commencement – Toledo Campus | Friday, December 15, 2017 |
| 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, December 17, 2017 @ 12 midnight |
| Faculty Last Day | Sunday, December 17, 2017 |
| Christmas Holiday – COLLEGE CLOSED | Monday, December 25, 2017 |

**2018 SPRING SEMESTER** **January 8 to May 6, 2018**

| SPRING 2018 – Spring Semester & 16 Week Session (16WK) | January 8 to May 6, 2018 |
|---|---|
| Graduation Applications Due for Spring Graduates | Friday, November 3, 2017 |
| Spring Registration Begins (All Sessions) | Tuesday, November 7, 2017 |
| New Year Holiday – COLLEGE CLOSED | Monday, January 1, 2018 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, January 8, 2018 |
| Martin Luther King Day – NO CLASSES | Monday, January 15, 2018 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Tuesday, January 16, 2018 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Monday, January 22, 2018 |
| Graduation Applications Due for Summer to Student Records | Monday, January 29, 2018 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, February 5, 2018 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, March 5, 2018 |
| Spring Break – NO CLASSES | Monday, March 5 to<br>Friday, March 9, 2018 |
| Summer Registration Begins (All Sessions) | Tuesday, March 20, 2018 |
| Fall Registration Begins (All Sessions) | Tuesday, March 27, 2018 |
| Good Friday – COLLEGE CLOSED | Friday, March 30, 2018 |
| Classes End - 16 Week Session (16WK) | Sunday, April 29, 2018 |
| Finals Week - 16 Week Session (16WK) | Monday, April 30 to<br>Sunday, May 6, 2018 |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, May 6, 2018 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, May 7, 2018 |
| Commencement – Toledo Campus | Thursday, May 3, 2018 |
| Commencement – Youngstown Campus | Monday, May 7, 2018 |

**SPRING 2018 – 1st 8 Week Session (8WK1)**            **January 8 to March 4, 2018**

| | |
|---|---|
| First Day of Classes | Monday, January 8, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, January 16, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Monday, January 22, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, February 5, 2018 |
| Last Day of Classes | Sunday, March 4, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 5, 2018 |

**SPRING 2018 – 2nd 8 Week Session (8WK2)**            **March 12 to May 6, 2018**

| | |
|---|---|
| First Day of Classes | Monday, March 12, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, March 19, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Monday, March 26, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 9, 2018 |
| Last Day of Classes | Sunday, May 6, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, May 7, 2018 |

**SPRING 2018 – 1st 5 Week Session (5WK1)**            **January 8 to February 11, 2018**

| | |
|---|---|
| First Day of Classes | Monday, January 8, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, January 16, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, January 22, 2018 |
| Last Day of Classes | Sunday, February 11, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, February 12, 2018 |

**SPRING 2018– 2nd 5 Week Session (5WK2)**            **February 12 to March 25, 2018**

| | |
|---|---|
| First Day of Classes | Monday, February 12, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, February 19, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, February 26, 2018 |
| Last Day of Classes | Sunday, March 25, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 26, 2018 |

**SPRING 2018– 3rd 5 Week Session (5WK3)**            **March 26 to April 29, 2018**

| | |
|---|---|
| First Day of Classes | Monday, March 26, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, April 2, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 9, 2018 |
| Last Day of Classes | Sunday, April 29, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, April 30, 2018 |

**SPRING 2018 – Important Faculty Dates**

| | |
|---|---|
| New Year Holiday – COLLEGE CLOSED | Monday, January 1, 2018 |
| Faculty First Day | Wednesday, January 3, 2018 |
| Faculty/Staff Development Day | Thursday, January 4, 2018 |
| All 1st 5 Week Session (5WK1) Grades are Due | Monday, February 12, 2018 @ 12 noon |
| All 1st 8 Week Session (8WK1) Grades are Due | Monday, March 5, 2018 @ 12 noon |
| Spring Break – NO CLASSES/FACULTY DO NOT REPORT | Monday, March 5 to Friday, March 9, 2018 |
| All 2nd 5 Week Session (5WK2) Grades are Due | Monday, March 26, 2018 @ 12 noon |
| Good Friday – COLLEGE CLOSED | Friday, March 30, 2018 |
| All 3rd 5 Week Session (5WK3) Grades are Due | Monday, April 30, 2018 @ 12 noon |
| All 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, May 6, 2018 @ midnight |
| Faculty Last Day | Sunday, May 6, 2018 |

**2018 SUMMER TERM**                                      **May 14 to August 5, 2018**

| **SUMMER 2018 – Summer Term & 12 Week Session (12WK)** | **May 14 to August 5, 2018** |
|---|---|
| Summer Registration Begins (All Sessions) | Tuesday, March 20, 2018 |
| Graduation Applications Due for Summer Graduates | Monday, January 29, 2018 |
| First Day of the Semester<br>Classes Begin - 12 Week Session (12WK) | Monday, May 14, 2018 |
| Last Day to Add Courses - 12 Week Session (12WK);<br>Last Day to Drop Courses with 100% refund - 12 Week Session (12WK) | Monday, May 21, 2018 |
| Memorial Day – COLLEGE CLOSED | Monday, May 28, 2018 |
| Last Day to Drop Courses with 80% refund - 12 Week Session (12WK);<br>Last Day to Drop Courses with No Record of Enrollment - 12 Week Session (12WK) | Tuesday, May 29, 2018 |
| Last Day to Withdraw from Courses with 25% refund - 12 Week Session (12WK) | Monday, June 4, 2018 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 12 Week Session (12WK) | Monday, June 25, 2018 |
| Graduation Applications Due for Fall 2018 to Student Records | Friday, June 29, 2018 |
| 4th of July – COLLEGE CLOSED | Wednesday, July 4, 2018 |
| Last Day of Classes - 12 Week Session (12WK);<br>Last Day of All Summer Sessions | Sunday, August 5, 2018 |
| Session Grades are Available in 'EMPOWER ME' – 12 Week Session (12WK) | Monday, August 6, 2018 |

| **SUMMER 2018 – 10 Week Session (10WK)** | **May 21 to July 29, 2018** |
|---|---|
| First Day of Classes | Monday, May 21, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, May 29, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 4, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 25, 2018 |
| Last Day of Classes | Sunday, July 29, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 30, 2018 |

**SUMMER 2018 – 1st 8 Week Session (8WK)**　　　**May 14 to July 8, 2018**

| | |
|---|---|
| First Day of Classes | Monday, May 14, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 21, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 29, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 11, 2018 |
| Last Day of Classes | Sunday, July 8, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 9, 2018 |

**SUMMER 2018 – 2nd 8 Week Session (8WK2)**　　　**June 11 to August 5, 2018**

| | |
|---|---|
| First Day of Classes | Monday, June 11, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, June 18, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 25, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 9, 2018 |
| Last Day of Classes | Sunday, August 5, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 6, 2018 |

**SUMMER 2018 – 1st 6 Week Session (6WK1)**　　　**May 14 to June 24, 2018**

| | |
|---|---|
| First Day of Classes | Monday, May 14, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 21, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 29, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 4, 2018 |
| Last Day of Classes | Sunday, June 24, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, June 25, 2018 |

**SUMMER 2018 – 2nd 6 Week Session (6WK2)**　　　**June 25 to August 5, 2018**

| | |
|---|---|
| First Day of Classes | Monday, June 25, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, July 2, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Monday, July 9, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 16, 2018 |
| Last Day of Classes | Sunday, August 5, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 6, 2018 |

**SUMMER 2018 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | May 14, 2018 |
| Memorial Day – COLLEGE CLOSED | Monday, May 28, 2018 |
| All 1st 6 Week Session (6WK1) Grades are Due | Sunday, June 25, 2018 @ 12 midnight |
| Graduation Applications Due for Fall to Student Records | Friday, June 29, 2018 |
| All 1st 8 Week Session (8WK) Grades are Due | Sunday, July 9, 2018 @ 12 midnight |
| 4th of July – COLLEGE CLOSED | Wednesday, July 4, 2018 |
| All 2nd 6 Week Session (6WK2, 2nd 8 Week Session (8WK2), 10 Week Session (10WK), 12 Week Session (12WK) Grades are Due | Sunday, August 5, 2018 @ 12 midnight |
| Faculty Last Day | August 5, 2018 |

## 2018-2019
*DATES ARE SUBJECT TO CHANGE*

| **2018 FALL SEMESTER** | **August 20 to December 16, 2018** |
|---|---|
| **FALL 2018 – Fall Semester & 16 Week Session  (16WK)** | **August 20 to December 16, 2018** |
| Registration Begins (All Sessions) | Tuesday, March 27, 2018 |
| Graduation Applications Due for Fall Graduates | Friday, June 29, 2018 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, August 20, 2018 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Monday, August 27, 2018 |
| Labor Day – NO CLASSES/COLLEGE CLOSED (All Sessions) | Monday, September 3, 2018 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Tuesday, September 4, 2018 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, September 17, 2018 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, October 15, 2018 |
| Fall Break – NO CLASSES (All Sessions) | Monday, October 15 to<br>Tuesday, October 16, 2018 |
| Graduation Applications Due for Spring Graduates | Friday, November 2, 2018 |
| Thanksgiving Break  - NO CLASSES | Wednesday, November 21 to<br>Friday, November 23, 2018 |
| Classes End - 16 Week Session (16WK) | Sunday, December 9, 2018 |
| Finals Week - 16 Week Session (16WK) | Monday, December 10 to<br>Sunday, December 16, 2018 |
| Commencement – Toledo Campus | To Be Determined |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, December 16, 2018 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, December 17, 2018 |
| Christmas Holiday – COLLEGE CLOSED | Tuesday, December 25, 2018 |

**FALL 2018 – 1st 8 Week Session (8WK1)**          **August 20 to October 14, 2018**

| | |
|---|---|
| First Day of Classes | Monday, August 20, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, August 27, 2018 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, September 4, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, September 17, 2018 |
| Last Day of Classes | Sunday, October 14, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, October 15, 2018 |

**FALL 2018 – 2nd 8 Week Session (8WK2)**          **October 17 to December 16, 2018**

| | |
|---|---|
| First Day of Classes | Wednesday, October 17, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, October 23, 2018 |
| Last Day to Withdraw from Courses with a 50% refund | Tuesday, October 30, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 13, 2018 |
| Last Day of Classes | Sunday, December 16, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 17, 2018 |

**FALL 2018 – 1st 5 Week Session (5WK1)**          **August 20 to September 23, 2018**

| | |
|---|---|
| First Day of Classes | Monday, August 20, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, August 27, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, September 4, 2018 |
| Last Day of Classes | Sunday, September 23, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, September 24, 2018 |

**FALL 2018 – 2nd 5 Week Session (5WK2)**          **September 24 to October 30, 2018**

| | |
|---|---|
| First Day of Classes | Monday, September 24, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, October 1, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, October 8, 2018 |
| Last Day of Classes | Tuesday, October 30, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Wednesday, October 31, 2018 |

**FALL 2018 – 3rd 5 Week Session (5WK3)**          **October 31 to December 9, 2018**

| | |
|---|---|
| First Day of Classes | Wednesday, October 31, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, November 6, 2018 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 13, 2018 |
| Last Day of Classes | Sunday, December 9, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 10, 2018 |

**FALL 2018 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | Monday, August 13, 2018 |
| Faculty/Staff Development Days | Wednesday, August 15 to Thursday 16, 2018 |
| Labor Day – NO CLASSES/COLLEGE CLOSED | Monday, September 3, 2018 |
| 1st 5 Week Session (5WK1) Grades are Due | Monday, September 24, 2018 @ 12 noon |
| 1st 8 Week Session (8WK1) Grades are Due | Monday, October 15, 2018 @ 12 noon |
| Faculty Development Days – NO CLASSES | Monday, October 15 to Tuesday, October 16, 2018 |
| 2nd 5 Week Session (5WK2) Grades are Due | Wednesday, October 31, 2018 @ 12 noon |
| Thanksgiving Break – NO CLASSES/FACULTY DO NOT REPORT | Wednesday, November 21 to Friday, November 23, 2018 |
| 3rd 5 Week Session (5WK3) Grades are Due | Monday, December 10, 2018 @ 12 noon |
| 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, December 16, 2018 @ 12 midnight |
| Faculty Last Day | Sunday, December 16, 2018 |
| Christmas Holiday – COLLEGE CLOSED | Tuesday, December 25, 2018 |

**2019 SPRING SEMESTER**                                    **January 7 to May 5, 2019**

| SPRING 2019 – Spring Semester & 16 Week Session (16WK) | January 7 to May 5, 2019 |
|---|---|
| Registration Begins (All Sessions) | Tuesday, November 6, 2018 |
| Graduation Applications Due for Spring Graduates | Friday, November 2, 2018 |
| New Year Holiday – COLLEGE CLOSED | Tuesday, January 1, 2019 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, January 7, 2019 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Monday, January 14, 2019 |
| Martin Luther King Day – NO CLASSES | Monday, January 21, 2019 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Tuesday, January 22, 2019 |
| Graduation Applications Due for Summer to Student Records | Monday, January 28, 2019 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, February 4, 2019 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, March 4, 2019 |
| Spring Break – NO CLASSES | Monday, March 4 to<br>Friday, March 8, 2019 |
| Good Friday – COLLEGE CLOSED | Friday, April 18, 2019 |
| Classes End - 16 Week Session (16WK) | Sunday, April 28, 2019 |
| Finals Week - 16 Week Session (16WK) | Monday, April 29 to<br>Sunday, May 5, 2019 |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, May 5, 2019 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, May 6, 2019 |
| Commencement – Toledo Campus | To Be Determined |
| Commencement – Youngstown Campus | To Be Determined |

**SPRING 2019 – 1st 8 Week Session (8WK1)**       **January 7 to March 3, 2019**

| | |
|---|---|
| First Day of Classes | Monday, January 7, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, January 14, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, January 22, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, February 4, 2019 |
| Last Day of Classes | Sunday, March 3, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 4, 2019 |

**SPRING 2019 – 2nd 8 Week Session (8WK2)**       **March 11 to May 5, 2019**

| | |
|---|---|
| First Day of Classes | Monday, March 1, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, March 18, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Monday, March 25, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 8, 2019 |
| Last Day of Classes | Sunday, May 5, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, May 6, 2019 |

**SPRING 2019 – 1st 5 Week Session (5WK1)**       **January 7 to February 10, 2019**

| | |
|---|---|
| First Day of Classes | Monday, January 7, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, January 14, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, January 22, 2019 |
| Last Day of Classes | Sunday, February 10, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, February 11, 2019 |

**SPRING 2019– 2nd 5 Week Session (5WK2)**       **February 11 to March 24, 2019**

| | |
|---|---|
| First Day of Classes | Monday, February 11, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, February 18, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, February 25, 2019 |
| Last Day of Classes | Sunday, March 24, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 25, 2019 |

**SPRING 2019– 3rd 5 Week Session (5WK3)**       **March 25 to April 28, 2019**

| | |
|---|---|
| First Day of Classes | Monday, March 25, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, April 1, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 8, 2019 |
| Last Day of Classes | Sunday, April 28, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, April 29, 2019 |

**SPRING 2019 – Important Faculty Dates**

| | |
|---|---|
| New Year Holiday – COLLEGE CLOSED | Tuesday, January 1, 2019 |
| Faculty First Day | Wednesday, January 2, 2019 |
| Faculty/Staff Development Days | Thursday, January 3, 2019 |
| All 1st 5 Week Session (5WK1) Grades are Due | Monday, February 11, 2019 @ 12 noon |
| All 1st 8 Week Session (8WK1) Grades are Due | Monday, March 4, 2019 @ 12 noon |
| Spring Break – NO CLASSES/FACULTY DO NOT REPORT | Monday, March 4 to Friday, March 8, 2019 |
| All 2nd 5 Week Session (5WK2) Grades are Due | Monday, March 25, 2019 @ 12 noon |
| Good Friday – COLLEGE CLOSED | Friday, March 30, 2019 |
| All 3rd 5 Week Session (5WK3) Grades are Due | Monday, April 29, 2019 @ 12 noon |
| All 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, May 5, 2019 @ midnight |
| Faculty Last Day | Sunday, May 5, 2019 |

**2019 SUMMER TERM**                                      **May 13 to August 4, 2019**

**SUMMER 2019 – Summer Term & 12 Week Session (12WK)**  **May 13 to August 4, 2019**

| | |
|---|---|
| Registration Begins (All Sessions) | Tuesday, March 19, 2018 |
| Graduation Applications Due for Summer Graduates | Monday, January 28, 2019 |
| First Day of the Semester<br>Classes Begin - 12 Week Session (12WK) | Monday, May 13, 2019 |
| Last Day to Add Courses - 12 Week Session (12WK);<br>Last Day to Drop Courses with 100% refund - 12 Week Session (12WK) | Monday, May 20, 2019 |
| Memorial Day – COLLEGE CLOSED | Monday, May 27, 2019 |
| Last Day to Drop Courses with 80% refund - 12 Week Session (12WK);<br>Last Day to Drop Courses with No Record of Enrollment - 12 Week Session (12WK) | Tuesday, May 28, 2019 |
| Last Day to Withdraw from Courses with 25% refund - 12 Week Session (12WK) | Monday, June 3, 2019 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 12 Week Session (12WK) | Monday, June 24, 2019 |
| Graduation Applications Due for Fall 2019 to Student Records | Friday, July 5, 2019 |
| 4th of July – COLLEGE CLOSED | Thursday, July 4, 2019 |
| Last Day of Summer - 12 Week Session (12WK) | Sunday, August 4, 2019 |
| Session Grades are Available in 'EMPOWER ME' – 12 Week Session (12WK) | Monday, August 5, 2019 |

**SUMMER 2019 – 10 Week Session (10WK)**              **May 20 to July 28, 2019**

| | |
|---|---|
| First Day of Classes | Monday, May 20, 2018 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, May 28, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 3, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 24, 2019 |
| Last Day of Classes | Sunday, July 28, 2018 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 29, 2019 |

**SUMMER 2019 – 1st 8 Week Session (8WK)**            **May 13 to July 7, 2019**

| | |
|---|---|
| First Day of Classes | Monday, May 13, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 20, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 28, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 10, 2019 |
| Last Day of Classes | Sunday, July 7, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 8, 2019 |

**SUMMER 2019 – 2ⁿᵈ 8 Week Session (8WK2)**         **June 10 to August 4, 2019**

| | |
|---|---|
| First Day of Classes | Monday, June 10, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, June 17, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 24, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 8, 2019 |
| Last Day of Classes | Sunday, August 4, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 5, 2019 |

**SUMMER 2019 – 1ˢᵗ 6 Week Session (6WK1)**         **May 13 to June 23, 2019**

| | |
|---|---|
| First Day of Classes | Monday, May 13, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 20, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 28, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 3, 2019 |
| Last Day of Classes | Sunday, June 23, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, June 24, 2019 |

**SUMMER 2019 – 2ⁿᵈ 6 Week Session (6WK2)**         **June 24 to August 4, 2019**

| | |
|---|---|
| First Day of Classes | Monday, June 24, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, July 1, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Monday, July 8, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 15, 2019 |
| Last Day of Classes | Sunday, August 4, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 5, 2019 |

**SUMMER 2019 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | May 13, 2019 |
| Memorial Day – COLLEGE CLOSED | Monday, May 27, 2019 |
| All 1ˢᵗ 6 Week Session (6WK1) Grades are Due | Sunday, June 23, 2019 @ 12 midnight |
| All 1ˢᵗ 8 Week Session (8WK) Grades are Due | Sunday, July 9, 2019 @ 12 midnight |
| 4th of July – COLLEGE CLOSED | Thursday, July 4, 2019 |
| All 2ⁿᵈ 6 Week Session (6WK2), 2ⁿᵈ 8 Week Session (8WK2), 10 Week Session (10WK), 12 Week Session (12WK) Grades are Due | Sunday, August 4, 2019 @ 12 midnight |
| Faculty Last Day | August 4, 2019 |

## 2019-2020
*DATES ARE SUBJECT TO CHANGE*

**2019 FALL SEMESTER**                         **August 21 to December 17, 2019**

| FALL 2019 – Fall Semester & 16 Week Session (16WK) | August 21 to December 17, 2019 |
|---|---|
| Registration Begins (All Sessions) | Tuesday, March 26, 2019 |
| Graduation Applications Due for Fall Graduates | Friday, July 5, 2019 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, August 26, 2019 |
| Labor Day – NO CLASSES/COLLEGE CLOSED (All Sessions) | Monday, September 2, 2019 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Tuesday, September 3, 2019 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Monday, September 9, 2019 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, September 23, 2019 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, October 21, 2019 |
| Fall Break – NO CLASSES (All Sessions) | Monday, October 21 to Tuesday, October 22, 2019 |
| Graduation Applications Due for Spring Graduates | Friday, November 8, 2019 |
| Thanksgiving Break - NO CLASSES | Wednesday, November 27 to Friday, November 29, 2019 |
| Classes End - 16 Week Session (16WK) | Sunday, December 22, 2019 |
| Finals Week - 16 Week Session (16WK) | Monday, December 16 to Sunday, December 22, 2019 |
| Commencement – Toledo Campus | To Be Determined |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, December 22, 2019 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, December 23, 2019 |
| Christmas Holiday – COLLEGE CLOSED | Wednesday, December 25, 2019 |

**FALL 2019 – 1ˢᵗ 8 Week Session (8WK1)**          **August 26 to October 21, 2019**

| | |
|---|---|
| First Day of Classes | Monday, August 26, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, September 3, 2019 |
| Last Day to Withdraw from Courses with 50% refund | Monday, September 9, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, September 23, 2019 |
| Last Day of Classes | Sunday, October 20, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, October 21, 2019 |

**FALL 2019 – 2ⁿᵈ 8 Week Session (8WK2)**          **October 23 to December 22, 2019**

| | |
|---|---|
| First Day of Classes | Wednesday, October 23, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, October 29, 2019 |
| Last Day to Withdraw from Courses with a 50% refund | Tuesday, November 5, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 19, 2019 |
| Last Day of Classes | Sunday, December 22, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 23, 2019 |

**FALL 2019 – 1ˢᵗ 5 Week Session (5WK1)**          **August 26 to September 29, 2019**

| | |
|---|---|
| First Day of Classes | Monday, August 26, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, September 3, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, September 9, 2019 |
| Last Day of Classes | Sunday, September 29, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, September 30, 2019 |

**FALL 2019 – 2ⁿᵈ 5 Week Session (5WK2)**          **September 30 to November 5, 2019**

| | |
|---|---|
| First Day of Classes | Monday, September 30, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, October 7, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, October 14, 2019 |
| Last Day of Classes | Tuesday, November 5, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Wednesday, November 6, 2019 |

**FALL 2019 – 3ʳᵈ 5 Week Session (5WK3)**          **November 6 to December 16, 2019**

| | |
|---|---|
| First Day of Classes | Wednesday, November 6, 2019 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, November 12, 2019 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Tuesday, November 19, 2019 |
| Last Day of Classes | Sunday, December 15, 2019 |
| Session Grades are Available in 'EMPOWER ME' | Monday, December 16, 2019 |

**FALL 2019 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | Monday, August 19, 2019 |
| Faculty/Staff Development Days | Wednesday, August 21 to Thursday, August 22, 2019 |
| Labor Day – NO CLASSES/COLLEGE CLOSED | Monday, September 2, 2019 |
| 1st 5 Week Session (5WK1) Grades are Due | Monday, September 30, 2019 @ 12 noon |
| 1st 8 Week Session (8WK1) Grades are Due | Monday, October 21, 2019 @ 12 noon |
| Faculty Development Days – NO CLASSES | Monday, October 21 to Tuesday, October 22, 2019 |
| 2nd 5 Week Session (5WK2) Grades are Due | Wednesday, November 6, 2019 @ 12 noon |
| Thanksgiving Break  – NO CLASSES/FACULTY DO NOT REPORT | Wednesday, November 27 to Friday, November 29, 2019 |
| 3rd 5 Week Session (5WK3) Grades are Due | Monday, December 16, 2019 @ 12 noon |
| 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, December 22, 2019 @ 12 midnight |
| Faculty Last Day | Sunday, December 22, 2019 |
| Christmas Holiday – COLLEGE CLOSED | Wednesday, December 25, 2019 |

**2020 SPRING SEMESTER**                                          **January 13 to May 10, 2020**

| **SPRING 2020 – Spring Semester & 16 Week Session  (16WK)** | **January 13 to May 10, 2020** |
|---|---|
| Graduation Applications Due for Spring Graduates | Friday, November 8, 2019 |
| Registration Begins (All Sessions) | Tuesday, November 12, 2019 |
| New Year Holiday – COLLEGE CLOSED | Wednesday, January 1, 2020 |
| First Day of the Semester<br>Classes Begin - 16 Week Session (16WK) | Monday, January 13, 2020 |
| Martin Luther King Day – NO CLASSES | Monday, January 20, 2020 |
| Last Day to Add Courses - 16 Week Session (16WK);<br>Last Day to Drop Courses with 100% refund - 16 Week Session (16WK) | Tuesday, January 21, 2020 |
| Last Day to Drop Courses with 80% refund - 16 Week Session (16WK);<br>Last Day to Drop Courses with No Record of Enrollment - 16 Week Session (16WK) | Monday, January 27, 2020 |
| Graduation Applications Due for Summer to Student Records | Monday, February 3, 2020 |
| Last Day to Withdraw from Courses with 25% refund - 16 Week Session (16WK) | Monday, February 10, 2020 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 16 Week Session (16WK) | Monday, March 9, 2020 |
| Spring Break – NO CLASSES | Monday, March 9 to<br>Friday, March 13, 2020 |
| Good Friday – COLLEGE CLOSED | Friday, April 10, 2020 |
| Classes End - 16 Week Session (16WK) | Sunday, May 3, 2020 |
| Finals Week - 16 Week Session (16WK) | Monday, May 4 to<br>Sunday, May 10, 2020 |
| Last Day of the Semester - 16 Week Session (16WK) | Sunday, May 10, 2020 |
| Session Grades are Available in 'EMPOWER ME' – 16 Week Session (16WK) | Monday, May 11, 2020 |
| Commencement – Toledo Campus | To Be Determined |
| Commencement – Youngstown Campus | To Be Determined |

