

## Brown Mackie College-South Bend

3454 Douglas Road  
South Bend, Indiana 46635

Brown Mackie College – South Bend is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, associate, and bachelor degrees.

### Bulletin to 2009 - 2010 Academic Catalog