**SPRING 2020 – 1st 8 Week Session (8WK1)**          **January 13 to March 8, 2020**

| | |
|---|---|
| First Day of Classes | Monday, January 13, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, January 21, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Monday, January 27, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, February 10, 2020 |
| Last Day of Classes | Sunday, March 8, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 9, 2020 |

**SPRING 2020 – 2nd 8 Week Session (8WK2)**          **March 16 to May 10, 2020**

| | |
|---|---|
| First Day of Classes | Monday, March 16, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, March 23, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Monday, March 30, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 13, 2020 |
| Last Day of Classes | Sunday, May 10, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, May 11, 2020 |

**SPRING 2020 – 1st 5 Week Session (5WK1)**          **January 13 to February 16, 2020**

| | |
|---|---|
| First Day of Classes | Monday, January 13, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Tuesday, January 21, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, January 27, 2020 |
| Last Day of Classes | Sunday, February 16, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, February 17, 2020 |

**SPRING 2020 – 2nd 5 Week Session (5WK2)**          **February 17 to March 29, 2020**

| | |
|---|---|
| First Day of Classes | Monday, February 17, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, February 24, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, March 2, 2020 |
| Last Day of Classes | Sunday, March 29, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, March 30, 2020 |

**SPRING 2020 – 3rd 5 Week Session (5WK3)**          **March 30 to May 3, 2020**

| | |
|---|---|
| First Day of Classes | Monday, March 30, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, April 6, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, April 13, 2020 |
| Last Day of Classes | Sunday, May 3, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, May 4, 2020 |

**SPRING 2020 – Important Faculty Dates**

| | |
|---|---|
| New Year Holiday – COLLEGE CLOSED | Wednesday, January 1, 2020 |
| Faculty First Day | Wednesday, January 8, 2020 |
| Faculty/Staff Development Days | Thursday, January 9, 2020 |
| All 1st 5 Week Session (5WK1) Grades are Due | Monday, February 17, 2020 @ 12 noon |
| All 1st 8 Week Session (8WK1) Grades are Due | Monday, March 9, 2020 @ 12 noon |
| Spring Break – NO CLASSES/FACULTY DO NOT REPORT | Monday, March 9 to Friday, March 13, 2020 |
| All 2nd 5 Week Session (5WK2) Grades are Due | Monday, March 30, 2020 @ 12 noon |
| Good Friday – COLLEGE CLOSED | Friday, April 10, 2020 |
| All 3rd 5 Week Session (5WK3) Grades are Due | Monday, May 4, 2020 @ 12 noon |
| All 16 Week Session (16WK) & 2nd 8 Week Session (8WK2) Grades are Due | Sunday, May 10, 2020 @ midnight |
| Faculty Last Day | Sunday, May 10, 2020 |

**SUMMER 2020**                                                  **May 11 to August 2, 2020**

| **SUMMER 2020 – Summer Term & 12 Week Session (12WK)** | **May 11 to August 2, 2020** |
|---|---|
| Registration Begins (All Sessions) | Tuesday, March 17, 2019 |
| Graduation Applications Due for Summer Graduates | Monday, February 1, 2020 |
| First Day of the Semester<br>Classes Begin - 12 Week Session (12WK) | Monday, May 11, 2020 |
| Last Day to Add Courses - 12 Week Session (12WK);<br>Last Day to Drop Courses with 100% refund - 12 Week Session (12WK) | Monday, May 18, 2020 |
| Memorial Day – COLLEGE CLOSED | Monday, May 25, 2020 |
| Last Day to Drop Courses with 80% refund - 12 Week Session (12WK);<br>Last Day to Drop Courses with No Record of Enrollment - 12 Week Session (12WK) | Tuesday, May 26, 2020 |
| Last Day to Withdraw from Courses with 25% refund - 12 Week Session (12WK) | Monday, June 1, 2020 |
| Last Day to Withdraw from Courses and Receive a Grade of "W" on Academic Record - 12 Week Session (12WK) | Monday, June 22, 2020 |
| Graduation Applications Due for Fall 2020 to Student Records | Thursday, July 2, 2020 |
| 4th of July – COLLEGE CLOSED | Friday, July 3, 2020 |
| Last Day of Classes - 12 Week Session (12WK);<br>Last Day of All Summer Sessions | Sunday, August 2, 2020 |
| Session Grades are Available in 'EMPOWER ME' – 12 Week Session (12WK) | Monday, August 3, 2020 |

| **SUMMER 2020 – 10 Week Session (10WK)** | **May 18 to July 26, 2020** |
|---|---|
| First Day of Classes | Monday, May 18, 2020 |
| Last Day to Add Courses;<br>Last Day to Drop Courses with 100% refund | Tuesday, May 26, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 1, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 22, 2020 |
| Last Day of Classes | Sunday, July 26, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 27, 2020 |

**SUMMER 2020 – 1st 8 Week Session (8WK)**     **May 11 to July 5, 2020**

| | |
|---|---|
| First Day of Classes | Monday, May 11, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 18, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 26, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 8, 2020 |
| Last Day of Classes | Sunday, July 5, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, July 6, 2020 |

**SUMMER 2020 – 2nd 8 Week Session (8WK2)**     **June 8 to August 2, 2020**

| | |
|---|---|
| First Day of Classes | Monday, June 8, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, June 15, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Monday, June 22, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 6, 2020 |
| Last Day of Classes | Sunday, August 2, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 3, 2020 |

**SUMMER 2020 – 1st 6 Week Session (6WK1)**     **May 11 to June 21, 2020**

| | |
|---|---|
| First Day of Classes | Monday, May 11, 2020 |
| Last Day to Add Courses/Drop Courses with 100% refund | Monday, May 18, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Tuesday, May 26, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, June 1, 2020 |
| Last Day of Classes | Sunday, June 21, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, June 22, 2020 |

**SUMMER 2020 – 2nd 6 Week Session (6WK2)**     **June 22 to August 2, 2020**

| | |
|---|---|
| First Day of Classes | Monday, June 22, 2020 |
| Last Day to Add Courses; Last Day to Drop Courses with 100% refund | Monday, June 29, 2020 |
| Last Day to Withdraw from Courses with 50% refund | Monday, July 6, 2020 |
| Last Day to Withdraw from Courses to Receive a Grade of "W" on Academic Record | Monday, July 13, 2020 |
| Last Day of Classes | Sunday, August 2, 2020 |
| Session Grades are Available in 'EMPOWER ME' | Monday, August 3, 2020 |

**SUMMER 2020 – Important Faculty Dates**

| | |
|---|---|
| Faculty First Day | May 11, 2020 |
| Memorial Day – COLLEGE CLOSED | Monday, May 25, 2020 |
| All 1st 6 Week Session (6WK1) Grades are Due | Sunday, June 21, 2020 @ 12 midnight |
| All 1st 8 Week Session (8WK) Grades are Due | Sunday, July 5, 2020 @ 12 midnight |
| 4th of July – COLLEGE CLOSED | Friday, July 3, 2020 |
| All 2nd 6 Week Session (6WK2, 2nd 8 Week Session (8WK2), 10 Week Session (10WK), 12 Week Session (12WK) Grades are Due | Sunday, August 2, 2020 @ 12 midnight |
| Faculty Last Day | August 2, 2020 |

# COLLEGE OVERVIEW

### HISTORY

Mercy College of Ohio, 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 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. In 2002, the College expanded into Youngstown, Ohio and offers an associate of science degree in nursing.

Mercy takes great pride in the quality healthcare education it provides to every student. More than an educational institution, faculty, staff, and students embrace the spirit, mission, and heritage set forth by the founders of the College. The Mercy College vision is to 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 Toledo campus of Mercy College of Ohio is located on the corner of Madison Avenue and Twenty-Third Street. 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. The Cardiac Health Center Building on the corner of Belmont and Park Avenues houses the Youngstown location. The College occupies the second and fourth floors.

Situated halfway between Cleveland and Pittsburgh – the Mahoning Valley – known for its 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.

**MERCY ALUMNI ASSOCIATION**

The Mercy Alumni Association, founded in 1923, currently serves more than 6,000 living graduates from Mercy School of Nursing and Mercy College of Ohio.

Every graduate that completes a degree or certificate program is considered a member of the Association.  There are no annual dues.  The Association is organized for charitable, educational, and social purposes to support both the College and alumni.  Information about the Association can be found on the College's website: www.mercycollege.edu/alumni-friends.

**MERCY COLLEGE OF OHIO 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 that 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.

# ACCREDITATION

Accreditation ensures stakeholders that an educational institution meets acceptable standards of quality.  Through an ongoing process of self-study and external peer review, it affirms that the College and its programs are of the highest standards as recognized by regional, state, and programmatic accreditors.  Mercy College of Ohio holds institutional accreditation through the Higher Learning Commission (HLC), State of Ohio authorization through the Ohio Department of Higher Education (formerly the Ohio Board of Regents), and programmatic accreditation for a number of individualized programs of study.

**INSTITUTIONAL ACCREDITATION**
**THE HIGHER LEARNING COMMISSION**
230 South LaSalle Street, Suite 7-500
Chicago, IL  60604-1411
Phone: 800-621-7440
Phone: 312-263-0456
Fax: 312-263-7462
hlcommission.org

**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.
inquiry@hlcommission.org
HLC complaints webpage: https://www.hlcommission.org/HLC-Institutions/complaints.html.

**STATE AUTHORIZATION**
**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

**Complaints to the Ohio Department of Higher Education**
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.
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 East Broad St., 14th Floor
Columbus, OH 43215
General:  800-282-0515
http://www.ohioattorneygeneral.gov/about-ag/file-a-complaint.aspx

**PROGRAM ACCREDITATIONS AND APPROVALS**

The following are programmatic or specialized accreditors:

**BACHELOR OF SCIENCE IN NURSING**

Accredited by the Commission on Collegiate Nursing Education (CCNE) and 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
http://directory.ccnecommunity.org/reports/accprog.asp

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.

**ASSOCIATE OF SCIENCE IN NURSING**

Accredited by the Accreditation Commission for Education in Nursing and is approved by the Ohio Board of Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

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.

**HEALTH INFORMATION TECHNOLOGY**
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

**RADIOLOGIC TECHNOLOGY**
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

**COMMUNITY HEALTH WORKER**
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

**EMT AND PARAMEDIC**

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
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
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

**OPHTHALMIC TECHNOLOGY**

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

**POLYSOMNOGRAPHIC TECHNOLOGY**

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
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727- 210-2350
www.caahep.org.

## COLLEGE ASSOCIATIONS

The College holds membership in the following associations:

American Association of Colleges of Nursing (AACN)

American Association of Collegiate Registrars & Admissions Officers (AACRAO)

American Health Science Education Consortium (AHSEC)

Association for Institutional Research (AIR)

Association for Student Affairs at Catholic Colleges and Universities (ASACCU)

Association of Catholic Colleges and Universities (ACCU)

Association of Governing Boards of Universities and Colleges: AGB

Association of Independent Colleges and Universities of Ohio (AICUO)

Association for University and College Counseling Center Directors (AUCCD)

Catholic College Admission Association (CCAA)

College Student Educators International (ACPA)

Council for the Advancement and Support of Education (CASE)

Consortium of Ophthalmic Training Programs

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 Financial Aid Administrators (NASFAA)

National Association of Independent Colleges and Universities (NAICU)

National Association of Student Personnel Administrators (NASPA)

National Catholic College Admission Association

National League for Nursing (NLN)

National Organization for Associate Degree Nursing (NOADN)

Ohio Association for College Admission Counseling (OACAC)

Ohio Association of College Registrars and Admissions Officers (OACRAO)

Ohio Association of Financial Aid Administrators (OASFAA)

Ohio Campus Compact (OCC)

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)

Organization for Associate Degree Nursing (OADN)

# DISCLOSURES
## STUDENT RIGHT TO KNOW (SRTK)
The Student Right to Know (SRTK) and Campus Security Act of 1990 require 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.

# 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 for 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.

## OFFICE OF ADMISSIONS

Before completing and submitting an application, prospective students should read the requirements for admission to the College and to their program of study. Candidates are screened individually to determine eligibility for admission. Careful consideration is given to a number of factors: 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 Office of Admission, is located on the sixth floor of the Jefferson Avenue side of the College. The Office of Admission is open each week Monday through Friday. Please check the website for up-to-date office hours. In addition, Open Houses and Virtual Open Houses are offered throughout the year so that prospective students can learn more about the College, its programs, and course offerings. To schedule a tour and meeting with an Admission Officer or 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 CRITERIA**

> **PLEASE NOTE:** The following are minimum College admission criteria. See specific program of interest for additional admission criteria.

**HIGH SCHOOL STUDENTS ADMISSION CRITERIA**

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).

2. All direct from high school students, 24 years old and younger, must either take the ACT or SAT and earn an ACT composite score of 20 or SAT combined score of 990 in order to be considered program ready for admission. (See Application Process for test codes).

3. All direct from high school students, 25 years old and older who have not attended a college or university, are not required to submit ACT or SAT scores for admission. Students 25 and older are required to meet the other program requirements to be considered program ready.

4. Students without an ACT or SAT may be admitted to Mercy College pre-program or into a certificate program that does not require an ACT or SAT for admission. Students who have an ACT or SAT with Math sub-scores below the requirement are encouraged to take the Accuplacer placement test for their Math placement into their Math course requirement. Applicants not meeting the minimum Algebra, Biology and Chemistry requirements for admission into the major are encouraged to begin at Mercy College as a pre-major in order to complete the requirements for admission into the major.

*High School students semester grades will be recalculated using the following table to show cumulative subject grades in the subjects of Algebra, Biology, and Chemistry with lab.  Weighted courses will be recalculated using a weighted grading scale.  All courses should be completed with a grade of "C" or better; a grade of "B" or better is preferred.*

| 10-Point Grading Scale | | | | |
|---|---|---|---|---|
| Percentage Grade | Letter Grade | Quality Points | Honors Quality Points | AP Quality Points |
| 93-100 | A | 4.0 | 4.5 | 5.0 |
| 90-92 | A- | 3.7 | 4.2 | 4.7 |
| 87-89 | B+ | 3.3 | 3.8 | 4.3 |
| 83-86 | B | 3.0 | 3.5 | 4.0 |
| 80-82 | B- | 2.7 | 3.2 | 3.7 |
| 77-79 | C+ | 2.3 | 2.8 | 3.3 |
| 73-76 | C | 2.0 | 2.5 | 3.0 |
| 70-72 | C- | 1.7 | 2.2 | 2.7 |
| 67-69 | D+ | 1.3 | 1.8 | 2.3 |
| 63-66 | D | 1.0 | 1.5 | 2.0 |
| 60-62 | D- | 0.7 | 1.2 | 1.7 |
| 0-59 | F | 0 | 0 | 0 |

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.*

**HOME-SCHOOLED STUDENTS ADMISSION**

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 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. If the student has taken college courses, provide all official college transcripts.
9. Non-Ohio residents must follow the listed requirements regardless of home state guidelines.

**TRANSFER STUDENTS ADMISSION CRITERIA**

A transfer student must be a high school graduate or a GED recipient and have attempted a minimum of 15 credit hours of college course work 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, GPA's from all colleges must combine to equal at least 2.0.

Transfer Students – Students who have attempted and earned 14 semester hours or less are required to submit the required high school documents for admission.

Transfer Students – Students who have attempted and earned 15 or more semester hours will be admitted based on a thorough review of their college or university coursework and grade point average.  If the transfer student has less than 45 attempted and earned hours, has not earned at least an associate's degree, and is applying for Federal Student Aid; the student must submit high school transcripts for financial aid purposes.

Transfer students who are applying to a program of study with a clinical component and believe they are program ready, will have their transcripts evaluated for admission into Mercy College and invited to apply directly into the program.  The transfer student must complete and return the candidacy form by the priority deadlines.  Please refer to the Mercy College of Ohio website for priority deadlines.

**INTERNATIONAL STUDENTS ADMISSION**

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

Applicant must be a Permanent Resident 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 their official 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](www.wes.org).

**TRANSIENT/SPECIAL STATUS ADMISSION**

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 or special status students are accepted year–round.  Contact the Office of Admission to apply as a transient or 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 personal or professional development.

**TRANSIENT/SPECIAL STATUS STUDENTS ADMISSION CRITERIA**
1. 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).
2. Good standing at the last post-secondary institution attended.
3. 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, and space available in the course.

**ADMISSION DECISIONS**

Based upon academic preparation and required documentation, admission status to the College is determined by an Admission Officer.  Admittance to a specific program may involve the Program Director or Dean.

**Full Admission** – Full Admission is granted to applicants who have submitted the application fee, enrollment deposit, all required documentation, and who meet all minimum admission requirements.  Full admission does not automatically assure a student of a clinical seat in any of our competitive admission programs.  Accepted applicants could begin as pre-major students, and apply for a clinical seat later in the process.

**Denied Admission** – An applicant who does not meet the minimum qualifications for acceptance to the College.

**READMISSION**
Students who have not attended Mercy College for over one year must complete a new application for admission.

**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.

**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 Director 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).

**APPLICATION PROCESS**

The following are required to complete the application process:

1. Submit a completed Mercy College of Ohio application for admission with a non-refundable application fee. Partially completed applications and/or applications without the 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, or alumnae, 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, or copy of GED scores and certificate.
   o Official transcripts from all colleges and universities attended.
   o Verification of student identity
5. Submit ACT and/or SAT test scores if direct from high school student. **Mercy College of Ohio's test code for ACT is 6321 and 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.

**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 Admission
2221 Madison Avenue
Toledo, Ohio  43604

**WHEN TO APPLY**
**High School Students**
For direct from high school students the priority application deadline for majors with competitive admission with clinical seats is January 15 for Fall and September 15 for Spring. Mercy College applications are accepted up to two weeks prior to the start of the fall semester for all majors, although applications submitted after the priority deadline, may result in students who have met program requirements to be placed on waitlists for majors with clinical seats.

Official high school transcripts showing the grade point average are required for college admission, and should be mailed to the Office of Admission (address above).  Prospective students should request the official transcript from the high school guidance counselor and it must be mailed to Mercy College by the high school guidance office.  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.  Many of our clinical based programs have a competitive admissions process and therefore have a priority deadline each year.  Students who meet the College and Program requirements for majors with clinical seats, and a competitive admissions process, are encouraged to apply by the Priority Application Deadline January 15 for Fall and September 15 for Spring.  Students, who meet the College and Program requirements, but apply after the January 15 or September 15 Priority Application Deadline may be admitted to Mercy College but placed on a waitlist for the major they are interested.  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.

**GENERAL ACCEPTANCE PROCEDURES**

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

1. **Enrollment Deposit**

   All accepted applicants must submit an enrollment deposit of $125.00, 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 their enrollment deposit, he/she should notify the Office of Admission within 60 days of payment to request a refund.

2. **Placement Testing**

   Students may be required to complete Accuplacer Placement tests prior to admission and / or New Student Orientation.  These tests are designed to guide student placement in mathematics and to provide guidance for determining the course(s) students may need to enhance their success in college.  Depending on the student's achieved score, the student either will begin in the college level, program required mathematics course or may need to complete a remedial mathematics course, thereby adding course(s) to the student's plan of study.

3. **Orientation**

   All accepted students are required to attend New Student Orientation (SOAR) prior to the start of classes.  This orientation allows new students to meet faculty, staff, and peers, while receiving information about College policies and procedures.  Students enrolling in online programs are required to complete an online orientation prior to the start of classes.

**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:

1. **In-seat programs**

   At New Student Orientation, admitted students must provide a photocopy of an active driver's license, state issued identification card, or U.S. Passport, which will be placed in the student's file as verification of identification.

2. **Online/At-A-Distance programs**

   During the application process, prospective students must provide two forms of identification.
   a. A photocopy of an active driver's license, state issued identification card, or U.S. Passport.
   b. Birth certificates, U.S. Passport, utility bill for the student's current address and in the student's name, formal work identification badge, or active professional state licensure.

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.

In accordance with HEOA, an institution providing distance education must have safeguards to ensure verification of student identity after admission has occurred. HEOA requires institutions use one of three methods to remain compliant:
1. Provide students with a **secure login** and passcode;
2. Provide for proctored examinations; and
3. Provide **new or other technologies** and practices that are effective in verifying student identification.

**TRANSFER CREDIT POLICY**

The following is the process used to award transfer credit to a student who has applied for admission to the College.
1. 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.
2. 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.
3. 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.
4. 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.
   a. After the student is accepted for admission to Mercy College, the Student Records Office evaluates the transcript.
   b. The Student Records Office cross-references the current transfer credit list with the transcript and grants credit for equivalent coursework.
   c. If the Student Records Office cannot determine the equivalency, the appropriate Dean/Program Director will evaluate the course based on a review of the course syllabus, course description, and course catalog information.
5. Previous coursework will be accepted as transfer credit, provided that:
   a. The credit was awarded by a post-secondary institution accredited by one of the six regional accrediting organizations.
   b. Courses must be completed with a grade of "C" (2.0) or better.

     c. 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 Director.  Equivalency will be determined through a comparison of course syllabi.

     d. For individuals with experience in the armed forces of the United States, the National Guard, or 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.

     e. 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.

6. Once credit is granted, the Student Records Office enters the data into the student information management system.

7. A Degree audit is generated and mailed to the student for review prior to meeting with an academic advisor.

8. Mercy College does not accept coursework for transfer credit that is considered developmental.

9. 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).

10. Evaluation of courses will be completed by the Dean/Program Director 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.

11. 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**

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

**Appeal**

13. 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.
14. 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.
- There is no time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester in the general education courses. Transfer credit time limits in the areas of math and science may exist within the program. Please see your program of interest for transfer credit time limits.
    o 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 test score.

## TRANSFER CREDIT – BACHELOR DEGREE PROGRAMS

### BS Biology and BS Nursing Pre-licensure

Please note the following rules regarding transfer credit:

1. 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.
2. There is no time limit on transfer credits for students being admitted to Mercy College after the fall 2014 semester except:
    a. Students enrolling in the BS Biology and BS Nursing Pre-Licensure programs have a 7-year time limit on all math and science courses.

    b.   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.

3. Transfer credit cannot be denied based on a 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.

1. For the RN-BSN program, thirty-nine (39) core nursing credits are granted for an active unencumbered RN license.
2. For a BS Medical Imaging degree, thirty-nine (39) credits are granted for students in the Pathway program who have passed their licensure through the ARRT, ARDMS, and/or NMTCB.

**CREDIT FOR PRIOR LEARNING**

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 and BSMI.  See specific program information for details.)

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

The Student Records Office in collaboration with Deans/Program Directors, and Faculty determine the credits to be awarded for prior learning.

*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.*

**ADVANCED PLACEMENT (AP), CLEP OR DSST CREDIT**
Transfer credit may be granted for advanced placement (AP) tests, 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 is reflected on the student's Mercy College transcript, but is not included in the student's cumulative grade-point average (GPA).

**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 |
| English Language + Comp or English Literature + Comp | 4 | ENG 101 | 3 |
| English Language + Comp or English Literature + Comp | 5 | ENG 102 | 3 |
| European History | 4 or higher | Humanities Elective | 3 |
| French Language & Culture | 4 or higher | Humanities Elective | 3 |
| German Language & Culture | 4 or higher | Humanities Elective | 3 |
| Latin | 4 or higher | Humanities Elective | 3 |
| Music Theory | 4 or higher | Humanities Elective | 3 |
| Psychology | 4 or higher | PSY 101 | 3 |
| Spanish Language & Culture | 4 or higher | Humanities Elective | 3 |
| Spanish Literature & Culture | 4 or higher | Humanities Elective | 3 |
| Statistics | 4 or higher | MTH 140 | 3 |
| United States 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. Exams taken through the College Board (Advancement Placement and CLEP), are reflected on the student's Mercy College transcript, but is not included in the student's cumulative grade point average. The list of exams listed below is effective August 2015.

CLEP Semester Credit*

| CLEP EXAMINATION | CLEP SCORE | MC EQUIVALENT | EARNED CREDIT HRS |
|---|---|---|---|
| American Government | 50 | Social Science Elective | 3 |
| Biology | 50 | BIO 101 | 3 |
| Calculus | 50 | MTH 150 | 4 |
| Chemistry | 50 | CHM 110 | 4 |
| College Composition | 50 | ENG 101 | 3 |
| College Mathematics | 50 | MTH 104 | 3 |
| French Language | 50 | Humanities Elective | 6 |
| German Language | 50 | Humanities Elective | 6 |
| History of the Unites States I | 50 | Humanities Elective | 3 |
| History of the Unites States II | 50 | Humanities Elective | 3 |
| Humanities | 50 | Humanities Elective | 6 |
| Human Growth & Dev. | 50 | PSY 201 | 3 |
| Information Systems | 50 | HCA 105 | 3 |
| Introductory Psychology | 50 | PSY 101 | 3 |
| Precalculus | 50 | MTH 130&132 | 5 |
| Principles of Macroeconomics | 50 | Social Science Elective | 3 |
| Principles of Marketing | 50 | BUS 318 | 3 |
| Principles of Microeconomics | 50 | Social Science Elective | 3 |
| Spanish Language | 50 | Humanities Elective | 6 |
| Western Civilization I or II | 50 | Humanities 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.

**ARTICULATION AGREEMENTS**

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.  For an up-to-date list check online at
https://www.mercycollege.edu/articulation-agreements/

**2017 - 2018 TUITION AND FEES**

Tuition and fees are subject to change.  The most current information will be on the website at:
https://www.mercycollege.edu/tuition-aid/cost-attendance/
Clinical program fees vary by program.

**Definition of Fees**

**Application Fee –** One-time fee paid when completing an application for admission to Mercy College of Ohio.  Applications are processed after payment is received, unless waived.

**Auxiliary Fee** – A flat fee charged to all students each semester (fall, spring, and summer).  This fee provides safety and security services and resources to both online and land-based students.

**General Fee –** A per credit hour fee charged each semester (fall, spring, and summer) to cover the costs of educating students at Mercy College of Ohio.

**Matriculation fee** – A one-time matriculation fee is assessed to all students entering Mercy College of Ohio in the first semester of enrollment.  This fee covers administration, orientation, and graduation fees for all students enrolling in credit bearing certificate programs, associate, and bachelor's degree programs.

**Student Services Fee** – A flat fee charged to all students enrolled in six (6) or more credit hours during fall and spring semesters.  This fee covers all college-sanctioned organizations and events whether land-based or online.

**Technology Fee** – A flat fee charged each semester (fall, spring, and summer) required by all students enrolled at Mercy College of Ohio.  The funds from this fee are used to maintain and upgrade technological resources, laboratory/simulation equipment, computers, software, etc., and provide updated technology for student learning support.

**Tuition Deposit** – A nonrefundable tuition deposit is required of all students accepted to Mercy College of Ohio.  This deposit confirms the student's intention to enroll in a College program beginning any semester.  The deposit is credited toward the student's first semester tuition account.

**STUDENT HEALTH INSURANCE**

To comply with federal law, Mercy College of Ohio's insurance program is mandatory for students enrolled in six (6) or more credit hours.  To waive enrollment in the program, students must have health insurance that meets the basic minimum requirements.  Students taking six or more credit hours will automatically be billed for the health insurance.  Students can waive the insurance by logging into their Empower Me account and clicking on the student insurance waiver link.

**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 Empower Me 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 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 following Refund Policy Table 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.

Student Housing 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 Add/Drop or Withdrawal from a Course process. 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 2nd week | By Monday at 4:30pm of the 2nd week | By Monday at 4:30pm of the 2nd week | By Monday at 4:30pm of the 2nd week | By Monday at 4:30pm of the 2nd week | By Monday at 4:30pm of the 2nd 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 3rd week | By Monday at 4:30pm of the 3rd week | By Monday at 4:30pm of the 3rd week | |
| 25% | By Monday at 4:30pm of the 5th week | By Monday at 4:30pm of the 4th week | | | | |
| 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.

*Youngstown*

Financial aid is administered through the Toledo campus by the Financial Aid Office with the assistance of the Coordinator of Student Support Services at the Youngstown location.  Please visit http://www.mercycollege.edu/tuition-aid/financial-aid for more information.

**FINANCIAL AID ELIGIBILITY REQUIREMENTS**

To be eligible for federal and/or state financial assistance, a student must:

1. Be a U.S. Citizen or permanent resident.
2. Be enrolled in an eligible program and registered for the number of credit hours required by the type of financial aid requested.
3. Make satisfactory academic progress in the enrolled program.
4. Complete a Free Application for Federal Student Aid (FASFA).
5. Not be in default on any federal loan and/or owe a repayment on any federal grant.
6. 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 transcripts and all schedules, if requested for verification,
- Loan master promissory note and entrance counseling, if a student loan is desired,
- Completed scholarship application(s).

All necessary forms must be submitted to the Financial Aid Office by the required deadlines.

**TYPES OF FINANCIAL AID AVAILABLE**

*Grants*

Grants are awarded based on financial need and do not require repayment.  Grants that are available for qualified undergraduate 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 (undergraduate only)
- Direct Unsubsidized Loans (undergraduate and graduate)
- Direct PLUS Loans (Parent Loans, credit-based) (undergraduate only)

- Graduate Direct PLUS Loans (graduate only)
- 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 http://www.mercycollege.edu/scholarships 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 office 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/sessions (courses that are not scheduled for the entire semester or payment period for which he/she has registered at the time those modules/sessions 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 determination of a

student's withdrawal.  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.
- The percent unearned is equal to 100% minus the percent earned.

**For students enrolled in modules (sessions)**.  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 session to determine if a student began enrollment in all scheduled courses.  If a student officially drops courses in a later session while still attending a current session, the student is not considered as withdrawn based on not attending the later session.  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:*
1. 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.
2. 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.
3. 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*
4. If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.
5. 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*
6. The Amount of Title IV aid to be disbursed or returned
   a. If the aid already disbursed equals the earned aid, no further action is required.

b. If the aid already disbursed is greater that the earned aid, the difference must be returned to the appropriate Title IV aid program.

c. *Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned*

d. 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 Business 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 (undergraduate and graduate)
2. Subsidized Direct Stafford Loan (undergraduate)
3. Direct PLUS (Parent) Loan (undergraduate and graduate)
4. Federal Pell Grant (undergraduate)
5. Federal Supplemental Education Opportunity Grant (SEOG)(undergraduate)

**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*
1. Provide each student with the information given in this policy
2. Identify students affected by this policy and completing the R2T4 calculation
3. Inform 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
4. Return 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
5. Notify student and/or PLUS borrower of eligibility for a Post-Withdraw Disbursement, if applicable

*Student's responsibilities*
1. Become familiar with the R2T4 policy and how withdrawing from all courses impacts eligibility for Title IV aid
2. Resolve any outstanding balance owed to Mercy College of Ohio
3. Resolve 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 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 apply to all eligible undergraduate and graduate degree and certificate-seeking students. Students not meeting the requirements of the policy are notified by the financial aid office.

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. All undergraduate and certificate-seeking students must maintain a cumulative 2.0 GPA. All graduate students must maintain a cumulative 3.0 GPA.

*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 a 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 that the student is 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 academic section of the catalog for limits on repeated courses.

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. Financial aid is not allowable on a third attempt. 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 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.

### 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. For financial aid impact, please see the section listed above for more information.

### 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. 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/Probation**
The first time a 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 refer to the following steps and deadlines.

*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 that 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 Vice President of Student Affairs/Dean of Students, the Student Success Center, Office of Campus Ministry and Service Learning, Office of Student Life and Housing, Office of Career, Professional Development, and Retention, Office of Accessibility and Testing Services, and Office of Diversity and Inclusion.

**Mission**

Guided by the mission, vision, values and strategic plan of Mercy College, the mission of the Division of Student Affairs is to design, implement, and monitor intentional engagement opportunities that contribute to the holistic development of students.

**Guiding Philosophy**

We will incorporate the mission, vision, and values of Mercy College by welcoming all students into an inclusive and vibrant campus community that celebrates God's love for all.

We will inspire, challenge, and empower the college community by providing engaging opportunities that cultivate academic success, leadership development, spirituality, service, social justice, and wellness.

We will foster a culture of reflection, evaluation, and assessment in order to ensure impact in students' personal and professional transformations.

# SUPPORT SERVICES

A variety of support services are available to assist students at both Toledo campus and Youngstown location.  These services include advising, tutoring, personal counseling, accessibility, career and professional development, campus ministry, community engagement, and student activities.

**STUDENT SUCCESS CENTER (Formerly known as Academic Resource Center)**
**ADVISING AND TUTORING**

Advising and tutoring services are provided, at no additional cost, to all students enrolled at Mercy College of Ohio.  Staff in the Student Success Center provides tutoring in math, sciences, English and writing, and nursing content along with help in study skills for all academic concentrations.

Consistent with the mission, vision, values, and strategic plan of Mercy College of Ohio, the goals of the Student Success Center are to foster academic excellence within students by providing exceptional services (based on best practices) designed to strengthen the engagement of students within the College.  Staff is dedicated to student success, recognizing the diverse needs of students, and providing services in a welcoming and positive manner.

Student-centered services allow the staff to help students address issues that may interfere with college success.  The Student Success Center staff assists students to become empowered and effective in reaching academic and personal goals.

Advisors collaborate with students to develop meaningful educational and career goals consistent with personal interests, values, and abilities, identify educational strategies to assist the student to meet identified goals, and evaluate progress toward established goals.  Advisors provide information to students about the extensive network of academic support services available.  The primary focus of tutoring is to assist students to make their academic experience more successful by providing supplemental instruction and guidance to students in meeting course requirements.  The focus is on growth as an independent learner.  In addition to academic support, students are assisted in making adjustments to college life.  Students receive guidance in decision-making, values clarification, goal setting, time management, and study skills.  The Student Success Center staff may refer students to other resources within the College or to outside agencies for specialized services if appropriate.

**Youngstown**
All nursing students on the Youngstown location are advised by the Nursing Program Director and faculty.  Students at Mercy College, Youngstown have access to all tutors at Mercy College, Toledo.

For more information, visit the Mercy College Student Success Center website at:
https://www.mercycollege.edu/my-mercy/student-affairs/student-success

**COUNSELING AND WELLNESS SERVICES**
Mercy College offers free and confidential health and wellness counseling services to students provided by a licensed mental health professional.  Services provided encompass mental health disorders, relationship issues, test anxiety, stress, suicidal feelings, and other personal concerns.  The counseling office is located on the Madison building fifth floor, in room 5812.  Appointments can be scheduled by walk-in, email, online form, or by phoning 419-251-1454.  In Youngstown, call 330-480-2874.  Visit the Mercy College Counseling website for helpful information on mental health and wellness.
https://www.mercycollege.edu/my-mercy/student-affairs/counseling-wellness/

**OFFICE OF DIVERSITY AND INCLUSION**
The Office of Diversity and Inclusion collaborates with other campus constituencies to encourage the recruitment and retention of faculty, staff, and students from underrepresented groups, incorporate diversity in the curriculum and identify and remove barriers to student success.  The Office of Diversity and Inclusion is located on the fifth floor on the Madison Avenue side of the College.

**Diversity Statement**

Mercy College of Ohio strives to be an inclusive environment in which faculty, staff, students, and the greater community are respected and embraced regardless of variations in thoughts, experiences, values, and traditions.

**Diversity Council**

The Mercy College Diversity Council is comprised of students, faculty, and staff who have a passion for promoting diversity by fostering an inclusive campus environment. The council will serve in an advisory capacity to Mercy College's executive leadership and monitor the effectiveness of diversity initiatives in these areas:

- Recruitment and retention of faculty, staff, and students from underrepresented groups, ensuring that our community reflects the heterogeneity of the region
- Attention to diversity in the curriculum
- Encouraging collaboration with individuals whose experiences, whose cultural, racial or religious background, or whose orientation and perspectives may differ from one's own
- Supporting academic programs, campus activities, and community outreach efforts that foster and sustain diversity.

**OFFICE OF ACCESSIBILITY AND TESTING SERVICES**

The primary mission of the Office of Accessibility and Testing Services is to provide equal access to all opportunities for Mercy students and to enhance academic and personal development through advocacy, education, and accommodations. The Office of Accessibility and Testing Services is committed to enhancing students' academic development and independence. The goal is to create a supportive community that promotes awareness, sensitivity, and understanding of students with disabilities. The office will provide reasonable and appropriate accommodations, assisting students with self-advocacy, providing academic support, and ensuring adherence to state and federal disability laws (ADA/Section 504), as well as working closely with faculty, staff, and administrators.

Services Offered:

- Accommodations for both land-based and online students, including but not limited to: alternative testing, alternative format texts, note-taking services, enlarged material, interpretation (ASL), transcription, extension on assignments, and flexible attendance.
- Education for faculty and staff, students, and the community.
- For students with approved testing accommodations, the Testing Center offers secure, private (if needed) monitored rooms. These rooms are used for extended testing, distraction free testing, as well as make up exams. The Testing Center is located in the Division of Student Affairs on the Madison building fifth floor. For Testing Center questions, please contact the Director of Accessibility and Testing Services at 419-251-1784 or the Student Affairs Coordinator at 419-251-1734.

If you would like more information on Accessibility services, please go to the Accessibility webpage.  https://www.mercycollege.edu/my-mercy/student-affairs/accessibility-testing/

**TESTING CENTER**

The Mercy College of Ohio Testing Center is available for all Mercy College students for the following reasons:

- Academic testing accommodations
- Make-up exams or quizzes
- Credit by exam
- Placement exams
- Third-party verification for distance learning exams

The Testing Center is located on the Madison building fifth floor and is a member of the Division of Student Affairs.  If you would like more information, visit the Mercy College of Ohio Testing Center webpage or call the Testing Center at 419-251-1734.
https://www.mercycollege.edu/my-mercy/student-affairs/accessibility-testing/

**OFFICE OF CAREER, PROFESSIONAL DEVELOPMENT, AND RETENTION**

The Office of Career, Professional Development, and Retention along with the Career Center are located on the Madison building fifth floor.  All services provided by this office are available to all students and alumni.

The services offered include:

- Job Search process and tips
- Career/Job Fairs
- Online career resources such as College Central Network, LinkedIn, etc.
- Career Center resource library
- Classroom presentations
- Networking events and skill development
- Professionalism skill development
- Cover Letter and Resume development
- Interviewing skills

https://www.mercycollege.edu/my-mercy/student-affairs/career-services/

**Retention**

**Early Alert Referral System (EARS)**

The Early Alert Referral System (EARS) is an alert submitted to the Retention Office from faculty and/or staff concerned that students may be experiencing academic or personal difficulties.  An EARS referral helps students find support resources to remain enrolled and successfully finish a semester.  Referred students will be given resources, options, and/or potential solutions from a number of sources including the Student Success Center and Student Affairs.  Referred students should remain in contact with their faculty and academic advisor to work out an educational plan for a successful semester.

**OFFICE OF STUDENT LIFE AND HOUSING**

**Student Life** is comprised of the following programs and initiatives:

- Student Government Association (SGA) – This is the officially recognized governing structure of the Mercy College of Ohio student body, representing both Toledo and Youngstown campus students.  The SGA has a fiscal responsibility in developing an allocation process for the student activity fee.
- Registered Student Organizations (RSO) – Active membership in student organizations is an excellent way for students to meet and work with their peers, gain and further enhance leadership skills, and positively contribute to the Mercy College community.  A full list of current and active RSOs is available at:  https://www.mercycollege.edu/my-mercy/student-affairs/student-life/government-rso/
- Leadership Programs – Components, which are grounded in the Mercy College Core Values and a servant leadership model, include the Fall Leadership Retreat and a Leader Scholar program (launching Fall 2017).
- Recognition and awards program.

**Housing**

In a partnership with the Historic Hillcrest Apartments, Mercy College offers a limited number of college-sponsored apartments for students to sub-lease.  Students enjoy the history, spaciousness, sophistication, and hospitality provided by the Historic Hillcrest.  All apartments are large two bedroom apartments - most with square footage ranging between 1,000 and 1,200 square feet.

Mercy College strives to meet the housing needs of our unique student needs.  A roommate matching service is offered to students wishing to share an apartment with another Mercy College student.  Family housing is also available for students who have dependent children and/or a spouse.  It is important to note that the demand for housing often exceeds available space; housing assignments are made on a first-come, first-served basis.  Additional information regarding Housing can be found by visiting:
https://www.mercycollege.edu/my-mercy/student-affairs/housing

**OFFICE OF CAMPUS MINISTRY AND SERVICE LEARNING**

Mercy College of Ohio is a Catholic educational institution founded by the Sisters of Mercy.  The College serves the needs of students from all 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, service learning, and volunteer activities.

For questions or more information, please contact the Director of Campus Ministry and Service Learning at 419-251-1866.

**Hoffman Ambassadors**

Through the Office of Campus Ministry and Service Learning, students have the opportunity to serve as a Mercy College Hoffman Ambassadors.  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 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 Director of Campus Ministry and Service Learning at 419-251-1866.  Membership to Mercy College Hoffman Ambassadors is selective and application deadlines apply.

**CLOTHING STORE**

Mercy College apparel, basic school supplies, and other items are available for purchase through the College Clothing Store, located on the sixth floor of the Jefferson building on the Toledo campus and on the Cardiac building fourth floor in Youngstown.

**FOOD SERVICES**

The cafeteria is available Monday through Friday for students in Toledo and Youngstown.  Most clinical/practicum locations also have cafeterias available for students to purchase items.

Vending machines can be found on the ground, second, third, fifth floors, and in the student lounge on the Toledo Campus.  Vending machines are located throughout the St. Elizabeth's Hospital for students in Youngstown to purchase items.  Student Housing charges do not include meals.

**IDENTIFICATION BADGES**

Students will be issued an identification badge during the first term.  The card can be obtained in the Student Affairs office on the Toledo campus, through the Student Affairs Coordinator and through the office of the Youngstown Student Support Services Coordinator.  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.  There is a $12 fee for replacement badges.

**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

Current and detailed information on policies applying to students can be found on the Mercy College compliance webpage at https://www.mercycollege.edu/my-mercy/compliance-consumer-information/.

**STUDENT CODE OF CONDUCT**
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

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 student 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 cyber bullying.
- 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 Director and Division Dean for academic misconduct, and to the Vice President of Student Affairs for non-academic misconduct. The report is completed using the College Disciplinary Form and is kept in a confidential file in the appropriate office/offices (Program Director 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 Director. If the Program Director was involved in Step 1 or observes the inappropriate misconduct, the Program Director will report the misconduct to the Division Dean. The Program Director 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 Director 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.

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 Appeal Procedure.

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 that 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 Appeal Procedure.

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.

**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 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.

**NON-ACADEMIC DISMISSAL/GRADING**

If a student is dismissed for non-academic reasons, the student will be dropped or withdrawn from their courses based on the add/drop deadline or withdrawal deadline policy depending on the date of the dismissal. If the student is dismissed prior to the add/drop deadline, they will be dropped from all courses. If the student is dismissed after the add/drop deadline but during the withdrawal period, they will be withdrawn from all courses and receive a grade of "W". If the student is dismissed after the withdrawal period, they will be withdrawn from all courses and receives grades of "WP" or "WF" depending upon the student's grade at the time of the dismissal.

**STUDENT APPEALS COMMITTEE**

The Student Appeals 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 appeals 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 Appeals 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.

- o **Step 1**: Upon receipt of a student appeal 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 appeal 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 appeal meeting; however, the support person must agree to strict confidentiality and may not participate in the hearing.
- o **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.

- o **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.
- o **Step 4**: The Dean will place a copy of the signed and dated written decision in the separate appeal file that is maintained in the office of the Vice President of Academic Affairs.

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

**ACCESSIBILITY**
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 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 Accessibility and Testing Services, on the basis of a specific disability are responsible for:
  a) Contacting the Office of Accessibility and Testing Services. Students bear the responsibility for disclosure of a disability and the request of services. 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 the following 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 Accessibility and Testing Services 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 <u>current</u> 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.

**Specific Disability Documentation**

**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.  WAIS-III rather than WISC-III.

**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 Director of Accessibility and Testing Services 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.  The Office of Accessibility and Testing Services 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 Accessibility and Testing Services 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.

## CIVIL RIGHTS/NONDISCRIMINATION

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, you may contact one of the following individuals 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:
  Title IX Coordinator
  Director of Compliance and Risk Management
  [TitleIX@mercycollege.edu](mailto:TitleIX@mercycollege.edu)
  419-251-1710 (Toledo)
  330-480-2170 (Youngstown)

- Questions or concerns regarding Section 504 please contact:
  ADA/504 Coordinator
  Director of Accessibility and Testing Services
  [ADA504@mercycollege.edu](mailto:ADA504@mercycollege.edu)
  419-251-1784

- Any other inquiries related to discrimination at the College, please contact:
  Vice President of Student Affairs/Dean of Students
  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

**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 w](http://www.notalone.gov)ebsite.

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.**

**Minors**
Students under the age of 18 may enroll full or part-time at Mercy College of Ohio. In addition to having students who are minors enrolled, Mercy College hosts minors as guests and as participants in a variety of programs. In accordance with Mercy College of Ohio policy 100-174 (Minors on Campus) and as well as Ohio law, 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 the appropriate officials (please refer to Mercy College policy 100-174 for options). In certain instances, mental health professionals, counselors, clergy and law enforcement are imposed to report certain crimes involving minors, and abuse, to appropriate officials as well. Further, all responsible employees will report suspected violations of this policy, whether the complainant or respondent is a minor, to the Title IX Coordinator/Deputy Title IX Coordinator. Clery Act reporting of offenses for statistical purposes occurs whether victims are minors or adults.

Mercy College will notify parents/guardians of minor students/guests/participants of any possible child abuse or neglect, as well as any possible violation of this policy, whether the minor is the complainant or the respondent. The College also reserves the right to designate which college officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

**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.

### 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.

## Definitions
The following definitions are taken from the federal government's Not Alone website [www.notalone.gov a](http://www.notalone.gov)nd 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.

### 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.

### 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.

### 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.

### 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 the College's 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.

### 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.

### Intimidation

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

### 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".

### Respondent

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

### Responsible Employee

Employees who are required to report knowledge of gender discrimination to the Title IX Coordinator or Deputy Title IX Coordinator.  All Mercy College employees are designated responsible employees, except employees bound by confidentiality (professional counselors and clergy).

### 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.

### 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; or,
- 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.

### 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 included, but is 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.

### 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.

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)

### 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.

### 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.

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.

A report to the Title IX Coordinator will result in one of the following:
1. Informal Inquiry and/or Resolution
   a. May be used to meet confidentiality requests of the reporting party; when there is not a threat to the greater community; when there is not enough information to proceed with formal investigation
2. Formal Investigation
   b. Investigator will speak with all parties involved, witnesses, and gather evidence.
   c. Determine if a violation of the Title IX Policy occurred.
      i   If yes, investigation is forwarded to administrative hearing or hearing panel for adjudication.
      ii  If no, case is closed.
      iii Unfounded: there is not enough information available to make a determination.

Refer to the following for detailed information on these processes.

*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 the 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.

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;
- 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; and,
- Filing a complaint under this policy.

*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 Reporting to the College*

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.  All Mercy College Responsible Employees (as defined above) are required to report any suspected violations of

this policy.  This should occur within twenty-four 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.

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 earlier in the document. 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.

### *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.

### *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.

### *Interim Remedial Measures*
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 or not the individual chooses to report the sexual violence or assault to Public Safety/Protective Services 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.

*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 respondent, 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.

*Clery Act*

The College is obligated to report any incidents of sexual violence or assault on 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.

*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.

**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 a 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:
- Respect, dignity, and sensitivity throughout the process.
- 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.)
- If the victim does not wish to participate in an investigation or hearing process, the individual has the right to decline.

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 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.

*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.

**Grievance/Adjudication Procedures**

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

*Hearing*

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.  If the Vice-President of Student Affairs is involved in the investigation process in any way, another member of the Executive Staff will serve on the Hearing Panel.
2. The Title IX Coordinator, Deputy Title IX Coordinator or other investigating officer will present their findings to the Hearing Panel.
3. The complainant and the respondent will be requested to be present at the hearing.  If the respondent accepts the findings of the investigation, no hearing is required.  If the respondent does not accept the findings, the hearing process will continue and will not exceed thirty (30) business days.
4. 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.).
5. 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/disciplinary actions or sanctions 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.
6. If there is a finding of policy violation, appropriate, corrective action/remedies/disciplinary actions or sanctions by the College will be taken to:
   a. Eliminate the policy violation;
   b. Prevent the recurrence of the violation; and,
   c. Address the effects of the violation.
7. 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.

### *Disciplinary Action*

If it is determined that the College's Title IX Policy was violated, the respondent will be subject to discipline, up to and including dismissal from College employment (employee) or expulsion from the College (student).  In cases of sexual assault, the minimum sanction will consist of suspension.

### Student Sanctions

The following are possible sanctions that may be imposed upon students or organizations singly or in combination:

**Verbal Warning:** Students will be counseled privately by faculty, staff, or administration regarding inappropriate behavior or misconduct, and a report will be completed documenting the verbal discussion.

**Written Warning:** Students will receive a written warning and a corrective action plan will be developed, including present and future consequences of inappropriate behaviors or misconduct.

**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.

**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.

**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.

**Other Actions:** In addition to or in place of the above sanctions, the Mercy College may assign any other sanctions as deemed appropriate.

*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 corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and,
- 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; and
    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:
  - Existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.
  - 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:
  - 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;
  - The name and contact information of the College employee(s) to whom the alleged offense should be reported;
  - 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;
  - 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-Youngstown- (330)-480-3288 are also resources which can be contacted with an emergency.***

The College has designated a Director of Compliance and Risk Management/Title IX Coordinator (Toledo campus), and a Deputy Title IX Coordinator (Youngstown location), 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
Director of Compliance and Risk Management
Title IX Coordinator
2221 Madison Avenue
Toledo, Ohio 43604
419-251-1710
titleIX@mercycollege.edu

### Deputy Title IX Coordinator – Youngstown
1044 Belmont Avenue
Youngstown, Ohio 44501
330-480-2170
Elizabeth.Cardwell@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 – 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 Academic Resource 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.legalaidline.org
Protection Orders – Contact Local Police Department or Legal Aid

**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.

**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/Dean of Students 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 and Housing.

**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/Dean of Students | 419-251-1512 |
| Director of Student Life and 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 and Housing | 419-251-2133 |
| Vice President of Student Affairs/Dean of Students | 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 and 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 Vice President of Student Affairs/Dean of Students at 419-251-1512.  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 and 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 and 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 | information provided on safety such as domestic violence, personal defense, etc. | ongoing |
| Annual Education update (both) | online training for faculty and staff, includes information on safety, security, and crime | annually |
| Counseling Website (both) | resources on personal safety | 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](www.notalone.gov) website.

**Disclosure of Results of Disciplinary Proceedings**

Mercy College 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 that 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 that includes instructions to take stairs, not elevators, when encountering a suspected fire.

**Housing Fire Drills (Hillcrest)**

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 and 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, 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 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   Date of Review 10/25/2015
Effective January 1, 2008, all facilities and campuses of Mercy are tobacco-free.  This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products, and smokeless tobacco, none of which will be sold, used, or transferred on campus or at any facility owned, leased, or operated by Mercy.

Tobacco use is prohibited anywhere on any Mercy property and is regulated by law.  Tobacco use is also prohibited in all facilities used by Mercy including Mercy buildings, property, parking lots, company-leased buildings, vehicle spaces, parking garages, company-owned/leased vehicles, private vehicles used on company business, and private vehicles on company property.

There are no designated smoking areas on any Mercy properties.  Employees will be restricted from use of any designated smoking areas on properties leased by Mercy.

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

**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 Life and Housing. 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 disclose statistical data annually 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 and Housing | 419-251-2133 |
| Mercy Public Safety | 419-251-4444 |

**CAMPUS VIOLENCE PREVENTION**
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.

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 that 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 unusual or threatening behavior 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 online under the Consumer and Compliance Information tab on the College website.

Campus Violence Prevention Committee:  The Mercy College Campus Violence Prevention Committee (CVPC) 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.

Campus Assessment Response and Evaluation (CARE) Team:  The Campus Assessment Response and Evaluation (CARE) Team at Mercy College of Ohio ("College") reinforces the College's efforts to provide the students, faculty, staff, and visitors ("Community") with a safe environment to work, study, and live.  As a subset of the Campus Violence Prevention Committee (CVPC), the CARE Team assists with the prevention and intervention in incidents where members of the campus community are experiencing distress or engaging in harmful or disruptive behaviors, as well as supports individuals impacted by such incidents.  The goal and mission of the CARE Team is to: gather information about students of concern; assess information about each case brought before the CARE Team; define and coordinate plan/response; implement a response to a perceived or threat; and monitor the disposition of the case (Derived from the Higher Educational Mental Health Alliance (HEMHA) Project, Balancing Safety and Support on Campus:  A Guide for Campus Teams – https://www.jedfoundation.org/wp-content/uploads/2016/07/campus-teams-balancing-safety-support-campus-jed-guide.pdf.  The CARE Team acts as a mechanism for improved coordination and communication across the campus and/or system and makes recommendations in accordance with existing college policies.

*Note: The CARE Team, and its functions, does not replace faculty classroom management, disciplinary processes (either student conduct or Human Resources), campus emergency response protocols, or Campus Security responses to incidents.*

**HAZING**

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, the College Hazing Policy is grounded in three standards that apply 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; and
(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.

**DRUG AND ALCOHOL ABUSE PREVENTION**

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 and Drug Screen 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](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.

**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.  The policy in its entirety can be found at [https://www.mercycollege.edu/my-mercy/student-affairs/campus-safety/](https://www.mercycollege.edu/my-mercy/student-affairs/campus-safety/).

**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 a minor to campus to ensure the minor's supervision.  If a minor is left alone for any reason, the incident is to be reported immediately to the Vice President of Student Affairs/Dean of Students.

**STUDENT COMPLAINTS**

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

The College is committed to providing an educational climate that is conducive to the personal and professional development of each individual.  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.

This policy is to be used when a student concern is not covered by existing policies, such as the College's Sexual Misconduct Policy and Procedures, Student Code of Conduct/Student Judicial System, and 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.  The objective is to settle the issue at the level closest to the student.  The main categories of complaints and their respective line of reporting are as follows:

> Academic – Vice President of Academic Affairs (VPAA)
> Non-Academic – Vice President of Student Affairs (VPSA)
> Gender-based Harassment/Misconduct – Title IX Coordinator
> Enrollment Management – Vice President of Strategic Planning and Enrollment
>> Management

The complaint procedures for each of these areas are outlined in the College Catalog and on the website.

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 Complaint
   a. Informal complaints are a matter of advice and students are encouraged to seek an informal resolution of the matter by discussing the situation directly with the individual(s) involved.

2. Formal Complaint
   a. Students have the right to put in writing complaints regarding any aspect of the college.  The complaint should be addressed to the Vice President of the division to which the complaint applies.  (See Policy section for appropriate Vice President)
   b. The Vice President/Title IX Coordinator will convene an Ad Hoc Committee consisting of one member each from the following divisions:  Student Affairs, Academic Affairs, and Enrollment Management.  This committee will investigate the complaint and determine a course of action within ten (10) business days of the date the complaint was received.  The investigation may include interviewing

witnesses and other involved parties, and reviewing other evidence submitted in support of the complaint

c. In all cases, the accused party will be notified in writing within ten (10) business days of the date the complaint was received and will have the opportunity to respond in writing to the Ad Hoc Committee conducting the investigation within ten (10) days of receipt of the notice of complaint.

d. The Ad Hoc Committee will determine a course of action, which may lead to the following:

- The complaint has no merit and will be dropped.
- The complaint has merit and an appropriate outcome is reached.

3. If the outcome is not satisfactory, the student may appeal in writing to the President of the College within ten (10) business days of receipt of the written decision to seek resolution. The President will respond in writing within ten (10) business days to the appeal, and the President's decision is final.

*Documentation*

Formal Complaints, as defined by the college, and their respective resolutions are appropriately tracked and documented. Electronic copies are kept with the respective Vice President/Title IX Coordinator. Hard copies of each complaint are kept with the respective Vice President/Title IX Coordinator's office in a locked file.

An annual summary of each complaint along with its resolution will be prepared by each Vice President/Title IX Coordinator and kept by the respective Vice President/Title IX Coordinator. The summary will be brought to Executive Staff for review prior to April 1st of each year and the summary will be shared with the Board of Trustees at the annual meeting in June.

**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 network user name, email address 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 2GB 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 bulk forwarded to another email address, but you can forward individual emails as needed.

Passwords expire every 90 days and notification emails are sent when approaching expiration.  If a password is forgotten or your password expires, contact the Service-Desk at 1-800-498-1408 and have them route a ticket to the Mercy College Field Services Group.

*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 Director of Information Technology at 419-251-7331 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 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**

This policy was established 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.

## COLLEGE SAFETY AND SECURITY

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).

### 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 the RAVE alert system, social media, 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.

**EMERGENCY RESPONSE PLAN (ERP)**

The Emergency Response Plan (ERP) serves as the campus' crisis communication plan. It details the resources available, and how the college would utilize those resources, in responding to one of many emergency scenarios/situations that may occur on campus. The Campus Violence and Prevention Committee, consisting of Mercy College faculty, staff, and Mercy Public Safety personnel, is responsible for the development of the ERP and for reviewing the document on an annual basis. The Emergency Response Plan is located on the College website at [https://www.mercycollege.edu/my-mercy/student-affairs/campus-safety/](https://www.mercycollege.edu/my-mercy/student-affairs/campus-safety/). If you have any questions regarding the ERP or its contents, please contact the Vice President of Student Affairs/Dean of Students at 419-251-1512.

**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 Affairs.
2. **Pets/Animals.** Pets/Animals of any type, with the exception of service dogs for students with disabilities, are prohibited in the student housing facility and on any Mercy College property, grounds, and buildings.

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

**MOTOR VEHICLE REGULATIONS (PARKING)**

*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.

*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 be either a warning or a State citation.  State citations are official court documents that must be dealt with through the local court.
3. Vehicle Immobilization: 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.  A fee shall be assessed and payable at the time of the removal of the immobilization device.
4. Towing: Officers shall be authorized to have a vehicle, found in violation of this policy, towed at the owner's expense.

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

*Toledo*
Parking is available free to students in the Jefferson parking garage.

*Youngstown*
Student parking is available in a designated free area on the fourth level of the parking garage.

**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 – Toledo Campus at 419-251-1444, Youngstown Location at 330-480-3288.  Provide location and room number.

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

# ACADEMIC AFFAIRS

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

## ACADEMIC SERVICES

### 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 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 the Student Success Center by providing online learners with advising, tutoring, writing, counseling, etc., to support college student retention efforts.
- Assisting the Student Affairs Division with training and online orientations.

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), Canvas.  This platform is used for fully online and hybrid courses, and to enhance traditional land-based coursework.  All students will have access to Canvas and resources on how to use the learning environment.  Please call the Distance Education Division at 419-251-1796 with questions regarding Canvas or online learning at Mercy College.

### LIBRARY
*Toledo*
The Mercy College of Ohio 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 near the Madison Avenue entrance and maintains a collection of books, audiovisuals, and print journals that support the programs offered at Mercy College.  Computers

in the Library provide access to online resources, the Internet, OhioLINK, Mercy College communication systems, and software programs, including Word, to help students with their coursework.  Quiet corners, large tables, and study rooms are available for individual and group study.  A color printer is located here for student use.

The library provides online resources, free of charge, where patrons can search academic databases, and locate electronic journal articles, e-books, and videos.  These resources are available 24/7, from on or off campus.  They can be accessed through the Library Resource Bookshelf in Canvas and through the Library Proxy Page at me.opal-libraries.org, where links are provided to the most popular online resources.  A library barcode number is provided to new students before classes begin.  This number allows access to the Mercy College Library resources.

Professional librarians and experienced staff are available to help students find the information they need.

*Youngstown*
The Mercy College online resources and library staff, at the Toledo location, are available to Youngstown students.  A library barcode number is provided to new students before classes begin.  This number allows access to the Mercy College Library resources.

At the Youngstown location, there is a small collection of reference books available for use on the premises.  Students are also welcome to use the library located on the second floor of Mercy St. Elizabeth Hospital.  This 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.

In addition, the main branch of the Public Library of Youngstown and Mahoning County is located nearby.

**STUDENT RECORDS OFFICE**
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 online registration, grade processing and student class schedule generation program (EMPOWER ME).

- 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 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/withdrawal dates, and final exam schedule
- Planning Commencement activities
- Enforcing 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.

**REGISTRATION AND SCHEDULING**

The schedule of classes is available on the Mercy College website each semester prior to registration. Information concerning registration is distributed via the Mercy College email and posted throughout the College. Fall and Summer registration typically begins in March. Spring registration typically begins in November.

Registering for courses can be accomplished online at https://my.mcnwo.mercycollege.edu/fusebox.cfm or through EMPOWER ME under the MY MERCY button available on every page of the Mercy College website. 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. For questions concerning the Online Registration process, students may review EMPOWER ME instructions of can contact the Student Records Office at https://www.mercycollege.edu/my-mercy/student-records/.

**ADD/DROP DEADLINES**

All add/drop deadlines are published on Mercy College's Academic Calendar. A student may add/drop any course through Empower Me during the first week of the semester. After the first week of the semester, all add/drops must be processed by the Student Records Office. Because

of schedule changes, a student may be eligible for a refund of a portion of fees (See Refund Policy).

ADD/DROP/WITHDRAWAL DEADLINES 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 | 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, an add/drop/withdrawal schedule is determined based on the number of days the course is offered.*

## NO SHOW

If a student fails to attend any meeting(s) of a course where he/she registered prior to the course's add/drop deadline, the student <u>may</u> be dropped from the course and will not be permitted to re-enroll in that course for that semester or session. Students who are not planning on attending are highly encouraged to submit a drop request.

## COURSE LOAD AND ENROLLMENT STATUS

A student must carry a minimum of 12 semester hours each term to be considered a full-time student. A student with less than 12 but 9 or more semester hours is considered a three-quarter time student. A student with less than 9 but 6 or more semester hours is considered a half-time student. A student with less than 6 semester hours is considered a less than half-time student.

## COURSE OVERLOAD

During the fall and spring semester, if a student desires to register for more than 18 semester hours, he/she must gain approval from the student's advisor and Dean. If a student desires to register for more than 14 semester hours over the entire summer semester or more than 7 semester hours in one summer session, he/she must gain approval from the student's advisor and Dean. To process the course overload a Waiver/Substitution Form must be obtained from the College website or in the Student Records Office. This form should be completed and signed by the student's advisor and the Division Dean, and then submitted to the Student Records Office.

## COURSE REPEAT

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.

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.

**COURSE AUDIT**

Any student auditing a class must obtain permission from the course instructor and notify the Student Records Office during registration prior to the start of the semester. 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.

**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 through either 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. There is a fee for the administration/recording of departmentally prepared examinations. Credit by Examination forms for departmentally prepared exams are available in the Student Records Office or Online.

**DEPARTMENTALLY PREPARED CREDIT BY EXAMINATION OPTIONS**

*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 |
| 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.

**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 (one semester credit hour maximum if an associate degree student and three 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 online or in the Student Records Office.

**WITHDRAWAL FROM A COURSE**

A student who elects to withdraw from a course must meet with the instructor of the course, complete a Registration Form (Add/Drop/Withdrawal), 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.  Prior to withdrawing from a course students should contact financial aid. (See Return to Title IV in Mercy College Catalog)**.**

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.  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.

**WITHDRAWAL FROM THE COLLEGE**

To withdraw officially from Mercy College, a student must submit the Withdrawal/Leave of Absence Request Form to the Student Records Office.  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.

The withdrawal date will be determined by the College as either the date the student begins the withdrawal process or the student's last date of attendance in a course.

**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/Leave of Absence form along with the supporting documentation to 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.
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 may be required to repeat any nursing courses he/she has taken. This may apply to courses in other professional programs as well.

**PLEASE NOTE:** An affected individual will need to comply with revisions in the admission criteria that may have occurred while he/she was on active duty or service.

**ORC 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

**GRADING SYSTEM**

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

| GRADE | QUALITY POINTS/DESCRIPTION |
|---|---|
| A | 4.0 points |
| B | 3.0 points |
| C | 2.0 points |
| D | 1.0 point |
| F | 0 points |
| I | Incomplete (no effect on grade point average) |
| K | Credit by examination (no effect on grade point average) |
| P | Pass (no effect on grade point average; equal to "C" or better) |
| AU | Audit (no credit; no effect on grade point average) |
| NG | No Grade reported per instructor at the time grades are due.  (No effect on grade point average) |
| R | Repeated course (see Course Repeat section in the catalog; no effect on grade point average.) |
| W | Withdrawal prior to mid-term (no effect on grade point average) |
| WA | Withdrawal from an audited class (no effect on grade point average) |
| WF | Withdrawal failing at or following mid-term |
| WP | Withdrawal passing at or following mid-term (no effect on grade point average) |

**GRADE REPORTS**

Grade reports are available online through the EMPOWER ME link.  Grade reports are not available to students who have outstanding account balances.

**CUMULATIVE GRADE POINT AVERAGE**

Cumulative grade point average is based only on work completed while enrolled at Mercy College.  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 "W", withdrawn passing "WP", received credit by examination "K", received a pass grade "P", repeated once (see above for details) "R", audited "AU", transferred from another institution "T", or has received an incomplete "I" are not included in a student's cumulative GPA.  All other grades, including Withdraw failing grades "WF", are included in a student's cumulative GPA.

**INCOMPLETE GRADE**

If a student is unable to complete all requirements during a session an incomplete may be issued by the instructor.  The incomplete will not be calculated into the grade point average until a final grade is recorded by the Student Records Office.  Incomplete coursework must be completed within 10 class days of the next semester or the grade will be changed to an "F".  A

student who received an incomplete grade may be dismissed if the course is necessary to continue in the program of study.

**GRADE APPEAL**

A student disputing a final course grade or final clinical evaluation may submit an appeal following the Academic Appeal Process below. If the student does not follow the timeline outlined below the College has the right to deny the appeal.

**ACADEMIC APPEAL PROCESS**

1. Initiate a good faith discussion with the instructor of the course within the first ten business days of the following semester. If the good faith discussion does not resolve the matter and the student wishes to pursue the appeal further, the instructor will direct the student to the appropriate department administrator where the course is taught. This is usually the Program Director. For subject areas where there is no program director, the student should be directed to the Dean.

2. Submit in writing the appeal to the Program Director or Dean within five business days from the date of the good faith discussion with the course instructor. The written documentation contained in the appeal must include the following:
   - An Application for Academic Appeal form
   - Student name
   - Course subject prefix and number,
   - Course Name
   - Semester and session in which the course was taken
   - Instructor name
   - Date of good faith discussion with instructor
   - Date of submission of written appeal to the Program Director or Dean
   - Reason for further appeal
   - Desired outcome

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

   The Program Director or Dean will issue a written decision to the student and the instructor. If the student or the instructor believes the Program Director/Dean's decision has not adequately resolved the matter, either the student or the instructor may move forward in the appeal process to the Dean or the Vice President of Academic Affairs, if the Dean has already reviewed the appeal.

3. Submit the above documentation, including written decision to the appropriate Dean within ten business days from the date of receipt of the decision of the Program Director/Dean. The written documentation contained in the appeal must include the following:
   - Copies of all prior documentation.
   - A copy of the written response of the Program Director
   - A written statement of why the student disagrees with the decisions of the faculty member and Program Director/Dean
   - Supporting evidence

   The Dean will issue a written decision to the student, the instructor, and the Program Director. If the student, instructor, or Program Director believes the Dean's decision has not adequately resolved the matter, either the student, the instructor, or Director may move forward to step five of the appeal process, submission of the appeal to the Vice President of Academic Affairs.

4. Submit the above documentation, including the written decision of the Dean, to the Vice President of Academic Affairs within five business 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 hearings with the parties specifically involved as deemed necessary and issue a final decision.

   The College will make every reasonable effort to complete the appeal process within a reasonable timeframe. If a decision is made to change the grade, all documentation including change of grade form will be submitted to the Records Office to update the official transcript.

**ACADEMIC HONORS**
Academic Honors are awarded at the end of each semester to honor students who have achieved academic excellence. Students will receive the highest honor based on their semester GPA. Students with incomplete grades at the end of the semester will not be eligible for this honor. Below are the academic honors and their qualifications.

*President's List*
In recognition of outstanding academic performance, students who complete 14 or more semester hours during the semester and earn a grade point average of 4.0 will be named to the President's List.

*Dean's List for Full-time Students*
In recognition of excellent academic performance, 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.

*Honors List for Part-time Students*
In recognition of excellent academic performance, students who complete 6-11 credit hours with a grade point average of 3.3 or higher will be named to the Honors List.

**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 provides 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.

**GRADUATION REQUIREMENTS**

**BACHELOR OF SCIENCE DEGREE**
To be eligible for a Bachelor of Science degree from Mercy College of Ohio, a student must:
1. Complete all required 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.
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 by the deadline indicated in the academic calendar.
6. Submit all official transcripts from high school and colleges/universities previously attended.
7. Be enrolled in at least one credit hour at Mercy College of Ohio in the term the student anticipates completing graduation requirements.
8. Complete a minimum of 36 credit hours from Mercy College of Ohio.

**ASSOCIATE OF SCIENCE DEGREE**
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 the following minimum grade:
   - Associate of Science in General Studies students must complete all courses with a minimum grade of "D".
   - Associate of Science in Health Information Technology, Nursing, or Radiologic Technology must complete all courses with a minimum grade of "C".
3. Complete a minimum of 60 credit hours.
4. Complete the Graduation Application form by the deadline indicated in the academic calendar.
5. Submit all official transcripts from high school and colleges/universities previously attended.
6. Be enrolled in at least one credit hour at Mercy College of Ohio in the term the student anticipates completing graduation requirements.
7. Complete a minimum of 30 credit hours from Mercy College of Ohio.

**COMMENCEMENT**
Commencement ceremonies are held at the conclusion of both fall and spring semesters. 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 and financial requirements have been met.

**GRADUATION HONORS**
Degree students who have demonstrated academic excellence will receive a diploma with honors. Honor cords will be distributed at the end of each term and will be awarded based on the student's final cumulative grade point average. Diplomas and transcripts will include the "honor's designation" based on the final cumulative grade point average.

Bachelor Degree-Seeking students may earn Latin honors:

| | | |
|---|---|---|
| Summa Cum Laude | 3.90-4.00 | Gold and Blue Braided Cords |
| Magna Cum Laude | 3.75-3.89 | Gold Cords |
| Cum Laude | 3.5-3.74 | Blue Cords |

Associate Degree-Seeking students may earn honors:

| | | |
|---|---|---|
| High Honors | 3.70 – 4.0 | White and Gold Braided Cords |
| Honors | 3.30 – 3.69 | White 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 Director.

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.

**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 request by the student.

Transcripts will not be issued for former or current students who have outstanding financial obligations to the College.  "Unofficial" copies of transcripts are not issued by the College but are available through the EMPOWER ME student system.

When requesting a transcript, a student 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.

# ACADEMIC POLICIES AND PROCEDURES

**ATTENDANCE**

Faculty believes that regular classroom and clinical experience attendance are necessary for academic success. Students are expected to attend class and are required to attend clinical experiences. Clinical 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.

**CLASS LEVEL**

The number of semester hours used in determining a student's academic class level is based on the cumulative semester hours, including transfer credit awarded, 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)

**CHANGE of ADDRESS or NAME**

To change a name, students must complete a Change of Address/Name form, and submit this form with a copy of a government issued document indicating the prior name and updated name to the Student Records Office.

To change an address, students may submit the request through the EMPOWER ME student system or submit a Change of Address/Name form to the Student Records Office.

**COURSE WAIVER/SUBSTITUTION**

Students may request a course waiver/substitution based on previous work, or departmental exams. A Waiver/Substitution form must be completed and filed with the Student Records Office to ensure credit is awarded for any 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.
- A student may request a course substitution if 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.
- 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.
    - > Mercy College residency requirements must be followed.
    - > Students may substitute a higher-level class for a lower level course requirement (e.g. Calculus for College Algebra).

**POST ENROLLMENT TRANSFER OF CREDIT**

Students are encouraged to complete all of their coursework at Mercy College once enrolled. After matriculating to the College and recognizing that students may have compelling reasons for completing coursework at another institution, the College permits the transfer of up to six semester hours of credit. This policy applies to the transfer of coursework after a student has initially enrolled at the 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. Students must submit 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 the College.
3. Only courses that 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 the College.

**ACADEMIC PROBATION**

At the end of a semester, 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 that 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 program 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**
The student will be notified in writing that he/she is being placed on academic probation. This notification will include the reason for being placed on academic probation and the conditions for removal. Information regarding academic dismissal will be provided. Copies of all correspondence regarding academic probation will be sent to the Student Records Office for inclusion in the student's file, 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 at the end of a semester 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. A student will be dismissed from the College after failing ENG 099 and/or MTH 098 twice.

**APPEAL FOR ACADEMIC DISMISSAL**
Students disputing the dismissal may appeal according to the following procedure. If the student does not follow the timeline outlined below Mercy College has the right to deny the appeal.

1. Submit an Application for Academic Appeal form within 10 days after the end of the session to the Student Records Office.

2. Submit an appeal in writing to the appropriate Dean that includes a written statement of why the student disagrees with the decision for dismissal.
The Dean will issue a written decision to the student. 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.
3. Submit the appeal and all documentation, including the written decision of the Dean to the Vice President of Academic Affairs within five calendar days from the date of the Dean's decision. The Vice President of Academic Affairs will conduct such hearings with the parties specifically involved as necessary and issue a final decision.

The College will make every reasonable effort to complete the appeal process within a reasonable timeframe. Once the appeal is complete, all documentation will be submitted to the Student Records Office and included in the student's academic record.

**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 website before notification is sent to the student.

*Step Four*
The faculty member must inform the student of the charge.
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.  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 academic record. These actions may be appealed as outlined in the Appeal for Academic Dismissal Process in the College Catalog.

**PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS**

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**
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 a written request to the Student Records Office.  The written request must identify the record(s) the student wishes to inspect.  The 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 their education records.  If the school 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 an education record should write the school 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 follow the Grade Appeal process as indicated in the College Catalog.

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 may disclose 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

The policy in its entirety can be found at https://www.mercycollege.edu/my-mercy/student-records/ferpa/

Any concerns or questions regarding release of student information should be directed to the Student Records Office.

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 Student Records Office in writing or by submitting the Disclosure of Directory Information Form.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will require that 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***:* Institutions requesting information will be given directory information upon request, unless the student has requested that no directory information should be released. A student cannot opt out of the disclosure of his/her name or email address in the classroom environment. 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.

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.

The College will honor requests for non-disclosure until the students submits a written request to remove the non-disclosure request.

**RECORDING OF CLASSROOM PRESENTATIONS**
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 Director 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 Accessibility and Testing Services, 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 Affairs 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 Affairs 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 Office of Accessibility and Testing Services-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.

# INSTRUCTION

### 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 for measurement of student achievement. The assessment process produces information that 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.

**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.

The policy in its entirety can be found at https://www.mercycollege.edu/my-mercy/student-records/credit-hour-definition/

**FINAL EXAMINATIONS**

Final exams are administered during the 16th week of the semester.  IN an emergency, students may contact the instructor prior to the exam to request rescheduling.  The instructor will reschedule the exam at the earliest possible time.  If the exam cannot be rescheduled before the end of the session, an incomplete grade will be assigned.  For more information regarding incompletes please refer to the Incomplete Grade policy in the College Catalog.

**GENERAL EDUCATION GRADUATION REQUIREMENTS**

The Ohio Department of Higher Education requires that all degree-seeking students complete credits in the following general education areas of study.  The College determines the number of hours required for completion of the areas as follows:

**ASSOCIATE OF SCIENCE GENERAL EDUCATION REQUIREMENTS**

| | |
|---|---|
| Oral and Written Communication | 6 Credit Hours |
| Math, Statistics and Logic | 3 Credit Hours |
| Social and Behavioral Sciences | 6 Credit Hours |
| Arts, Humanities, Culture and Diversity (includes Religion) | 6 Credit Hours |
| (Three credit hours in religious studies) | |
| Natural Sciences, Technology and Innovation | 6 Credit Hours |
| Additional Hours | 9 Credit hours |
| Total Credit Hours | 36 Credit Hours |

**BACHELOR OF SCIENCE GENERAL EDUCATION REQUIREMENTS**

| | |
|---|---|
| Oral and Written Communication | 6 Credit Hours |
| Math, Statistics and Logic | 3 Credit Hours |
| Social and Behavioral Sciences | 6 Credit Hours |
| Arts, Humanities, Culture and Diversity (includes Religion) | 9 Credit Hours |
| (Six credit hours in religious studies) | |
| Natural Sciences, Technology and Innovation | 6 Credit Hours |
| Additional Hours | 6 Credit hours |
| Total Credit Hours | 36 Credit Hours |

# ACADEMIC RESOURCES

**CLINICAL 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.).

*Toledo*

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 provide experience for clinical based programs.  The facilities are located in the greater Toledo area within 15 minutes of the College.  In addition, a variety of diverse sites is used, including local schools, regional healthcare facilities, and regional community agencies.

*Youngstown*

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 Akron Children's Hospital, Mahoning Valley, Trumbull Memorial Hospital and local schools and area community agencies.

**COMPUTER LABS**

*Toledo*

Three computer laboratories are available and are located on the 2nd, 3rd, and 5th floors of Madison.  They house modern computer hardware and programs.  Internet, Microsoft Office Suite, and 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.

*Youngstown*

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.

**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 Director/Lead, or a member of the faculty in that program.

**CRIMINAL BACKGROUND CHECKS, DRUG SCREENS, AND HEALTH REQUIREMENTS**

All students with a required clinical component in their program of study must comply with specific requirements that include a background check, drug screen, and health requirements.  The requirements may vary depending on the program of study and the clinical affiliate assignment.  Students who have been admitted to their program of study will be directed to the Mercy College website to follow instructions for creating a CastleBranch account to meet the program clinical requirements (https://www.mercycollege.edu/my-mercy/background-checks-health-records/).  Students are responsible for all costs.

If the requirements are not completed by the deadline or if there is failure to maintain requirements during the program of study, students will be prohibited from practice at the clinical affiliate site.

Students who change programs of study or who are readmitted to their program of study after an absence of six months (180 days) or longer will be required to create a new CastleBranch account to meet all updated requirements.  Current information is maintained on the College website and is subject to change.

**SCIENCE AND CLINICAL LABORATORIES**

*Toledo*

Dedicated laboratory space for science, nursing, radiography, polysomnography, ophthalmic technology, and EMS/paramedic are available for instruction.  Each space contains high quality equipment and ample area for student learning.

*Youngstown*

Two modern nursing skills laboratories are located at the Youngstown location on the second and fourth floors.  The clinical laboratories are designed to provide a realistic environment for students to practice skills necessary for patient care in the clinical setting.

**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.webmedbooks.com/mercyoh](www.webmedbooks.com/mercyoh).  Students who do not have internet access can place orders via the telephone 1-800-633-2665 or fax 1-800-421-8816.  Payment can be made using Visa, MasterCard, Discover, American Express, and personal checks - and Mercy College Financial Aid can also be used.

# PROGRAMS OF STUDY

The following degrees, major, minors, and certificates are offered at Mercy College of Ohio.

**BACHELOR OF SCIENCE DEGREES**
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)

**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 presents students with a strong, relevant, and current foundation in the basic sciences.  Graduates are prepared to go on to medical school, physician assistant programs, or other professional fields of medicine, as well as graduate school for work as a research scientist.  Students completing this degree program are also eligible for immediate employment as a science lab technician in an academic setting or in industry, scientific or pharmaceutical sales or technical representatives, etc.

**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 strives 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.

**Biology Major**
Any Mercy College student in good standing can declare a biology major.  High school science courses (Biology and Chemistry with a lab) or their college equivalents must be taken within the past seven years with a "C" or better prior to the first semester.  For students to progress to semester III of the program, the mathematics pre-requisites must be met.  (High school courses or their college equivalents within the past seven years with a "C" or better include 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).

All program courses must be completed with a grade of "C" or better; a grade of "B" or higher preferred, to progress through the program and for graduation.

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.*

**Bachelor of Science in Biology Curriculum Plan**
**FALL START**

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

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

| SEMESTER III | (FALL) | CREDIT HOURS |
|---|---|---|
| PHS 220 | College Physics I | 4 |
| BIO 220 | Anatomy and Physiology I | 4 |
| MTH 150 | Calculus | 4 |
| REL | Religious Studies Elective | 3 |
| | | **15** |

| SEMESTER IV | (SPRING) | CREDIT HOURS |
|---|---|---|
| PHS 221 | College Physics II | 4 |
| BIO 221 | Anatomy and Physiology II | 4 |
| SOC 211 | Cultural Diversity | 3 |
| MTH 140 | Introduction to Statistics | 3 |
| | | **14** |

| SEMESTER V | (FALL) | CREDIT HOURS |
|---|---|---|
| BIO 200 | Science in the News | 2 |
| CHM 320 | Organic Chemistry I | 5 |
| BIO 240 | Career Topics for Biology Majors | 1 |
| BIO 290 | Pathophysiology | 3 |
| 300/400 level | Humanities or Social Science elective | 3 |
| | | **14** |

| SEMESTER VI | (SPRING) | CREDIT HOURS |
|---|---|---|
| BIO 210 | Microbiology | 4 |
| CHM 321 | Organic Chemistry II | 5 |
| BIO 336 | Genetics | 4 |
| REL 290 | Medical Ethics | 3 |
| | | **16** |

| SEMESTER VII | (FALL) | CREDIT HOURS |
|---|---|---|
| BIO 430 | Principles of Ecology | 4 |
| BIO 350 | Biology of Human Reproduction | 3 |
| BIO 410 | Cell Biology | 4 |
| PSY 201 | Lifespan Psychology | 3 |
| | | **14** |

| SEMESTER VIII | (SPRING) | CREDIT HOURS |
|---|---|---|
| BIO 420 | Histology | 4 |
| BIO 400 | Service Learning in Biology | 2 |
| CHM 410 | Biochemistry | 5 |
| | Electives at 300/400 level | 5 |
| | | **16** |

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.

**HEALTHCARE ADMINISTRATION – BACHELOR OF SCIENCE (ONLINE COMPLETION)**

**Philosophy**

The Bachelor of Science in Healthcare Administration (HCA) program provides a foundation of management skills and business knowledge specific to healthcare. The curriculum prepares students for meaningful and productive careers as administrators and managers in the healthcare workplace. Emphasis is placed on developing strong communication and critical thinking skills that highlight the effective healthcare manager.

**Program Learning Outcomes**

At the completion of the Healthcare Administration program, graduates will be able to:
1. Demonstrate an understanding of the U.S. healthcare system.
2. Identify legal and government regulations that impact healthcare organizations.
3. Demonstrate fiscal and economic principles necessary for value creation within healthcare organizations.
4. Determine practices required to support, develop, and motivate a diverse healthcare workforce.
5. Identify essential organizational processes, infrastructure, and quality initiatives required within healthcare organizations.

**Admission Requirements**

1. Students must be a high school graduate or hold a general equivalency diploma (GED).
2. Students holding an associate/bachelor's degree from a regionally accredited institution with a minimum GPA of 2.3, will be considered for program admission. Students without an associate/bachelor's degree will be considered for admission provided they have earned 60 or more transferable credit hours, with a minimum GPA of 2.3, and have completed the following general education coursework: Natural Sciences (6 cr. hrs.), ENG 101 or equivalent (3 cr. hrs.), Mathematics (3 cr. hrs.), and Social and/or Behavioral Sciences (3 cr. hrs.).
3. Students must have one year prior healthcare experience or be currently employed in healthcare. Students without prior experience or current healthcare employment will be required to complete HCA 404, Healthcare Administration Practicum, as a graduation requirement. Students who may become employed in healthcare while enrolled in the program will not be required to complete the practicum experience.
4. The program does not require a physical examination and proof of immunization. However, if a student enrolls in HCA 404, Healthcare Administration Practicum, a physical examination and proof of immunization may be a requirement of the practicum site. Furthermore, students are expected to meet all additional practicum requirements before placement.
5. Each completed application is given individual attention. 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**

| PROFESSIONAL COURSEWORK | | CREDIT HOURS |
|---|---|---|
| HCA 301 | Introduction to the U.S. Healthcare System | 3 |
| HCA 310 | Organizational Behavior in Healthcare | 3 |
| HCA 312 | Human Resource Management in Healthcare Organizations | 3 |
| HCA 316 | Healthcare Information Systems | 3 |
| HCA 318 | Principles of Healthcare Marketing | 3 |
| HCA 330 | Principles of Accounting for Healthcare | 3 |
| HCA 410 | Introduction to Healthcare Finance | 3 |
| HCA 412 | Healthcare Law and Ethics | 3 |
| HCA 419 | Reimbursement, Insurance, and Managed Care | 3 |
| HCA 420 | Fundamentals of Healthcare Economics | 3 |
| HCA 435 | Quality Improvement and Patient Safety | 3 |
| HCA 440 | Fundamentals of Population Health for Healthcare Administrators | 3 |
| HCA 450 | Healthcare Management | <u>3</u> |
| **Total Professional Coursework** | | **39** |

**PRIOR COURSEWORK/TRANSFER CREDIT**
Coursework taken for prior degree/degrees and/or at other institutions of higher education. Excludes credits transferred for Professional or General Education Coursework.

| TRANSFER COURSES | CREDIT HOURS |
|---|---|
| **Total Transfer Coursework** | **45** |

**GENERAL EDUCATION COURSEWORK**
The following General Education Coursework requirements are necessary to meet graduation requirements.  Minimum requirements are listed; individual categories can be exceeded to meet the required total amount of General Education Coursework.  Coursework may be satisfied from transfer credit.

| GENERAL EDUCATION COURSES | CREDIT HOURS |
|---|---|
| Natural Sciences, Technology and Innovation | 6 |
| Oral and Written Communication | 6 |
| *Must include ENG 101 English Composition I (or equivalent)* | |
| *Must include ENG 102 English Composition II (or equivalent)* | |
| Mathematics, Statistics and Logic | 3 |
| Social and Behavioral Science | 6 |
| *Must include SOC 211 Cultural Diversity (or equivalent)* | |

Arts, Humanities, Cultural and Diversity                                         9
    *Must include REL Electives totaling 6 credit hours*
Additional General Education Coursework                              <u>0 - 6</u>

*Up to 6 credit hours from any category above to meet a total of 36 credit hours of General Education Coursework*

**Total General Education Coursework                              36**

**TOTAL PROGRAM CREDIT HOURS                              120**
In addition to the courses listed in the program curriculum, the program has an elective 120-hour practicum requirement (HCA 404, Healthcare Administration Practicum, 1 credit hour). This optional experience allows for acquisition of specific skills in a real-world healthcare setting.  Additional practicum information may be obtained from the Program Director.

A total of 120 credit hours are needed for graduation.  Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education. Students must complete a minimum of 36 credit hours at Mercy College of Ohio.  All transferred course coursework must come from regionally accredited post-secondary institutions.

**MEDICAL IMAGING – BACHELOR OF SCIENCE (ONLINE COMPLETION)**
**Philosophy**
The Bachelor of Science in Medical Imaging Degree Online Completion Program is designed to meet the needs of a variety of medical imaging professionals. 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 program provides technologists with a diversified plan of study in advanced imaging, healthcare administration, technical imaging specialties, and general studies in a balanced curricular approach to prepare technologists for advancement in multiple career areas. For technologists wishing to pursue additional certification, the program curriculum will prepare them with the theoretical knowledge required for the American Registry of Radiologic Technologists (ARRT) post-primary certification exams in Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Mammography (M), Bone Densitometry (BD), and/or Quality Management (QM)*. The program also prepares students for roles in healthcare management through the study of law, human resources, asset management, operational management, 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.

*Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements not required with this program. 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 Radiologic Technology, Radiation Therapy, Magnetic Resonance Imaging, Sonography (General, Cardiac, and/or Vascular), and/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.

  - *Applicants without an associate degree* who hold active registration with the American Registry of Radiologic Technologists (ARRT), Nuclear Medicine Technology Certification Board (NMTCB), or American Registry of Diagnostic Medical Sonography (ARDMS) can be considered for Pathway admission.
  - Pathway applicants are granted a maximum of 39 college credits through the validation of active registration status with the ARRT, NMTCB, and/or ARDMS.
  - A Pathway student who has never attended an institution of higher education is strongly encouraged to complete GEN 101: Student Success Strategies, a two credit hour course, within their first two semesters.

C.  Applicants must be currently registered and in good standing with the ARRT, NMTCB, and/or ARDMS.  Registration must be maintained throughout the program of study.

  - Applicants who are recent graduates from an applicable program of study and are not yet registered can be considered for admission.  Students must be ARRT, NMTCB, and/or ARDMS 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.

D.  Students who have the below 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 Bone Densitometry (BD) Computed Tomography (CT), Magnetic Resonance Imaging (MR), Mammography (M), and/or Quality Management (QM).
    - Credit will also be available for ARRT certification in Cardiovascular Interventional (CV), Cardiac Interventional (CI), and Vascular Interventional (VI) in the form of Independent Study equivalence.
    - Those possessing certification in multiple primary modalities may earn additional credit as well.
  - 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).
  - Students must meet institutional residency credit hour requirements regardless of total number of credits earned for professional certifications.  36 credit hours will

need to be taken at Mercy College and 15 of those 36 hours must be either IMG or HCA coded courses.

E. 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.

F. Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the optional clinical practicum. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. Refer to the program handbook for specific requirements.

G. 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**

| REQUIRED PROGRAM PROFESSIONAL COURSES | | CREDIT HOURS |
|---|---|---|
| IMG 305 | Imaging Informatics | 3 |
| IMG 320 | Advanced Patient Care in Medical Imaging | 3 |
| IMG 405 | Principles of Quality Management | 3 |
| IMG 415 | Research Methods & Information Literacy | 3 |
| IMG 470 | Medical Imaging Management | 3 |
| IMG 480 | Medical Imaging Capstone | 3 |
| HCA 301 | Introduction to the U.S. Healthcare System | 3 |
| HCA 312 | Human Resource Management in Healthcare Organizations | 3 |
| HCA 410 | Introduction to Healthcare Finance | 3 |
| HCA 412 | Healthcare Law and Ethics | 3 |
| IMG | Advanced Imaging Electives* | 15 |
| **Total** | | **45** |

**\*ADVANCED IMAGING ELECTIVES (select 15 credit hours) CREDIT HOURS**

| | | |
|---|---|---|
| IMG 310 | Sectional Anatomy in Medical Imaging | 3 |
| IMG 330 | Principles of Computed Tomography | 3 |
| IMG 340 | Computed Tomography Applications | 3 |
| IMG 345 | Principles of Bone Densitometry | 3 |
| IMG 350 | Principles of Mammography | 3 |
| IMG 355 | Advanced Breast Imaging | 3 |
| IMG 370 | Advanced Sonography Topics | 3 |
| IMG 430 | Principles of Magnetic Resonance Imaging | 3 |
| IMG 431 | Advanced Imaging Practicum | 1-3 |
| IMG 440 | Magnetic Resonance Imaging Applications | 3 |
| IMG 499 | Independent Study in Medical Imaging | 1-3 |

### GENERAL EDUCATION GRADUATION REQUIREMENTS

The following general education graduation requirements are required to complete the program.  The majority of students transfer in a large percentage of the general education credits needed for their Bachelor's degree.  The minimum credit for each general education category is as follows:

| GENERAL EDUCATION REQUIREMENTS | CREDIT HOURS |
|---|---|
| Natural Sciences, Technology and Innovation | 6 |
| Oral & Written Communication (ENG 101, ENG 102, or equivalents) | 6 |
| Mathematics, Statistics and Logic | 3 |
| Social and Behavioral Science | 6 |
| Arts, Humanities, Culture and Diversity | 9 |
|     6 credit hours must be REL courses | |
|     (including REL 290 or equivalent) | |
| Additional General Education Coursework (any category) | <u>6</u> |
| **Total** | **36** |

### TRANSFER CREDIT

This includes coursework taken for prior degree(s) at regionally accredited institutions of higher education or credit earned through Pathway\* validation.  Excludes credits previously transferred in under the general education course requirement section.

| TRANSFER COURSES | CREDIT HOURS |
|---|---|
| **Minimum Required** | **39** |

### TOTAL DEGREE CREDIT HOURS         120

A total of 120 credit hours are needed for graduation.  Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another regionally accredited intuition of higher education.  Students must complete a minimum of 36 credit hours at Mercy College of Ohio.  \*Pathway candidates (those completing hospital-based programs) are granted 39 credit hours upon verification of active registration status with the ARRT, ARDMS, or NMTCB.

**NURSING – BACHELOR OF SCIENCE**

**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 (now named Ohio Department of Higher Education) 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 BSN faculty 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 inter-professional 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.

**BACHELOR OF SCIENCE IN NURSING - PRELICENSURE**
**Program Notes:**
Information in this section is for students whose start date was on or after May 2015. Students who started the BSN Pre-Licensure program prior to this time should refer to their respective catalog years for information or contact the college.

**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. In addition to a candidate having at least a 2.7 cumulative grade point average, each candidate will be reviewed using the Nursing Division BSN Program Admission Scoring Rubric found on the Mercy College Website. The rubric score will provide an objective view of the candidate's educational record. A candidate with a rubric score of 35 or above will be admitted or placed on the waitlist, depending on the number of applicants. Applicants with rubric scores of 21-34 will be considered based on seat availability.

**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, the cumulative GPA from all colleges must equal at least 2.7. The Nursing Division BSN Program Admission Scoring Rubric will be used to objectively review a candidate's educational record as described above.

The BSN pre-licensure nursing program Admission's Committee will not consider an applicant for admission into the program if an applicant has failed two or more nursing courses or has been dismissed from another nursing program in the past five (5) years prior to the expected date of enrollment at Mercy College.

**Using the Mercy Pledge**

The BSN Program faculty supports the Mercy Pledge by allowing a student to take 15 hours of substantive coursework, preferably in the program of study, to show he/she is capable of achieving the necessary GPA required for admission consideration. However, it is important to note that the applicant's entire academic record will be reviewed in selecting candidates for the program, and the applicant's cumulative GPA and the Nursing Division BSN Program Admission Scoring Rubric will be used in this process. Admission into the nursing program is not guaranteed.

If the criteria exclude an applicant from admission, the applicant can appeal in writing to the Nursing Admission and Progression Committee for consideration.

**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 1060-1090 (The College Board concordance tables, 5.9.2016) 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:
- Biology* – one year
- Chemistry with a lab* – one year
- Math – Algebra* – one year

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.

**The Direct from High School Initiative**
**BSN Pre-licensure Program**

Mercy College of Ohio is pleased to announce a new Direct Admission into the Bachelor of Science in Nursing (BSN) program, called EDGE (Early Decision Guaranteed Enrollment), which guarantees a seat within the Nursing program after four semesters of prescribed general education coursework is completed. See BSN Program of Study Worksheet.

This option is specifically designed for high school seniors with:
- A minimum 3.3 grade point average and
- A minimum composite ACT score of 24 or SAT score of 1160-1190 (The College Board concordance tables, 5.9.2016).
- High school students who are accepted in the direct admit BSN program will begin at Mercy College in the fall semester following their May/June high school graduation.

The Direct Admit initiative is a full-time four-year program that gives qualified students an advantage in a competitive market.  The student must meet the following criteria during their college coursework:

- Maintenance of at least a 3.0 cumulative grade point average (GPA) on a 4.0 scale throughout your Mercy College coursework with a 3.0 average in the science courses.
- Successful completion of all prerequisite courses and be eligible for the nursing major courses within two years of initial enrollment.

Students will not have to apply to begin the upper level nursing courses.

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.

**Criminal Background Checks, Drug Screens, and Health Requirements**
Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program.  Current information is maintained on the College website at [http://www.mercycollege.edu/my-mercy/background-checks-health-records/](http://www.mercycollege.edu/my-mercy/background-checks-health-records/) and is subject to change.  Refer to the program handbook for specific requirements.

*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 290

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 for Program of Study: BSN Nursing 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 Advisor's 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 290.  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 290. *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; a grade of "B" or better is preferred.
5. Nursing coursework is sequential and begins each Fall (August,) and Spring (January) with NUR 251, NUR 252, and NUR 290. Applicants must have submitted the Candidacy for Program of Study: BSN Nursing Form and all transcripts by the deadline for their file to be complete.

| Application for | Deadline for File to be Complete | Review of Candidates |
|---|---|---|
| Fall Start (August) | January 15th | February 15th |
| Spring Start (January) | September 15th | October 15th |

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 | | CREDIT HOURS |
|---|---|---|
| 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 | <u>4</u> |
| | | 13 |

| SEMESTER II | | CREDIT HOURS |
|---|---|---|
| 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 | | CREDIT HOURS |
|---|---|---|
| CHM 111* | Basic Organic & Biochemistry | 4 |
| MTH 104* | Mathematical Formulas, Models, and Probability | 3 |
| | Or MTH 130* College Algebra | |
| XXXXXX | Humanities Elective | 3 |
| BIO 201* | Physiological Basis of Nutrition | 2 |
| | | **12** |

**Students can apply to the BSN Pre-Licensure program at this point if courses within Semester I-III are successfully completed**

| SEMESTER IV | | CREDIT HOURS |
|---|---|---|
| BIO 290* | Pathophysiology | 3 |
| REL XXX | Religious Studies Elective | 3 |
| SOC 211 | Cultural Diversity | 3 |
| MTH 140* | Introduction to Statistics | 3 |
| | | **12** |

*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 - Pre-Licensure**

**CURRICULUM**

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 and one half 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 nursing courses for each semester before progressing to the next semester.

**General Education Courses can begin any semester.**

| SEMESTER I | | CREDIT HOURS (Lecture/Lab or Clinical) |
|---|---|---|
| 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 |
| | | **13** |

| SEMESTER II | | CREDIT HOURS (Lecture/Lab or Clinical) |
|---|---|---|
| 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 | | CREDIT HOURS (Lecture/Lab or Clinical) |
|---|---|---|
| CHM 111 | Basic Organic & Biochemistry | 4 |
| MTH 104 | Mathematical Formulas, Models, &Probability | 3 |
| | Or MTH 130 College Algebra | |
| XXXXXX | Humanities Elective* | 3 |
| BIO 201 | Physiological Basis of Nutrition | <u>2</u> |
| | | **12** |

| SEMESTER IV | | CREDIT HOURS (Lecture/Lab or Clinical) |
|---|---|---|
| BIO 290 | Pathophysiology | 3 |
| REL XXX | Religious Studies Elective | 3 |
| SOC 211 | Cultural Diversity | 3 |
| MTH 140 | Introduction to Statistics | <u>3</u> |
| | | **12** |

| SEMESTER V | | CREDIT HOURS (Lecture/Lab or Clinical) | |
|---|---|---|---|
| NUR 251 | Introduction to Nursing | 3 | (3-0) |
| NUR 252 | Nursing Skills and Assessment | 5 | (3-2) |
| NUR 290 | Introduction to Nursing Pharmacology | 1 | (1-0) |
| SOC 300/400 | Social Science Elective* | <u>3</u> | |
| | | **12** | |

| SEMESTER VI | | CREDIT HOURS (Lecture/Lab or Clinical) | |
|---|---|---|---|
| NUR 311 | Pharmacology for Nursing I | 1 | (1-0) |
| NUR 302 | Professional Nursing I | 3 | (2-1) |
| NUR 335 | Population Health Concepts I | 5 | (3-2) |
| NUR XXX | Nursing Elective | 2 | (2-0) |
| NUR 380 | Evidence-Based Practice in Nursing | | |
| | and Healthcare | <u>3</u> | (3-0) |
| | | **14** | |

SEMESTER VII        CREDIT HOURS (Lecture/Lab or Clinical)

| | | | |
|---|---|---|---|
| NUR 312 | Pharmacology for Nursing 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 | (2-0) |
| REL 290 | Medical Ethics | 3 | |
| | | **14** | |

SEMESTER VIII        CREDIT HOURS (Lecture/Lab or Clinical)

| | | | |
|---|---|---|---|
| XXX 300/400 | General Education Elective* | 3 | |
| NUR 411 | Pharmacology for Nursing 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 | (2-0) |
| | | **14** | |

SEMESTER IX        CREDIT HOURS (Lecture/Lab or Clinical)

| | | | |
|---|---|---|---|
| NUR 413 | Pharmacology for Nursing IV | 2 | (2-0) |
| NUR 403 | Professional Nursing IV | 4 | (2-2) |
| NUR 445 | Population Health Concepts IV | 5 | (3-2) |
| NUR XXX | Nursing Elective | 2 | (2-0) |
| NUR 481 | NCLEX-RN Preparation | 2 | (2-0) |
| | | **15** | |
| | **Total** | **120** | |

*Humanities = Art, Communication, English, Foreign Language, History, Music & Religious Studies*
*Social Sciences = Psychology & Sociology*

Graduates of the baccalaureate pre-licensure nursing program are eligible to sit for the NCLEX-RN National Council Licensure Examination- Registered Nurse 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.

**NURSING – BACHELOR OF SCIENCE: POSTLICENSURE (ONLINE COMPLETION)**
**RN TO BSN COMPLETION PROGRAM**

**Program Notes:**
Information in this section is for students whose start date was on or after Fall 2016. Students who started the RN-BSN Post-Licensure program prior to this time should refer to their respective catalog years for information or contact the college.

**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 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, or a SARA approved state.

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 the Commission for Nursing Education Accreditation (CNEA).

   1. See conditional admission criteria if you are a graduate of an unaccredited nursing program.

F. 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 ACEN and/or CNEA 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. Two additional required courses in general education and/or sciences.
   4. Petitions for conditional admission will be considered on an individual basis by the Dean of Nursing, RN-BSN Program Director and BSN faculty.
   5. Admission will be granted to qualified candidates on a "space available" basis.

G. Blocked Credits

   1. 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 Director 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.

H. 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.*

**Additional Information**
1. All nursing core courses are offered every semester.
2. RN-to-BSN completion students will receive 39 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 are 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.
8. Proof of current American Heart Association Basic Life Support (BLS) for Healthcare Providers certification required.
9. Students are responsible for meeting any additional requirements of the clinical affiliate site.  Student will provide proof of completing the requirements to the clinical affiliate site as needed.  Students are responsible for all costs.

**Post-Acceptance Requirements**
**Licensure**
Prospective nursing students are advised to review the requirements for licensure from the Board of Nursing in the State in which they will be seeking licensure.  Nursing Boards have specific regulations that you need to be in compliance with, and they will be required to indicate whether or not they have ever been convicted of a felony or diagnosed with and/or treated for mental disorders.  A positive response to this question may disqualify the candidate for licensure.  The Ohio Board of Nursing makes all eligibility decisions.  Ohio Board of Nursing: www.nursing.ohio.gov 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 (BCI).  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.

**Liability Insurance**
Students enrolled in clinical courses are required to have personal liability coverage.  This cost is billed through the College.

**BACHELOR OF SCIENCE – POSTLICENSURE**
**RN to BSN Completion**

**Curriculum**
Start Date Fall 2016 or after

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.

Students who are licensed registered nurses and hold an Associate Degree or Diploma will be granted 39 blocked credit hours for that experience.  A minimum of 120 credit hours must be successfully taken to earn a bachelor's degree.  The outlined courses in this catalog reflect what students will need to complete to graduate from Mercy College with a BSN.  Some of these credits may be transferred in from other institutions at the discretion of the office of the registrar and the Director of the RN – BSN program.

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 clinical projects integrated into various core nursing courses.  This allows for acquisition of specific skills in a real-world setting.

| NURSING CORE COURSES | | CREDIT HOURS |
|---|---|---|
| NUR 304 | Transitions in Professional Nursing | 3 |
| NUR 324 | Nursing Informatics | 3 |
| NUR 374 | Population Health assessment | 3 |
| NUR 384 | Evidence Based Practice | 3 |
| NUR 414 | Current Issues in Nursing | 3 |
| NUR 434 | Community Health Nursing | 3 |
| NUR 444 | Global Focused Nursing Care | 3 |
| NUR 494 | Nursing Leadership | 3 |
| | Total | **24** |

| GENERAL EDUCATION | | CREDIT HOURS |
|---|---|---|
| BIO 220 | Anatomy and Physiology I | 4 |
| BIO 221 | Anatomy and Physiology II | 4 |
| BIO 210 | Microbiology | 4 |
| MTH 140 | Introduction to Statistics | 3 |
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |
| PSY 101 | Introduction to Psychology | 3 |
| PSY 201 | Lifespan Psychology | 3 |
| REL 290 | Medical Ethics | 3 |
| REL XXX | Religious Studies Elective | 3 |
| HUM XXX | Humanities / Social Science elective (any level) | 3 |
| SOC XXX | | |
| | Total | **36** |

**ADDITIONAL ELECTIVES**                                      *21*

12 credit hours of electives must be from 300/400 level


Blocked credit for RN licensure and Associate Degree or Diploma     *39*


**Total Credit hours**                                      **120**


*NOTE:  Most 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, Music & Religious Studies*
*\* Social Sciences = Psychology & Sociology*
*\* Students must complete at least 36 credit hours at Mercy College prior to graduation to attain residency*

**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.

**MINORS**

Any Mercy College bachelor degree-seeking student may pursue a minor after completing a minimum of 18 credit hours or more as designated by the department.  Minors are offered in the following areas:

Chemistry
Healthcare Administration
Psychology
Religious Studies

**CHEMISTRY**

(23-25 credit hours)

Any bachelor degree-seeking Mercy College student may pursue a minor in chemistry by completing 23-25 credit hours or 5 courses in chemistry.  The requirements for the minor in chemistry are as follows:

**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

**HEALTHCARE ADMINISTRATION**

(18 credit hours)

Any bachelor degree-seeking Mercy College student may pursue a minor in healthcare administration by completing 18 credit hours or 6 courses in healthcare administration.  Nine credit hours of the required 18 credit hours must be 300 level or above classes completed at Mercy College of Ohio.  The requirements for the minor in healthcare administration are as follows:

**Core Courses in Healthcare Administration (18 credit hours)**

HCA 301 Introduction to the U.S. Healthcare System
HCA 312 Human Resource Management in Healthcare Organizations
HCA 412 Healthcare Law and Ethics
HCA 330 Principles of Accounting for Healthcare
HCA 410 Introduction to Healthcare Finance
HCA 419 Reimbursement, Insurance, and Managed Care

**PSYCHOLOGY**
(18 credit hours)
Any bachelor degree-seeking Mercy College student may pursue a minor in psychology by completing 18 credit hours or 6 courses in psychology.  The requirements for the minor in psychology are as follows:

**Required Core Courses (6 credit hours)**
PSY 101 Introduction to Psychology
PSY 20 I Lifespan Psychology

**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.**

**RELIGIOUS STUDIES**
(18 credit hours)
Any Mercy College bachelor degree-seeking student may pursue a minor in religious studies by completing 18 credit hours or 6 courses in religion.  The requirements for the minor in Religious Studies are as follows:

**Required Core Courses (9 credit hours)**
REL 101 Foundations of Faith and Religion
REL 290 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.**

**ASSOCIATE OF SCIENCE DEGREES**

Associate of Science degrees are offered in the following areas:

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

**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 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**

*General* college admission requirements are located in the Enrollment Management section of the college catalog

**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 990 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.

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 Higher Education 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 General Electives area.

| AREA | MINIMUM CREDIT HOURS | REQUIREMENTS |
|---|---|---|
| Oral and Written Communications | 6 Hours | English: 101 and 102 required |
| Math, Statistics and Logic | 6 Hours | Mathematics: MTH 102, 103, 104, 107, 130 Statistics: MTH 140 |
| Natural Sciences Technology and Innovation | 8 Hours | Biology: BIO 101, 103, 105, 200, 201, 205, 206, 210, 220, 221, 240, 280, Chemistry: CHM 110, 111, 210,211 Required: One course must have a lab component. |
| Technology | 3 hours | HCA 105 This course is required for all full time college students. It may be waived for others. |

| Social and Behavioral Sciences | 9 Hours | Sociology:  SOC, 150, 211, 280, Psychology:  PSY 101, 201, 280, |
|---|---|---|
| Arts, Humanities and Cultural Diversity (includes Religion) | 9 Hours | Foreign Language:  SPN 216 Humanities:  ART 101, , MUS 101 Religious Studies:  101,204, 211, 250, 260, 261, 280, 290, 299, , English:, 210, , and COM 260, 290 |
| Electives | 19 Hours Of General Electives | Students should consult with their advisors to select electives to support their educational objectives. |
| Total Minimum Credit Hours | 60 Hours | |

*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 hours of a Social & Behavioral Science is required

*At least 9 hours of a Humanities/Religious Studies is required

*19 hours of General Electives

**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 Technicians 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 that 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 Sisters of Mercy of the Americas and the Sisters of Charity of Montreal (Grey Nuns). It is a belief that the education of Health Information 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 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 manage effectively 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, Drug Screens, and Health Requirements**

Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. Refer to the program handbook for specific requirements.

**Admission Requirements for All Heath Information Technology Program Applicants**

In addition to meeting college admission requirements, the following Health Information Technology Program admission requirements must be met:

- 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 of a GED recipient and have earned a minimum of 15 semester hours of college coursework from a regionally accredited college with a GPA of 2.3. For applicants who have attended

more than one regionally accredited college, GPA's from all colleges must combine to equal at least a 2.3.
- Math placement test required with the following exceptions:
  - o Meet or exceed ACT/SAT math score required for MTH 100 (within the past 5 years), OR
  - o Successful completion of college-level math (grade of "C" or better) from a regionally accredited institution of higher education, OR
  - o Transfer credit (MTH 100 level or higher with a grade of "C" or better.) from a regionally accredited institution of higher education.

All courses, with the exception of the Professional Practice Experience (PPE), are delivered online. All students must comply with the following requirements prior to the Professional Practice Experience:
- Criminal Background Check
- Health requirements (including drug screen)
- Any and all site-specific requirements

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 |
| HIT 114 | Foundations in Health Information Technology | 3 |
| HIT 105 | Medical Terminology | 3 |
| HIT 104 | Introduction to Medical Coding Systems | 1 |
| | | **15** |

| SEMESTER II | (SPRING) | CREDIT HOURS |
|---|---|---|
| HIT 110 | Pharmacology for Health Information Technology | 2 |
| BIO 290 | Pathophysiology | 3 |
| HIT 126 | Clinical Coding/Classification Systems I | 3 |
| ENG 102 | English Composition II | 3 |
| HCA 105 | Productivity Applications for Healthcare Professionals | 3 |
| | | **14** |

SEMESTER III  (SUMMER)                                          CREDIT HOURS
HIT 150         Professional Practice Lab                        1
HIT 234         Clinical Coding/Classification Systems II        3
HIT 205         Data Management and Applications                 2
Social Science Elective                                          <u>3</u>
                                                                 **9**


SEMESTER IV  (FALL)                                             CREDIT HOURS
HCA 216**       Healthcare Information Systems                   3
HIT 142         Legal Aspects in Health Information             3
HIT 220         Health Information in Ancillary Care Facilities  3
HIT 243         Clinical Quality Management                     3
MTH 100         Algebra                                          <u>3</u>
                                                                 **15**


SEMESTER V   (SPRING)                                          CREDIT HOURS
HIT 238         Healthcare Registries and Statistics            3
HIT 244         Healthcare Data in Reimbursement                3
HIT 248         Health Information Management & Leadership       3
HIT 250         Professional Practice Experience and HIT Seminar  3
REL 290         Medical Ethics                                   <u>3</u>
                                                                 **15**

TOTAL CREDIT HOURS:  68

*  Biology pre-requisite*
** or HCA 316 (pending course number change)*

**NURSING – ASSOCIATE OF SCIENCE (DAY AND EVENING/WEEKEND)**

**Overview**

Associate degree nursing education that 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.

Upon completion of the degree, students are eligible to sit for the National Council Licensure Exam for Registered Nurses (NCLEX-RN) to practice as a registered nurse.

**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 Catholic 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 that 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.

**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 Student Learning Outcomes**

The program student learning outcomes 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 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.

**Associate Degree Nursing Program Specific Admission Information**

The ASN pre-licensure nursing program Admission's Committee will not consider an applicant for admission into the program if the applicant has failed two or more nursing courses or has been dismissed from another nursing program in the past five (5) years prior to the expected date of enrollment at Mercy College.

The student's entire academic record will be reviewed in selecting candidates for the program. Research demonstrates that students with multiple science and/or math course failures are more at risk for being unsuccessful in a nursing program. Because of the competitive nature of the nursing program, previous course failures within the required program of study in the past seven (7) years prior to the expected date of enrollment at Mercy College might prevent an applicant's acceptance into the program. Admission into the nursing program is not guaranteed.

**Using the Mercy Pledge**

The ASN Program faculty supports the Mercy Pledge by allowing a student to take 15 hours of substantive coursework, preferably in the program of study, to show he/she is capable of achieving the necessary GPA required for admission consideration. However, it is important to note that the applicant's entire academic record will be reviewed in selecting candidates for the program, and the applicant's cumulative GPA will be used in this process. Research demonstrates that students with multiple science and/or math course failures are more at risk for being unsuccessful in a nursing program. Because of the competitive nature of the nursing program, previous course failures in the required program of study in the past seven (7) years prior to the expected date of enrollment at Mercy College might prevent an applicant's acceptance into the program. Admission into the nursing program is not guaranteed.

If the criteria exclude an applicant from admission, the applicant can appeal in writing to the Nursing APG Committee for consideration.

**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 1060 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:

- Biology* – one year
- Chemistry with a lab* – one year
- Math – 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.

Each completed application is given individual attention. Admission is competitive and the most qualified applicants will be considered first. Admission is not guaranteed.

This form is used as a guide for review of ASN applications.

Program Admission Rubric – Revised form on 1/26/17

Application date: _____

| CATEGORY | POINTS POSSIBLE | POINTS EARNED |
|---|---|---|
| MERCY CREDIT HOURS 1-14.9 credit hours | 1 (MAX POINTS = 1) | |
| MERCY CREDIT HOURS 15-30 CREDIT HOURS | 2 (MAX POINTS = 2) | |
| Cumulative GPA – HIGH SCHOOL OR COLLEGE (CIRCLE ONE) Maximum Points = 4 | | |
| 3.7 – 4.0 | 4 | |
| 3.4 – 3.69 | 3 | |
| 3.0 – 3.39 | 2 | |
| 2.7 – 2.99 | 1 | |
| Less than 2.7 | 0 | |
| PREREQUISITE CRITERIA – 1ST PASS ATTEMPT = 1 point; DEDUCT 1 POINT FOR EACH REPEAT/FAILURE (0 – 1st failure, -1 2nd failure, etc.…) Maximum Points = 3 | | |
| Algebra | | |
| Biology | | |
| Chemistry | | |
| All SCIENCE COURSES COMPLETED DEDUCT 1 POINT FOR EACH REPEAT/FAILURE (0 = 1st failure, -1 = 2nd failure, -2 = 3rd failure, etc.…) A = 3 points, B = 2 points, C = 1 point Maximum Points = 12 points | | |
| A & P I | | |
| A & P II | | |
| Microbiology | | |
| Pathophysiology | | |
| | | |
| Totals | | |

Maximum points for a Mercy student with 15-30 credit hours: 21

Maximum points for a Mercy student with 1-14.9 credit hours: 20

Maximum points for a Non-Mercy student: 19

*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. *American Heart Association Basic Life Support (BLS) for Healthcare Providers*
   Nursing students are required to complete the American Heart Association Basic Life Support (BLS) for Healthcare Providers certification prior to beginning the clinical component and must maintain valid certification throughout the program of study.

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.  Students entering a pre-licensure nursing program after June 1, 2003, and 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.  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. *Criminal Background Checks, Drug Screens, and Health Requirements*
   Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program.  Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change.  Refer to the program handbook for specific requirements.

**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.

**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 | 3 |
| | | 15 |

| SEMESTER II | | CREDIT HOURS |
|---|---|---|
| BIO 221 | Anatomy & Physiology II | 4 |
| MTH 104 | Mathematical Formulas, Models, and Probability | 3 |
| OR | | |
| MTH 140 | Introduction to Statistics | 3 |
| NUR 112 | Universal Self-Care Requisites I | 5 |
| ENG 102 | English Composition II | 3 |
| | | **15** |

| 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 290 | 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 240 | Integration of Self-Care Requisites III | 7 |
| NUR 243 | Transition to Practice | 1 |
| NUR 244 | Clinical Practicum | 2 |
| REL 290 | Medical Ethics | 3 |
| | | **13** |

TOTAL CREDIT HOURS: 72

* Humanities = Art, Communication, Foreign languages, History, IDS, Music, and Religious studies

*Evening Option*
An evening/weekend program is available and is designed to be completed 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 | <u>3</u> |
| | | **7** |

| SEMESTER II (SPRING) | | CREDIT HOURS |
|---|---|---|
| BIO 221 | Anatomy & Physiology II | 4 |
| MTH 104 | Mathematical Formulas, Models, and Probability | 3 |
| OR | | |
| MTH 140 | Introduction to Statistics | 3 |
| ENG 102 | English Composition II | <u>3</u> |
| | | **10** |

| SEMESTER III (SUMMER) | | CREDIT HOURS |
|---|---|---|
| PSY 101 | Introduction to Psychology | 3 |
| *HUM | Elective | <u>3</u> |
| | | **6** |

| SEMESTER IV (FALL) | | CREDIT HOURS |
|---|---|---|
| NUR 110 | Introduction to the Profession of Nursing | 5 |
| PSY 201 | Lifespan Psychology | <u>3</u> |
| | | **8** |

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

| SEMESTER VI (SUMMER) | | CREDIT HOURS |
|---|---|---|
| NUR 123 | Integration of Self-Care Requisites I | <u>3</u> |
| | | **3** |

| SEMESTER VII (FALL) | | CREDIT HOURS |
|---|---|---|
| NUR 122 | Universal Self-Care Requisites II | 4 |
| BIO 290 | Pathophysiology | <u>3</u> |
| | | **7** |

| SEMESTER VIII (SPRING) | | CREDIT HOURS |
|---|---|---|
| NUR 233 | Developmental Self-Care Requisites | 4 |
| REL 290 | Medical Ethics | <u>3</u> |
| | | **7** |

SEMESTER IX (SUMMER)                                     CREDIT HOURS

| NUR 232 | Integration of Self-Care Requisites II | <u>5</u> |
| | | **5** |

SEMESTER X (FALL)                                         CREDIT HOURS

| NUR 240 | Integration of Self-Care Requisites III | 7 |
| NUR 243 | Transition to Practice | 1 |
| NUR 244 | Clinical Practicum | <u>2</u> |
| | | **10** |

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.

**RADIOLOGIC TECHNOLOGY – ASSOCIATE OF SCIENCE**

**Philosophy**

Radiologic Technologists are allied health professions who perform diagnostic imaging procedures with the use of x-rays to assist in diagnosing patients.  The field requires professionals to manipulate radiographic equipment, prepare patients for imaging procedures, protect patients by utilizing appropriate radiation techniques and dose reduction approaches, position patient to acquire appropriate images, and evaluate images for diagnostic quality.

The program strives to set realistic and achievable goals/objectives based on professional standards.  The faculty facilitates the teaching/learning process through sequential presentation of concepts, theories, and experiential activities within an environment that promotes mutual trust, critical thinking, and self-development.  The goal is to produce a competent Radiologic Technologist who can function in a rapidly changing healthcare environment.

**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.
2. Evaluate radiographic images for appropriate quality.
3. Demonstrate effective communication skills in the classroom and clinical settings.
4. Practice professional behaviors and understand the need for continuous professional education.
5. Understand the Code of Ethics for Radiologic Technologists and integrate Christian values with clinical practice.
6. Perform at entry-level expectations.
7. Successfully complete the radiography program and obtain employment.

**Mission Statement**

The mission of the Radiologic Technology program is to educate and prepare students for entry-level Radiologic Technology positions as compassionate, competent healthcare professionals.

**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.

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 and other pertinent policies are available in the Program Handbook that can be obtained by contacting the Radiologic Technology Program Director.

**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.

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 combined score of 1060 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

All courses must be completed with a 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.

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.*

**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.

**Post-Acceptance Procedures Prior to Attending Radiologic Technology Classes**

1. *American Heart Association Basic Life Support (BLS) for Healthcare Providers*
   Radiologic Technology students are required to complete the American Heart Association Basic Life Support (BLS) for Healthcare Providers certification prior to beginning the clinical component and must maintain valid certification throughout the program of study.

2. *Registry Requirements*
   Prospective Radiologic Technology students are advised that when applying for 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 (ARRT). This registration is a requirement for licensure and practice in Ohio and many other states. The ARRT makes all eligibility decisions.

3. *Uniform Requirements*
   All student must purchase uniforms for clinical practicum. These most be worn in accordance to the program's dress code policy. Students are responsible for all costs.

4. *Background Checks, Drug Screens and Health Requirements*
   Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. Refer to the program handbook for specific requirements.

5. *Travel Requirements*
   While most clinical facilities are located within the Toledo, Ohio area, students may be assigned to any clinical site within 60 miles of Mercy College. Students are responsible for all costs.

**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 |
|---|---|---|
| RAD 101 | Foundations in Radiography | 3 |
| RAD 111 | Radiology Practicum I | 2 |
| RAD 115 | Radiographic Positioning and Related Anatomy I | 3 |
| BIO 220 | Anatomy and Physiology I | 4 |
| HIT 105 | Medical Terminology | 3 |
| | | **15** |

| SEMESTER II | | CREDIT HOURS |
|---|---|---|
| RAD 114 | Principles and Techniques in Radiography | 3 |
| RAD 121 | Radiology Practicum II | 2 |
| RAD 125 | Radiographic Positioning and Related Anatomy II | 3 |
| BIO 221 | Anatomy and Physiology II | 4 |
| MTH | MTH 103, MTH 104, or MTH 130 OR equivalent | 3 |
| | | **15** |

| SEMESTER III | | CREDIT HOURS |
|---|---|---|
| RAD 131 | Radiology Practicum III | 2 |
| RAD 135 | Radiographic Positioning and Related Anatomy III | 2 |
| RAD 140 | Radiographic Pathology | 2 |
| ENG 101 | English Composition I | 3 |
| | | **9** |

| SEMESTER IV | | CREDIT HOURS |
|---|---|---|
| RAD 205 | Radiologic Science (Physics) | 2 |
| RAD 241 | Radiology Practicum IV | 3 |
| RAD 245 | Advanced Medical Imaging | 2 |
| ENG 102 | English Composition II | 3 |
| PSY/SOC | Social and Behavioral Science Elective | 3 |
| | | **13** |

| SEMESTER V | | CREDIT HOURS |
|---|---|---|
| RAD 215 | Radiation Biology and Protection | 2 |
| RAD 251 | Radiology Practicum V | 3 |
| RAD 255 | Technology of Medical Imaging | 2 |
| HUM | Humanities Elective | 3 |
| REL 290 | Medical Ethics | 3 |
| | | **13** |

| SEMESTER VI | | CREDIT HOURS |
|---|---|---|
| RAD 134 | Basic Sectional Anatomy in Medical Imaging | 1 |
| RAD 260 | Transition to Practice | 3 |
| RAD 261 | Radiology Practicum VI | 2 |
| | | **6** |

TOTAL CREDIT HOURS: 71

*GEN 101 is strongly recommended for first time college students.*

NOTE:  All courses must be taken sequentially and in the order designated in the curriculum. Successful completion of these courses with a "C" or better is necessary for continued progression in the Radiologic Technology program.

**CERTIFICATE PROGRAMS - ALLIED HEALTH**

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:

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

**Non-Credit Certificates**
Phlebotomy

**COMMUNITY HEALTH WORKER**
CREDIT

**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 semester program of study.  Classes are conveniently offered 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.  The program is 16.5 credit hours spanning two semesters.

**Philosophy**
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**

A student that completes a certificate 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 that 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**

1. 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.
2. 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.
3. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.

*Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up-to-date information.*

**Criminal Background Checks, Drug Screens, and Health Requirements**

Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. Refer to the program handbook for specific requirements.

**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 while 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 |
| HIT 105 | Medical Terminology | 3 |
| GEN 101 | Student Success Strategies | 2 |

| 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 = 18

**COMPUTED TOMOGRAPHY**
CREDIT

**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 content specifications for the American Registry of Radiologic Technologists (ARRT) CT post-primary certification exam. The program will provide students with a documented level of accomplishment in an area critical to employers. All earned college credits from the CT Credit Certificate program will 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 ARRT content specification for CT examination. The program goal is to provide students with focused instruction to expand their technical knowledge in CT. The program's ancillary goal is to prepare students for the ARRT post-primary certification exam in computed tomography*.

* Clinical experience is required to apply for ARRT CT certification. The CT Credit Certificate does not incorporate a clinical practicum.

**Program Learning Outcome**
A student that completes a certificate will be able to:
1. Demonstrate the technical knowledge to pass the ARRT post-primary certification exam in CT.
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 or fourth semester of the Radiologic Technology Program at the start of the CT Credit Certificate program.
3. Students 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 an IMG and/or RAD course, the Program Director 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. The curriculum requirements for the program follow a sequence of courses that build upon previous studies to prepare for future courses.

| REQUIRED COURSES | | CREDIT HOURS |
|---|---|---|
| IMG 310 | Sectional Anatomy for Medical Imaging | 3 |
| IMG 320 | Advanced Patient Care for Medical Imaging | 3 |
| IMG 330 | Principles of Computed Tomography | 3 |
| IMG 340 | Computed Tomography Applications | 3 |

TOTAL CREDIT HOURS: 12

**EMERGENCY MEDICAL TECHNICIAN**
CREDIT

## 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, and Division of Emergency Medical Services (OH-22).

## Philosophy

The education of Emergency Medical Technicians is responsive to national and community needs that are 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

A student that completes a certificate will 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**
1. 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.
2. 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.
3. Applicants must possess current and valid certification for American Heart Association Basic Life Support (BLS) for Healthcare Providers, as well as certificates for NIMS IS100 & IS700 and submit proof of such.
4. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.

*Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up-to-date information.*

**Criminal Background Checks, Drug Screens, and Health Requirements**
Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at [http://www.mercycollege.edu/my-mercy/background-checks-health-records/](http://www.mercycollege.edu/my-mercy/background-checks-health-records/) and is subject to change. Refer to the program handbook for specific requirements.

**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 or withdraw from an EMT program course 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**

| SEMESTER I (FALL) | | CREDIT HOURS |
|---|---|---|
| GEN 100 | College Academic Skills Seminar | 0.5 |
| EMS 101 | Introduction to Basic Pre-Hospital Emergency Medicine | 8 |
| EMS 103 | Anatomy and Physiology for Prehospital Providers | 4 |
| HIT 105 | Medical Terminology | 3 |
| EMS 102 | Basic Pre-Hospital Emergency Medicine Clinical Practicum | 0.5 |

TOTAL CREDIT HOURS: 16

**MEDICAL CODING (ONLINE)**
CREDIT

**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 spans 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 that 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 Associate (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, GPA's from all colleges must combine to equal at least a 2.0.

All courses within the Medical Coding Certificate program are delivered online. Due to program and field of study requirements, computer and keyboarding proficiency are an expectation of all students within the program.

**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 program 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 program courses, the Program Director 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 114 | Foundations in Health Information Technology | 3 |
| HIT 105 | Medical Terminology | 3 |
| HIT 104 | Introduction to Medical Coding Systems | <u>1</u> |
| | | **12** |

SEMESTER II – SPRING                                                 CREDIT HOURS

| HIT 110 | Pharmacology for Health Information Technology | 2 |
| BIO 290 | Pathophysiology | 3 |
| HIT 126 | Clinical Coding/Classification Systems I | <u>3</u> |
| | | 8 |

Semester III – Summer                                        Credit Hours

| HIT 150 | Professional Practice Lab | 1 |
| HIT 234 | Clinical Coding/Classification Systems II | 3 |
| HIT 235 | Medical Reimbursement | <u>2</u> |
| | | 6 |

Total Credit Hours: **26**

*Biology Pre-requisite

**OPHTHALMIC TECHNOLOGY**
CREDIT

## 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

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.
2. Demonstrate the ability to solve problems and think critically.

## Admission Requirements

1. 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.
2. 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.

3. Students must possess American Heart Association Basic Life Support (BLS) Healthcare Provider certification-valid prior to the start of EYE 117 with current certification maintained through the completion of clinical rotations.

4. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.

*Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up-to-date information.*

**Criminal Background Checks, Drug Screens, and Health Requirements**

Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at [http://www.mercycollege.edu/my-mercy/background-checks-health-records/](http://www.mercycollege.edu/my-mercy/background-checks-health-records/) and is subject to change. Refer to the program handbook for specific requirements.

**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 or withdraw from an Ophthalmic Technology course 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**

| 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, and Diseases | 4 |
| EYE 113 | Ophthalmic Technology Application and Practice | <u>4</u> |
| | | 10.5 |

| SEMESTER II | | CREDIT HOURS |
|---|---|---|
| EYE 114 | Ophthalmic Capstone | 1.5 |
| EYE 117 | Ophthalmic Clinical Practicum | <u>5.0</u> |
| | | 6.5 |

TOTAL CREDIT HOURS: 17.0

**PARAMEDIC**
CREDIT

**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**

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**

A student that completes a certificate will 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**
1. 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.
2. 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.
3. Applicants must possess a current and valid Emergency Medical Technician certificate in the State of Ohio and submit proof of such.
4. Applicants must complete EMS 103, Anatomy and Physiology for Prehospital Providers, or its equivalent, with a grade of "C" or better.
5. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.

*Admission requirements are subject to change.  Students should contact Admissions or consult mercycollege.edu for the most up-to-date information.*

**Criminal Background Checks, Drug Screens, and Health Requirements**
Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program.  Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change.  Refer to the program handbook for specific requirements.

**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 or withdraw from a Paramedic program course 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**

| 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

**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**
It is a belief that the education of polysomnographic technologists is responsive to national and community needs that is 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**

1. 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.
2. 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.
3. American Heart Association Basic Life Support (BLS) for Healthcare Providers certification is required – valid prior to the start of PSG 113, with certification maintained through the completion of practicum courses.
4. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.

*Admission requirements are subject to change. Students should contact Admissions or consult mercycollege.edu for the most up-to-date information.*

**Criminal Background Checks, Drug Screens, and Health Requirements**

Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. Refer to the program handbook for specific requirements.

**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 or withdraw from a Polysomnographic Technology course 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 |
| BIO 103 | Essentials of Human Anatomy and Physiology | 3 |
| HIT 105 | Medical Terminology | 3 |
| PSG 101 | Fundamentals of Sleep | 3 |
| PSG 102 | Essentials of Polysomnographic Technology | 3 |
| | | **12.5** |

| SEMESTER II | | CREDIT HOURS |
|---|---|---|
| PSG 110 | Polysomnography Analysis | 3 |
| PSG 111 | Respiratory Monitoring | 3 |
| PSG 113 | Polysomnographic Practicum I (90 hrs.) | 1 |
| | | **7** |

| SEMESTER III | | CREDIT HOURS |
|---|---|---|
| PSG 123 | Advanced Topics in Polysomnographic Technology | 3 |
| PSG 124 | Polysomnographic Technology Capstone Seminar | 2 |
| PSG 125 | Polysomnographic Practicum II (180 hrs.) | 2 |
| | | **7** |

TOTAL CREDIT HOURS:  26.5

NON-CREDIT CERTIFICATES
Refer to the department for policies specific to non-credit programs.

**PHLEBOTOMY**
NON CREDIT

### 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
The education of Phlebotomist is responsive to national and community needs that are 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.
2. Integrate pre-analytical considerations into the procurement of quality specimens.
3. Display ability to interact professionally and confidently with clients and co-workers.

### Admission Requirements
1. Applicants must be a high school graduate or a general equivalency (GED) recipient.
2. Applicants must submit to a background check, drug screen, and meet health requirements according to program policy.
3. Applicants must also possess the needed manual dexterity to perform phlebotomy skills and be able to secure a patient for drawing needs.

### Criminal Background Checks, Drug Screens, and Health Requirements
Criminal Background checks, drug screens, and program health and immunization requirements may be required prior to the clinical program. Current information is maintained

on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change.  Refer to the program handbook for specific requirements.

**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.

# 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 following the number of credit hours indicates the number of lecture/class hours per week.  The second digit indicates the number of laboratory hours.  The third digit is the number of clinical hours per week.

COURSE 101  5 Hours  (3 - 1 - 1)

*Lecture*   *Lab*   *Clinical*

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.  Check with the Director of the program for the most current information.

Course prerequisites must be complete prior to taking the course with a grade of "C" or better.  Course co-requisites may be completed prior to taking the course or be enrolled simultaneously with the course.  Transferable course equivalents and other course substitutions may be allowed by the courses department or program chair.  In special circumstances course instructors or program chairs may allow students to enroll in courses without meeting prerequisites.

## ART (ART)

### ART 101
*Art Appreciation*
3 HOURS (3-0-0)   FA, 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 (3-0-0)   SP
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; ENG 102.

## BIOLOGY (BIO)

### BIO 100
*Student Success Strategies for Biology Majors*
2 HOURS (2-0-0)
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 (3-0-0)   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**

*Essentials of Human Anatomy and Physiology*

3 HOURS (3-0-0)  SP

This course explores the major organ systems responsible for the maintenance of life, which are monitored in a healthcare setting.  The focus is on the structure and function of the brain, systemic nerves, endocrine, cardiovascular, and respiratory systems.  Blood and fluid/electrolyte balance are also considered.  This will not fulfill BIO 220 and BIO 221 course requirements.

**BIO 105**

*Human Structure and Function*

5 HOURS (5-0-0)

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: High school biology or BIO 101 or equivalent with a grade of "C" or better within the last seven years or with instructor approval.

**BIO 200**

*Science in the News*

2 HOURS (2-0-0)

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 within the last seven years; ENG 101.

**BIO 201**

*The Physiological Basis of Nutrition*

2 HOURS (2-0-0)  FA, SP

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; either must be taken within the last seven years.

**BIO 205**

*General Biology I*

5 HOURS (4-1-0)   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 (4-1-0)   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; must be taken within the last seven years.

**BIO 210**

*Microbiology*

4 HOURS (3-1-0)   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; must be taken within the last seven years.

**BIO 210L**

*Microbiology Laboratory*

1 HOUR (0-1-0)   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: A transferable microbiology course without a lab component; must be taken within the last seven years.

**BIO 220**

Anatomy and Physiology

4 HOURS (3-1-0)   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; high school chemistry; both must be taken within the past seven years.

**BIO 220L**
*Anatomy and Physiology I Laboratory*
1 HOUR (0-1-0)   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: A transferable Anatomy and Physiology I course without a lab; or a completed Anatomy course without a lab and a completed Physiology course without a lab; all must be within the past seven years.

**BIO 221**
*Anatomy and Physiology II*
4 HOURS (3-1-0)   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; must be taken within the past seven years.

**BIO 221L**
*Anatomy and Physiology II Laboratory*
1 HOUR (0-1-0)   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: A transferable Anatomy and Physiology I and II course without a lab, or a transferable Anatomy course and a transferable Physiology course without a lab; all must be taken within the past seven years.

**BIO 240**
*Career Topics for Biology Majors*
1 HOUR (1-0-0)
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; CHM 210.

**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, BIO 220 and 221, or BIO 205 and 206; all must be taken within the past seven years.

**BIO 290**

*Pathophysiology*

3 HOURS (3-0-0)   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 and BIO 221; all must be taken within the past seven years.

**BIO 330**

*Cardiovascular Physiology*

2 HOURS (2-0-0)

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 105, or BIO 220 and BIO 221; all must be taken within the past seven years.

**BIO 331**

*Renal Physiology*

2 HOURS (2-0-0)

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 105, or BIO 220 and BIO 221; all must be taken within the past seven years.

**BIO 332**

*Fluid and Electrolyte Balance*

2 HOURS (2-0-0)

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. BIO 105, or BIO 220 and BIO 221; all must be taken within the past seven years.

**BIO 336**

*Genetics*

4 HOURS (3-1-0)

This course focuses on in-depth coverage of classical and molecular genetics. An emphasis will be placed on eukaryotic organisms, beginning with basic inheritance patterns and their uses in pedigrees and chromosomal mapping and continuing with the molecular biology of the cell including gene and chromosome structure, DNA replication, DNA repair, regulation of gene expression, and control of cell division. Laboratory sessions will focus on molecular genetic techniques and their potential use in research and medicine. Three hours of lecture and three hours of lab. Prerequisite: BIO 205; must be taken within the past seven years.

**BIO 350**

*Biology of Human Reproduction*

3 HOURS (3-0-0)

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 and BIO 221; all must be taken within the past seven years.

**BIO 400**

*Service Learning in Biology*

2 HOURS (1-1-0)

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.

### BIO 410

*Cell Biology*

4 HOURS (3-1-0)

This course focuses on the underlying molecular mechanisms of biological function at the cellular level. It includes the study of the internal organization of the cell, organelle and membrane function, cell-cell signaling, cell movement, cell adhesion, and the extracellular matrix. Three hours of lecture and a three hour lab. Prerequisites: BIO 205 and 206, or BIO 220 and 221; all must be taken within the past seven years.

### BIO 420

*Histology*

4 HOURS (3-1-0)

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 BIO 221; all must be taken within the past seven years.

### BIO 430

*Principles of Ecology*

4 HOURS (3-1-0)

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: BIO 205; BIO 206; both must be taken within the past seven years.

### BIO 440

*Research Experience*

1-5 HOURS

Off campus experiential learning of a pre-professional nature for work in research laboratories. Prerequisites and or Co-Requisites: Junior status in the Biology degree program and permission of instructor.

**CHEMISTRY (CHM)**

**CHM 100**
*Elementary Chemistry*
5 HOURS (4-1)   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.  Math skills are applied to comprehend chemistry content.  Four hour lecture and three hour lab.

**CHM 111**
*Basic Organic and Biochemistry*
4 HOURS (3-1)   FA, SP, SU
A laboratory course that focuses on organic chemistry, (hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, and amides), the structure and function of biomolecules (carbohydrates, lipids, amino acids, proteins, nucleic acids) and metabolism.  Prerequisite:  CHM 100 or high school chemistry; either must be taken within the last seven years.

**CHM 111L**
*Basic Organic and Biochemistry Laboratory*
In this laboratory course, students will study the relationship between the structure and function of organic and biomolecules.  The course includes the analysis of organic compounds, synthesis and analysis of biomolecules, enzyme kinetics, and the analysis of carbohydrates and lipids.  Prerequisite: A transferable organic-without a laboratory.

**CHM 210**
General College Chemistry I
*5 HOURS* (4-1)   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; high school integrated math series, or co-requisite of MTH 130; must be taken within the last seven years.

**CHM 211**
*General College Chemistry II*
5 HOURS (4-1)   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; must be taken within the last seven years.

**CHM 320**

*Organic Chemistry I*

5 HOURS (4-1)   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: CHM 211; must be taken within the last seven years.

**CHM 321**

*Organic Chemistry II*

5 HOURS (4-1)   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; must be taken within the last seven years.

**CHM 410**

*Biochemistry*

5 HOURS (4-1)

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 320; must be taken within the last seven years.

**COMMUNITY HEALTH WORKER (CHW)**

**CHW 101**
*Introduction to Community Health Worker*
4 HOURS (3-1-0)   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 (2-1-0)   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 (0-0-2)   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 (1-0-0)   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

**COMMUNICATIONS (COM)**

**COM 290**
*Entertainment in American Life*
3 HOURS (3-0)   FA
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; ENG 102.

**COM 360**
*Communication for Professional Success*
3 HOURS (3-0)   SP
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.  Prerequisite: ENG 101; ENG 102.

**EMERGENCY MEDICAL SERVICES**

**EMS 101**
*Introduction to Basic Pre-Hospital Emergency Medicine*
8 HOURS (8-0-0)   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.

**EMS 102**
*Basic Pre-Hospital Emergency Medicine Clinical Practicum*
0.5 HOURS (0-0-0.5)   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 103**

*Anatomy and Physiology for Prehospital Providers*

4.0 HOURS (3.5-0.5-0)   FA

This course will provide a study of the basic structure and function of the human body as it relates to emergency prehospital medicine.  Topics include identifying anatomy and essential concepts of physiology as it relates to injury, illness, and emergency medical procedures.

**EMS 112**

*Introduction to Paramedic Pre-Hospital Emergency Medicine*

6.5 HOURS (4-2.5-0)   SP

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Paramedic, injury and illness prevention, and medical/legal & ethical issues.  A general review of anatomy and physiology as well as pharmacology, venous access and medication administration, therapeutic communications and life span development will be covered.  Important techniques such as airway management and ventilation, patient assessment and trauma integration & management will be included. Prerequisites: EMS 103.

**EMS 113**

*Pre-Hospital Emergency Directed Clinical Practice I*

1.5 HOURS (0-0-1.5)   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: EMS 103 or equivalent.  Co-requisite: EMS 112.

**EMS 121**

*Pre-Hospital Emergency Directed Clinical Practice II*

2 HOURS (0-0-2)   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 (4-2.5-0)   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 (0-0-2)   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 (2-2.5-0)   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: EMS 103.

**EMS 134**

*Medical Emergencies II*

4.5 HOURS (2-2.5-0)   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 (1-1-0)   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. Prerequisites: EMS 113; EMS 133; EMS 122; EMS 121; EMS 134.

**EMS 136**
*Emergency Medical Operations*
3 HOURS (2-1-0)   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 that 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.

**ENG 210**
*The Short Story*
3 HOURS (3-0)   SP
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 (2-0-0)   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 (4-0-0)   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 (0-4-0)   FA

This course introduces the use and maintenance of ophthalmic instruments used in eye care. Visual and papillary assessment, ocular motility, refractometry, 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 (1.5-0-0)   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 117**

*Ophthalmic Clinical Practicum*

5.0 Hours (0-0-5)   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.  Prerequisites: 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.

**HEALTHCARE ADMINISTRATION (HCA)**

**HCA 105**
*Productivity Applications for Healthcare Professionals*
3 HOURS (3-0-0)   FA, SP, SU
This course will introduce essential applications used in the healthcare business environment. Emphasis will be placed on Word, Excel, and PowerPoint within Office 365.  Cloud integration and other Office 365 applications will also be explored.  Computer fundamentals required for Office 365 will be reviewed.  Students will be required to have a current Office 365 subscription.

**HCA 110**
*Essentials of Personal Finance for Healthcare Professionals*
1 HOUR (1-0-0)   FA, SP, SU
This course introduces practical applications of personal finance for current and future healthcare professionals.  Subjects include investments, debt, insurance, and credit.  Retirement planning, education funding, and budgeting will be discussed.

**HCA 216/316**
*Healthcare Information Systems*
3 HOURS (3-0-0)   FA
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. Prerequisite: HCA 301 or HIT 114; ENG 101.

**HCA 301**
*Introduction to the U.S. Healthcare System*
3 HOURS (3-0-0)   FA, SP, SU
This course is an introduction to the U.S. healthcare system, its components, organization, and management systems.  Subjects include the historical development and the role of government within healthcare.  Key stakeholders and major funding sources will be discussed.  Prerequisite: ENG 101.

**HCA 310**

*Organizational Behavior in Healthcare*

3 HOURS (3-0-0)   FA

This course is an introduction to the analysis of individual and group behavior in healthcare organizations.  Topics include motivation, stress, individual and group behavior, conflict, power and politics, and leadership.  Job design, organizational culture and structure, decision making, communication, and organizational change will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 312**

*Human Resource Management in Healthcare Organizations*

3 HOURS (3-0-0)   FA, SP

This course examines the management of human resources in healthcare organizations.  Subjects include recruitment, selection, training, retention, performance, motivation, and workforce diversity.  Legal and regulatory requirements will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 318**

*Principles of Healthcare Marketing*

3 HOURS (3-0-0)   SP

This course is an introduction to marketing concepts with emphasis on marketing practices for healthcare organizations.  Subjects include consumer orientation, marketing plans, and strategy development.  Current marketing issues and future trends will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 330**

*Principles of Accounting for Healthcare*

3 HOURS (3-0-0)   SP, SU

This course is an introduction to managerial and financial accounting.  In addition, the course will review specific accounting practices and applications within healthcare organizations.  Prerequisite: HCA 301; ENG 101.

**HCA 404**

*Healthcare Administration Practicum*

1 HOUR (0-0-1)   SP

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 301; ENG 101.

**HCA 410**

*Introduction to Healthcare Finance*

3 HOURS (3-0-0)   SP, SU

This course is an introduction to financial principles and concepts required for healthcare operations.  Subjects include financial statement analysis, costs structure and allocation, dashboards, and variance analysis.  Return on investment, financial ratios, financial risk, investment analysis, and working capital will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 412**

*Healthcare Law and Ethics*

3 HOURS (3-0-0)   FA, SU

This course is an introduction to the laws and ethics that affect healthcare decisions, relationships among professionals and patients, and the management aspects of healthcare delivery.  Subjects include regulatory processes, legal terminology, and the U.S. legal system.  Ethical issues will be explored within the context of healthcare operations and delivery.  Prerequisite: HCA 301; ENG 101.

**HCA 419**

*Reimbursement, Insurance, and Managed Care*

3 HOURS (3-0-0)   SP

This course covers health insurance products and managed care approaches to the financing and delivery of healthcare services.  Subjects include reimbursement and payment methodologies.  Concepts in insurance, third party and prospective payments, and managed care organizations will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 420**

*Fundamentals of Healthcare Economics*

3 HOURS (3-0-0)  FA

This course provides an introduction of basic economic models and theories applicable to healthcare delivery.  Supply, demand, and their interaction in the healthcare economy are explored.  Influences on demand, including pricing, insurance coverage, and income will be analyzed.  Competition and other market structures will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 435**

*Quality Improvement and Patient Safety*

3 HOURS (3-0-0)  FA

This course introduces quality management principles, tools, and techniques, with an emphasis on the application of management theory and best practices to healthcare organizations.  Concepts and practices for patient safety within an organizational context will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 440**
*Fundamentals of Population Health for Healthcare Administrators*
3 HOURS (3-0-0)  SP
This course will examine how health services are proactively used to maintain and improve health with the benefit of improving outcomes and lowering costs.  The use of data, provider and patient engagement, and community integration will be discussed.  Prerequisite: HCA 301; ENG 101.

**HCA 450**
*Healthcare Management*
3 HOURS (3-0-0) SP, SU
This course will unify multiple content areas presented throughout the Healthcare Administration program to develop a cohesive study of roles and responsibilities required of healthcare managers.  Subjects include human resources, accounting and finance, law and ethics, marketing, and professional development.  Population health, organizational behavior, quality improvement, patient safety, leadership, and career planning will be discussed.  This course is to be take in the same semester as graduation.  Prerequisite: HCA 301; HCA 312; HCA 410; HCA 419; HCA 435; ENG 101.

**HEALTH INFORMATION TECHNOLOGY (HIT)**

**HIT 104**
*Introduction to Medical Coding Systems*
1 HOUR (1-0-0)   FA, SP
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.

**HIT 105**
*Medical Terminology*
3 HOURS (3-0-0)   FA, SP, SU
Introduces the student to the language for the health profession.  Emphasis will be on basic principles of medical word building, definitions, spelling, and pronunciation.

**HIT 110**
*Pharmacology for Health Information Technology*
2 HOURS (2-0-0)   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.

**HIT 114**
*Foundations in Health Information Technology*
3 HOURS (2-1-0)   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 126**
*Clinical Coding/Classification Systems I*
3 HOURS (2-1-0)   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: HIT 110; BIO 290.  Prerequisites: HIT 105; HIT 114; BIO 105.

**HIT 142**
*Legal Aspects in Health Information*
3 HOURS (3-0-0) FA
The student will evaluate health records for legal purposes.  The Health Insurance Portability and Accountability Act (HIPAA) legislation is discussed with emphasis on privacy regulations.  To provide a foundation in federal and state legislation regarding the release of health information, retention, authorizations, and consents.  The importance of confidentiality and professional ethics will be emphasized.  Prerequisite: HIT 114.

**HIT 150**
*Professional Practice Lab*
1 HOUR (0-1-0) 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: HIT 110; BIO 290; HIT 126.

**HIT 190**
*ICD-9 to ICD-10 Transition*
3 HOURS (2-1-0)   SP
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.  Prerequisite: HIT 126 or proficiency in ICD-9-CM coding with HIT Program Director approval

### HIT 205
*Data Management and Applications*
2 HOURS (2-0-0)   SU
This course introduces students to database architecture and design.  Intermediate spreadsheet techniques and concepts are also incorporated.  Students will learn how to apply these applications, along with emerging technology, to health information analysis and the decision-making process.
Prerequisite: HCA 105.

### HIT 220
*Health Information in Ancillary Care Facilities*
3 HOURS (3-0-0)   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.

### HIT 234
*Clinical Coding/Classification Systems II*
3 HOURS (3-0-0)   SU
Introduction to coding using Current Procedural Terminology (CPT) and Healthcare Procedure Common Coding System (HCPCS) classifications with emphasis on the basic skills required to code medical services and procedures.  Incorporates the use of web-based learning modules along with computer encoding experiences.  Prerequisites: HIT 110; HIT 126; BIO 290.

### HIT 235
*Medical Reimbursement*
2 HOURS (2-0-0)   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.

### HIT 238
*Healthcare Registries and Statistics*
3 HOURS (3-0-0)   SP
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; HCA 105.

**HIT 243**

*Clinical Quality Management*

3 HOURS (3-0-0)  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; HCA105.

**HIT 244**

*Healthcare Data in Reimbursement*

3 HOURS (3-0-0)  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 220; HIT 142; HIT 150; HIT 234.

**HIT 248**

*Health Information Management and Leadership*

3 HOURS (3-0-0)  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 216.

**HIT 250**

*Professional Practice Experience and HIT Seminar*

3 HOURS (1- 1- 1)  SP

Practical, technical, and managerial aspects of health information management are emphasized. Students are given broader perspective of health information management and its use throughout various departments and healthcare settings.  Practicum is supplemented with lecture, observation, and simulated activities using web-based software applications. Also included is preparation for RHIT examination.  Prerequisites: HIT 126; HIT 150; HIT 234; HIT 142; HIT 243.

**IMAGING (IMG)**

**IMG 305**

*Imaging Informatics*

3 HOURS (3-0-0)   FA, SU

This course will present foundations and applications of Picture Archival and Communication Systems (PACS).  Network fundamentals, information systems and imaging standards, user training, workflow, vendor selection, and imaging disaster recovery will be examined.  Prerequisites: Admittance to the program

**IMG 310**

*Sectional Anatomy for Medical Imaging*

3 HOURS (3-0-0)   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.

**IMG 320**

*Advanced Patient Care for Medical Imaging*

3 HOURS (3-0-0)   FA, SP, 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 (3-0-0)   FA, SP

This course explores physical principles and instrumentation associated with computed tomography (CT).  Computer technology, system components, image characteristics, and quality control methods are introduced.  Topics will include methods of data acquisition and manipulation, CT systems and operations, and image processing and display.  Prerequisites: Admittance to the program.  Co-requisite: IMG 340.

**IMG 340**

*Computed Tomography Applications*

3 HOURS (3-0-0)   FA, 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.  Co-requisite: IMG 330.

**IMG 345**

*Principles of Bone Densitometry*

3 HOURS (3-0-0)   SP

This course will overview bone densitometry procedures, osteoporosis, and bone health.  Procedures of the lumbar spine, femur, and forearm will be discussed.  Topics will include patient preparation and safety, equipment operation, and quality control as it relates to bone densitometry.  Prerequisites: Admittance to the program.

**IMG 350**

*Principles of Mammography*

3 HOURS (3-0-0)   FA

This course will present a comprehensive overview of mammographic imaging.  Topics will include breast imaging procedures, mammographic technique and image evaluation, breast anatomy and physiology, and instrumentation at it relates to breast imaging.  Patient communication, education, and assessment from a mammographic viewpoint will also be discussed.  Prerequisites: Admittance to the program.

**IMG 355**

*Advanced Breast Imaging*

3 HOURS (3-0-0)   FA

This course will present various breast imaging modalities and procedures to create a holistic overview of breast imaging.  Topics may include traditional mammography, breast ultrasound, breast MRI, sentinel node mapping, and interventional procedures.  Pathologic conditions of the breast will also be discussed.  Prerequisites: Admittance to the program.

**IMG 370**

*Advanced Sonography Topics*

3 HOURS (3-0-0)   SP

This course will cover the history of ultrasound development and current advances in ultrasound technology and sonography imaging.  Students will research new methods of testing and new equipment developments.  Topics will include 4-D imaging, elastography, sonothrombolysis, contrast media use, drug delivery, gene therapy, and others.  Prerequisites: Admittance to the program.

**IMG 405**

*Principles of Quality Management*

3 HOURS (3-0-0)   FA, SP

This course will present quality control and quality assurance procedures and policies used in medical imaging departments.  Topics will include quality management aspects of radiographic

255

equipment, fluoroscopic equipment, and mammographic equipment.  Federal guidelines regulating quality control will also be addressed.  Prerequisites: Admittance to the program.

### IMG 415

*Research Methods and Information Literacy*

3 HOURS (3-0-0)   FA, SU

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 (3-0-0)   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.  Co-requisite: IMG 440.

### IMG 431

*Advanced Imaging Practicum*

1-3 HOURS (0-0-(1-3))   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 Director.

### IMG 440

*Magnetic Resonance Imaging Applications*

3 HOURS (3-0-0)   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.  Co-requisite: IMG 430.

### IMG 445

*Magnetic Resonance Imaging Safety*

3 HOURS (3-0-0)

This course will present a holistic overview of safety considerations in MRI.  Topics may include magnetic fields, contrast agents, implant and device safety, and comprehensive screening

procedures. Safety zones, pregnancy policies, patient codes, and the role of a Magnetic Resonance Safety Officer will also be discussed.  Prerequisite: IMG 440 or MR certification.

### IMG 470

*Medical Imaging Management*
3 HOURS (3-0-0)   SP
This course will emphasize tasks, responsibilities, and skills necessary for leading multi-modality medical imaging departments.  Focus will be placed on operational and asset management.  Co-requisite: IMG 480.

### IMG 480

*Medical Imaging Capstone*
3 HOURS (3-0-0)   FA, 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.

### IMG 499

*Independent Study in Medical Imaging*
1-3 HOURS ((1-3)-0-0)   FA, SP, SU
This course will allow the student to design and complete individual projects geared toward their particular interests in medical imaging.  Prerequisite: project intent plans must be formally approved by the program director and an appropriate faculty member who will supervise and grade the project outcome.

### MATHEMATICS (MTH)

### MTH 098

*Basic Math*
3 HOURS (3-0)   FA, SP, SU
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 percent.  Converting between fraction, decimal and percent 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)   FA, SP, SU
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.
Prerequisite: MTH 098, or approved score on math placement

**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; must be taken within the last seven years.

**MTH 104**
*Mathematical Formulas, Models, and Probability*
3 HOURS (3-0)   FA, SP, SU
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; must be taken within the last seven years.

**MTH 130**
*College Algebra*
4 HOURS (4-0)   FA, SP
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; must be taken within the last seven years.

**MTH 132**
*Basic Trigonometry*
1 HOUR (1-0)   SP
An introduction or review of basic trigonometric functions, characteristics, and relationships that are used in MTH 150 Calculus.  A graphing calculator is required.

**MTH 140**
*Introduction to Statistics*
3 HOURS (3-0)   FA, SP, SU
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.  Prerequisites: MTH 100, or approved score on math placement test.

**MTH 145**
*Precalculus Mathematics*
4 HOURS (4-0)
An introduction to analysis of functions including exponential, logarithmic, rational, polynomial, absolute value, and trigonometric functions.  Application of theorems on rational and complex zeros of polynomials, and solving systems of linear equations.  Trigonometric identities and trigonometric equations.  Prerequisite: MTH 100, or approved score on math placement exam.

**MTH 150**
*Calculus*
4 HOURS (4-0)
Differential and integral calculus including applications.  Prerequisite: High school algebra I and high school trigonometry or precalculus; or an integrated sequence of advanced math courses and an approved score on math placement exam; or MTH 145; all must be taken within the last seven years.

**MUSIC (MUS)**

**MUS 101**
*Introduction to Music Appreciation*
3 HOURS (3-0)   FA, 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)   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; ENG 102.

**MUS 311**
*History of Jazz*
3 HOURS (3-0)   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; ENG 102.

**NURSING (NUR)**
Nursing Courses:
**TD** signifies Toledo day program
**TE** signifies Toledo evening program
**Y** signifies Youngstown Location

**ASN** signifies Associate of Science in Nursing Course
**BSN** signifies Bachelor of Science in Nursing Pre-Licensure Course
**BSNC** signifies Bachelor of Science in Nursing Post-Licensure Course

**NUR 105**
*Nursing Drugs and Solutions: A Dimensional Analysis Approach*
1 HOUR (1-0-0)   FA, SP   ASN, BSN
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; must be taken within the last seven years.

**NUR 110**

*Introduction to the Profession of Nursing*

5 HOURS (3-1.3-0.7)  FA (TD, TE, Y)  ASN

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 Pharmacokinetics 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.  Prerequisite: Admission to the Nursing Program.

**NUR 112**

*Universal Self-care Requisites I*

5 HOURS (3-0.7-1.3)  SP (TD, TE, Y)  ASN

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: BIO 220; ENG 101; NUR 110; PSY 101.

**NUR 122**

*Universal Self-care Requisites II*

4 HOURS (2-0.5-1.5)  FA (TD, TE), SU (TD, Y)  ASN

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 290.  Prerequisites: BIO 201; BIO 220; BIO 221; ENG 101; ENG 102; NUR 110; NUR 112; PSY 101.

**NUR 123**

*Integration of Self-Care Requisites I*

3 HOURS (2-0.2-0.8)   SU (TD, TE, Y)   ASN

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: BIO 201; BIO 220; BIO 221; ENG 101, ENG 102, NUR 110; NUR 112; PSY 101.

**NUR 232**

*Integration of Self-Care Requisites II*

5 HOURS (3-0.3-1.7)   FA (TD, Y), SU (TD, TE)   ASN

This course includes the self-care agency of chronically ill patients in both 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: BIO 290; NUR 110; NUR 112; NUR 122; NUR 123.

**NUR 233**

*Developmental Self-care Requisites*

4 HOURS (3-0-1)   FA (TD, Y), SP (TD, TE)   ASN

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:  BIO 290; NUR 110; NUR 112; NUR 122; NUR 123; PSY 201.

**NUR 240**

*Integration of Self-Care Requisites III*

7 HOURS (4-0.4-2.6)   FA (TD, TE), SP (TD, Y)   ASN

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: MTH 104 or MTH 140, REL 290.  Prerequisites: BIO 201; BIO 210; BIO 290; NUR 110; NUR 112; NUR 122; NUR 123; NUR 232; NUR 233; PSY 201.

**NUR 241**

*Integration of Self-Care Requisites III*

8 HOURS (5-0.4-2.6)   FA (TD, TE), SP (TD, Y)   ASN

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 290. Prerequisites: BIO 201; BIO 210; BIO 290; NUR 110; NUR 112; NUR 122; NUR 123; NUR 232; NUR 233; PSY 201.

**NUR 242**

*Transition to Practice*

3 HOURS (1-0-2)   FA (TD, TE), SP (TD, Y)   ASN

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 240; REL 290.

**NUR 243**

*Transition to Practice*

1 HOURS (1-0-0)   FA (TD, TE), SP (TD, Y)   ASN

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 delivery.  Co-requisites: MTH 104 or MTH 140; NUR 240.
Prerequisites: NUR 110; NUR 112; NUR 122; NUR 123; NUR 232; NUR 233; REL 290.

**NUR 244**

*Clinical Practicum*

2 HOURS (0- 0 - 2) FA (TD, TE), SP (TD, Y)   ASN

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 course offers a
concentrated clinical practicum as the student's last clinical experience in the nursing program.
Prerequisites: MTH 104 or 140; NUR 110; NUR 112; NUR 122; NUR 123; NUR 232; NUR 233;
NUR 240; NUR 243.

**NUR 245**

*Introduction to Critical Care Nursing Skills*

2 HOURS (1.5-0.5-0)   SP (Prerequisite needed)   BSN

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
classroom theory, case scenarios, and hands on simulation.  Prerequisites:  NUR 345.

**NUR 251**

*Introduction to Nursing*

3 HOURS (3-0-0)    FA, SP   BSN

This course is designed to be 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.  Prerequisites:  Acceptance into BSN Pre-Licensure Program.
Co-requisites:  NUR 252; NUR 290.

**NUR 252**

*Nursing Skills and Assessment*

5 HOURS (3-2-0)   FA, SP   BSN

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.  Prerequisites:
Acceptance into BSN Pre-Licensure Program.  Co-requisites:  NUR 251; NUR 290.

**NUR 290**
*Introduction to Nursing Pharmacology*
1 HOUR (1-0-0) FA, SP   BSN
This course provides the BSN pre-licensure student with an introduction to pharmacological concepts, laws and regulations, and error prevention strategies.  It builds the nurse's role in the safe administration of medications using nursing assessment, nursing implications, and patient education.  The study of drugs in broad classifications including over-the-counter drugs and herbal supplements along with ethical and legal issues, and the influence of culture and age on drug therapy is introduced.  Prerequisites:  Acceptance into BSN Pre-Licensure Program.  Co-requisites: NUR 251; NUR 252

**NUR 302**
*Professional Nursing I*
3 HOURS (2-0.13-0.87)   FA, SP   BSN
Professional Nursing I is the first of a series of four courses that focus on professional attributes, core roles, and the context in which nurses practice.  Concepts covered in this introductory course include spirituality, patient education, self-management, communication, safety, healthcare law, professional identity, and clinical judgment.  The clinical portion of Professional Nursing I will allow students to explore the course concepts on a nursing unit while providing basic care to patients.
Prerequisites: NUR 251; NUR 252; NUR 290.  Co-requisites:  NUR 311; NUR 335.

**NUR 303**
*Professional Nursing II*
3 HOURS (2-0.27-0.73) SP, FA   BSN
This is course two of four courses that focus on professional attributes, core roles, and the context in which nurses practice.  Concepts covered in this course include ethics, technology and informatics, culture, collaboration, palliative care, and family based practice.  The clinical portion of Professional Nursing II will allow students to explore the course concepts while working with nursing professionals in various hospital-based settings.  Prerequisites: NUR 302; NUR 311; NUR 335; NUR 380.  Co-requisites:  NUR 312; NUR 345.

**NUR 304**
*Transitions in Professional Nursing*
3 HOURS (3-0-0)   BSNC
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 311
*Pharmacology I*
1 HOUR (1-0-0)   FA   BSN
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.
Prerequisites: BIO 290; NUR 251; NUR 252; NUR 290.  Co-requisites:  NUR 302; NUR 335.

### NUR 312
*Pharmacology for Nursing II*
1 HOUR (1-0-0)   FA, SP   BSN
This course provides the BSN pre-licensure student with information related to pharmacological concepts in the areas of fluid and electrolyte balances, perfusion, mobility, oxygenation, metabolism, sensory perception, development, reproduction, and sexuality.  The nurse's role in the safe administration of medications is analyzed using nursing assessment, nursing implications, and patient education across diverse populations.
Prerequisites: NUR 311; NUR 302; NUR 335; NUR 380.  Co-requisites:  NUR 303; NUR 345 .

### NUR 324
*Nursing Informatics*
3 HOURS (3-0-0)   BSNC
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); NUR 304.

### NUR 335
*Population Health Concepts I*
5 HOURS (3-0.4-1.6)   FA, SP   BSN
This 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, tissue integrity, and elimination.  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.  Prerequisites: NUR 251; NUR 252; NUR 290.  Co-requisites:  NUR 302; NUR 311.

### NUR 345

*Population Health Concepts II*
5 HOURS (3–0.27–1.87)   FA, SP   BSN
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, metabolism, 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.  Prerequisites: NUR 302; NUR 311; NUR 335; NUR 380.  Co-requisites:  NUR 303; NUR 312.

### NUR 351

*Introduction to Advanced Practice Nursing Roles*
2 HOURS (2-0-0)   SP (Prerequisite needed)   BSN
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:  NUR 345

### NUR 352

*Intro to Forensic Nursing*
2 HOURS (2-0-0)   FA, SP   BSN
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: NUR 251; NUR 252; NUR 290

### NUR 353

*Advanced Wound Care Management in Nursing*
2 HOURS (1.5-0.5-0)   FA (Prerequisite needed)   BSN
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:  NUR 345

### NUR 354

*Nursing Care of the Oncology Patient*
2 HOURS (2-0-0)   FA   BSN
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: NUR 251; NUR 252; NUR 290

**NUR 355**
*Palliative Care Nursing*
2 HOURS (2-0-0)   FA, SP   BSN
This course is designed to enhance the knowledge on current and emerging issues affecting palliative care nursing and the role of the nurse in improving palliative care.
Prerequisites: NUR 251; NUR 252; NUR 290

**NUR 356**
*Holistic Nursing*
2 HOURS (2-0-0) FA, SP   BSN
Healthcare in the 21st century requires a radically different type of nurse who understands relationship-centered care and human flourishing.  Holistic, integral, and integrative nursing along with nurse coaching, are guiding behavioral change strategies, health promotion, health maintenance, and disease prevention.  The holistic perspectives and mind-body-spirit strategies provided in this course are fundamental to transforming healthcare globally from a disease model of care to one that focuses on health and wellness.  Prerequisites: NUR 251; NUR 252; NUR 290

**NUR 357**
*Gerontological Nursing*
2 HOURS (2-0-0)   FA, SP   BSN
In this course students have an opportunity to explore a unique area of interest related to the care of the older adult patient.  The demand for age appropriate care for the older adult patient population is a growing challenge in healthcare.  The student will apply basic knowledge about physiology, pathophysiology, pharmacology, and nursing management of the older adult patient.  This course will also explore current trends in the care of the older adult as well as legal and ethical issues related to the care of the older adult.  Prerequisites: NUR 251; NUR 252; NUR 290

**NUR 358**
*Clinical Genetics in Nursing Practice*
2 HOURS (2-0-0) FA, SP   BSN
This course is an essentials guide specifically for nursing practice.  From genetic factors and trends affecting health care today, to the more complex discussions of human variation, every genetic topic critical to the practice of nursing and nursing education is covered, including: prevention of genetic disease, genetic testing and treatment, genetic counseling, maternal-child nursing, psychiatric/mental health nursing, community/public health nursing, and trends, policies, and social and ethical issues.  Prerequisites: NUR 251; NUR 252; NUR 290

**NUR 374** (*formerly* NUR 404)
*Population Health Assessment*
3 HOURS (3-0-0)   BSNC
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, psychosocial, 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-BSN); ENG 102; NUR 304; NUR 324.

**NUR 380**
*Evidence-Based Practice in Nursing and Healthcare*
3 HOURS (3-0-0)   FA, SP   BSN
 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 140; NUR 251; NUR 252; NUR 290.  Co-requisite:  NUR 302; NUR 311; NUR 335.

**NUR 384** (*formerly* NUR 314)
*Evidence-based Practice*
3 HOURS (3-0-0)   BSNC
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-BSN); ENG 102; NUR 304; NUR 324; NUR 374.

**NUR 402**
*Professional Nursing III*
3 HOURS (2-0.13–0.87)   FA, SP   BSN
This is course three of four courses that focus on professional attributes, core roles, and the context in which nurses practice.  Concepts covered in this course are related to nursing in the community, and include caregiving, disaster preparedness, quality, care coordination, adherence, and health disparities.  The clinical portion of Professional Nursing III will allow students to explore the course concepts while working with nursing professionals in various community-based healthcare settings.  Prerequisites: NUR 303; NUR 312; NUR 345.  Co-requisites:  NUR 411; NUR 435.

**NUR 403**

*Professional Nursing IV*

4 HOURS (2- 0.13 -1.87)   FA, SP   BSN

This is course four of four courses that focus on professional attributes, core roles, and the context in which nurses practice.  Concepts covered in this course focus on leadership and include leadership, health policy, health care law, health care organizations, healthcare economics, and communication.  In addition, this course will cover special topics such as role transition and career management in order to prepare graduates for entry into the workforce The clinical portion of Professional Nursing IV will be a clinical practicum which includes time spent with nurse leaders and managers and working one-on-one in the inpatient setting with a dedicated nurse preceptor.  Prerequisites: NUR 402; NUR 411; NUR 435.  Co-requisites:  NUR 413; NUR 445.

**NUR 411**

*Pharmacology for Nursing III*

1 HOUR (1-0-0)   FA, SP   BSN

This course provides the BSN pre-licensure student with an advanced ideation to pharmacological concepts in the areas of inflammation, immunity, elimination, metabolism, self, violence, stress and coping, mood and affect, and cognition.  The nurse's role in the safe administration of medications is developed using nursing assessment, nursing implications, and patient education to address populations with mental health concerns.  Prerequisites: NUR 303; NUR 312; NUR 345.  Co-requisites:  NUR 402; NUR 435.

**NUR 412**

*Pharmacology IV*

1 HOUR (2-0-0)   FA, SP   BSN

 This course provides the BSN pre-licensure student with an advanced ideation to pharmacological concepts in the areas of oxygenation, perfusion, tissue integrity, cellular regulation, acid-base, thermoregulation, immunity, intracranial regulation, and fluid and electrolytes.  The nurse's role in the safe administration of medications is formulated using nursing assessment, nursing implications, and patient education in patient populations with complex healthcare needs.  Prerequisites: NUR 402; NUR 411; NUR 435.  Co-requisites:  NUR 403; NUR 445.

**NUR 413**

*Pharmacology for Nursing IV*

2 HOUR (2-0-0)   FA, SP   BSN

 This course provides the BSN pre-licensure student with an advanced ideation to pharmacological concepts in the areas of oxygenation, perfusion, tissue integrity, cellular regulation, acid-base, thermoregulation, immunity, intracranial regulation, and fluid and electrolytes.  The nurse's role in the safe administration of medications is formulated using nursing assessment, nursing implications, and patient education in patient populations with

complex healthcare needs.  Prerequisites: NUR 402; NUR 411; NUR 435.  Co-requisites:  NUR 403; NUR 445.

### NUR 414
*Current Issues in Nursing*
3 HOURS (3-0-0)   BSNC
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-BSN); ENG 102; NUR 304; NUR 324; NUR 374; NUR 384.

### NUR 434
*Community Health Nursing*
3 HOURS (3-0-0)   BSNC
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-BSN); ENG 102; NUR 304; NUR 324; NUR 374; NUR 384; NUR 414.

### NUR 435
*Population Health Concepts III*
5 HOURS (3–0.27-1.73)   FA, SP   BSN
 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.  Prerequisites: NUR 312; NUR 303; NUR 345.  Co-requisites:  NUR 402; NUR 411.

### NUR 444 (*formerly* NUR 444)
*Global Focused Nursing Care*
3 HOURS (3-0-0)   BSNC
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-BSN); ENG 102; NUR 304; NUR 324; NUR 374; NUR 384; NUR 414; NUR 434.

**NUR 445**
*Population Health Concepts IV*
5 HOURS (3-0.27–1.73)   FA, SP   BSN
 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.  Prerequisites: NUR 402; NUR 411; NUR 435.  Co-requisites:  NUR 403; NUR 413.

**NUR 481**
*NCLEX-RN Preparation*
2 HOURS (2-0-0)   FA, SP   BSN
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.

**NUR 494** (*formerly* NUR 424)
*Nursing Leadership*
3 HOURS (3-0-0)   BSNC
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-BSN); ENG 102; NUR 304; NUR 324; NUR 374; NUR 384; NUR 414; NUR 434; NUR 444.

## PHYSICS (PHS)

**PHS 220**
*College Physics I*
4 HOURS (3-1-0)
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; MTH 150.

**PHS 221**
*College Physics II*
4 HOURS (3-1-0)
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.

## POLITICAL SCIENCE (POL)

**POL 301**
*Women and Politics*
3 Hours (3-0)   SP
This course is designed to explore women's roles, impact, and participation in politics.  The primary concentration of the course will be American, with secondary focus on international comparisons.

## POLYSOMNOGRAPHY (PSG)

**PSG 101**
*Fundamentals of Sleep*
3 HOURS (3-0-0)   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.

**PSG 102**

*Essentials of Polysomnographic Technology*

3 HOURS (2-1-0)   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.

**PSG 110**

*Polysomnography Analysis*

3 HOURS (1-2-0)   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 (1.5-1.5-0)   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 113**

*Polysomnographic Practicum I*

1 HOURS (0-0-1)   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 123**

*Advanced Topics in Polysomnographic Technology*

3 HOURS (3-0-0)   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 (2-0-0)   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 125.  Prerequisites: PSG 101; PSG 102; PSG 110; PSG 111, PSG 113.

**PSG 125**
*Polysomnographic Practicum II*
2 HOURS (0-0-2)   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 113.

**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)

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: ENG 101; PSY 101.

**PSY 320**

*Social Psychology*

3 HOURS (3-0)   SP

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, altruism 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: ENG 102; PSY 101.

**PSY 340**

*Abnormal Psychology*

3 HOURS (3-0)

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: ENG 102; PSY 101.

**PSY 350**

*Interpersonal Relationships*

3 HOURS (3-0)   FA

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: ENG 102; PSY 101.

**PSY 370**
*The Psychology of Music*
3 HOURS (3-0)   SU
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: ENG 102; PSY 101.

**PSY 380**
*Behavior Modification*
3 HOURS (3-0)   SP
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.  Prerequisites: ENG 102; PSY 101.

**PSY 390**
*Forensic Psychology*
3 HOURS (3-0)   FA
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.  Prerequisites: ENG 102; PSY 101.

**PSY 399**
*Special Topics*
3 HOURS (3-0)
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:  Prerequisites: ENG 102; PSY 101.

**RADIOLOGY (RAD)**

**RAD 101**
*Foundations in Radiography*
3 HOURS (3-0-0)   FA
The course introduces the student to the field of radiologic technology.  Topics include an overview of the radiologic technology profession, including the clinical environment, basic patient skills, radiographic equipment, radiation protection, standard precautions and ethical and legal issues in the field of radiologic technology.  Prerequisite: Admittance to the program

**RAD 111**
*Radiology Practicum I*
2 HOURS (1-0-1)   FA
This course will introduce the radiologic technology student to the clinical environment through observation and participation, under supervision.  The course will include a series of clinically related preparatory lectures.  Emphasis is on communication, patient care skills, interview techniques, and positioning for a limited variety of radiographic exams.  Qualified students are expected to perform clinical competencies.  Prerequisite: Admittance to the program.  Co-requisite: RAD 115

**RAD 114**
*Principles and Techniques in Radiography*
3 HOURS (3-0-0)   SP
This course is designed to allow the student to understand the science and theory of radiologic technology.  This course will cover principles of x-ray production, image formation, exposure factors, image acquisition, image processing, and image evaluation.  Radiologic science mathematical formulas and relationships will be emphasized.  Prerequisite: Admittance to the program.

**RAD 115**
*Radiographic Positioning & Related Anatomy I*
3 HOURS (2-1-0)   FA
This course is designed to introduce the radiology student to the language of radiology, as well as basic anatomy and positioning skills for selected radiographic exam, including the chest and abdomen, upper and lower extremities, and the gastrointestinal tract.  Image critique and evaluation techniques, and radiographic pathology of the associated areas will be introduced.  Prerequisite: Admittance to the program.  Co-requisite: RAD 111

**RAD 121**

*Radiology Practicum II*

2 HOURS (0-0-2)   SP

This course continues to build practical applications of patient care, radiation safety, radiographic positioning and techniques, and radiographic equipment operation under supervision.  Clinical assignments will complement didactic instruction.  Qualified students are expected to perform clinical competencies.  Prerequisite: BIO 220; RAD 101; RAD 111; RAD 114; RAD 115.  Co-requisite: RAD 125.

**RAD 125**

*Radiographic Positioning and Related Anatomy II*

3 HOURS (2-1-0)   SP

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the shoulder, pelvis, spine bony 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; RAD 115.  Co-requisite: RAD 121.

**RAD 131**

*Radiology Practicum III*

2 HOURS (0-2-0)   SU

This course continues to build practical applications of patient care, radiation safety, radiographic positioning and techniques, and radiographic equipment operation under appropriate levels of supervision.  Clinical assignments will complement didactic instruction.  Qualified students are expected to perform clinical competencies.  Prerequisite: BIO 221; RAD 125; RAD 121.  Co-requisite: RAD 135.

**RAD 134**

*Basic Sectional Anatomy in Medical Imaging*

1 HOUR (1-0-0)   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) and magnetic resonance imaging (MRI) will be reviewed.  Prerequisite:  BIO 221; RAD 125; RAD 121.

**RAD 135**

*Radiographic Positioning and Related Anatomy III*

2 HOURS (1-1-0)   SU

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for selected radiographic exams, including the skull, sinuses, and facial bones.  Image critique and evaluation will be emphasized.  Radiographic

pathology of the associated anatomy will be introduced.  Prerequisite:  BIO 221; RAD 125; RAD 121.  Co-requisite: RAD 131.

## RAD 140
*Radiographic Pathology*
2 HOURS (2-0-0)   SU
This course is designed to introduce terminology and concepts of radiographic pathologies with an emphasis on radiographic disease appearance.  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 221; HIT 105; RAD 125.  Co-requisite: RAD 131.

## RAD 205
*Radiologic Science*
2 HOURS (2-0-0)   FA
This course will cover the basic principles of atomic structure, electromagnetic radiation energy, and electromagnetism.  The student will begin with an overview of the basic laws of physics, and progress to more advanced concepts that apply these laws to radiography.  A study of the x-ray imaging system and circuitry, x-ray tube, and x-ray production will help the student develop the correlation of theory and practice.  Prerequisites: MTH 103; MTH 104 or MTH 130; RAD 135; RAD 131.

## RAD 215
*Radiation Biology and Protection*
2 HOURS (2-0-0)   SP
This course will overview molecular and cellular effects of ionizing radiation interactions.  Rationale for radiation protection practices for patients, technologists, and others will be emphasized.  Topics will include radiation detection and measurement, principles of radiobiology, current radiation protection practices, and legal and regulatory requirements.  Prerequisite:  RAD 205.

## RAD 241
*Radiology Practicum IV*
3 HOURS (0-0-3)   FA
Students will continue to participate in clinical assignments that reinforce technical skills gained from previous Radiology Practicums under appropriate supervision.  Rotations in surgical areas, image evaluation, and advanced critical thinking skills will be emphasized.  Qualified students must continue to earn clinical competencies.  Prerequisite: RAD 135; RAD 131.

**RAD 245**

*Advanced Medical Imaging*

2 HOURS (2-0-0)   FA

This course is designed to study advanced imaging modalities and specialty procedures.  Topics will include special projections, trauma radiography, pediatric and geriatric radiography, CT, MRI, interventional radiography, and several others.  Prerequisite:  RAD 135; RAD 131.

**RAD 251**

*Radiology Practicum V*

3 HOURS (0-0-3)   SP

The student will rotate through specialty clinical areas where the use of advanced technology and cross-sectional imaging techniques will be demonstrated.  Additionally, an alternative diagnostic radiology rotation will be scheduled.  The student will learn through a combination of observation and direct participation as appropriate.  Students continue to earn clinical competencies.  Prerequisite: RAD 205; RAD 245; RAD 241.

**RAD 255**

*Technology of Medical Imaging*

2 HOURS (2-0-0)   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; RAD 241.

**RAD 260**

*Transition to Practice*

3 HOURS (3-0-0)   SU

This course is designed to serve as a comprehensive review for the American Registry of Radiologic Technologists (ARRT) examination.  Professional development and career skills will also be emphasized.  Prerequisite: RAD 215; RAD 255; RAD 251.

**RAD 261**

*Radiology Practicum VI*

1-2 HOURS (0-0-(1-2))   SU

In this final clinical practicum students will demonstrate a high level of clinical competence in diagnostic radiography.  Opportunities to rotate in advanced imaging modalities will be offered once all required radiography clinical competencies are achieved.  Early clinical release options are also associated with this course for qualified students.  Prerequisite:  RAD 215; RAD 255; RAD 251.

**RELIGION (REL)**

**REL 101**
*Introduction to Theology*
3 HOURS (3-0)   FA, SP, SU
This course is an examination of faith, religion, and theology.  Topics will include foundations in religious faith traditions: theology, Scripture, doctrines, worship practices, spirituality, and social justice, and an historical-critical study of the evolution of Christianity, and the relationship of Christianity to other religions.

**REL 204**
*Spirituality for Healthcare Providers*
3 HOURS (3-0)   SP
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 that 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 211**
*Introduction to Scripture*
3 HOURS (3-0)   SP
This course is an examination of the Old and New Testaments of the Christian Bible, as literature and as evidence of the faith relationship between human persons and God.  Topics will include historical, theological, and spiritual context for Biblical literature, literary styles, and interpretation, divisions of Old and New Testament writings, revelation, and salvation history in Scripture.  Prerequisite: ENG 101.

**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 afterlife will also be explored.  Participants will discuss topics related to the biological, psychological, cultural, and spiritual dimensions of death.

**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 caregivers for people of both religious and non-religious backgrounds.  Prerequisites: ENG 101.

**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 102.

**REL 290**

*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 102.

**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 102.

**REL 330**

*Spirituality and Theology in Christian Art*

3 HOURS (3-0)   FA

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 102.

**REL 335**

*Spirituality on Page, Stage, and Screen*

3 HOURS (3-0)   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 102.

**REL 360**

*Women and Religion*

3 HOURS (3-0)   SP

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 102.

**REL 380**

*Mission, Values, and Social Teaching*

3 HOURS (3-0)   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 102.

### REL 382

*Spiritual Care: Integration of Body, Mind, and Spirit Healing*

3 HOURS (3-0)   SP

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 caregivers.  Prerequisites: ENG 102.

### REL 385

*Mission, Healthcare Ministry, and Enculturation*

3 HOURS (3-0)   SP

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 102; participation in the application process, including a letter of recommendation from a member of the faculty at Mercy College.

### REL 386

*Native American Spirituality and Healthcare*

3 HOURS (3-0)   SU

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 410

*The Church in History*

3 HOURS (3-0)   FA

This course will provide, in a seminar style, a historical-critical examination of the development and influence of the Catholic Church in events of world history from the 1st Century CE to the present day.  The Church's relationship with other faith traditions, as well as with secular movements, will be examined.  Prerequisite: ENG 101.

**SOCIOLOGY (SOC)**

**SOC 150**
*Gerontology Overview*
1 HOUR (1-0)   SP
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
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 102.

**SOC 380**
*Understanding Consumer Behavior*
3 HOURS (3-0)   FA, SP
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 102.

## 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 102.

## SOC 420
*Sociology of Global Markets*
3 HOURS (3-0)   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 102.

## 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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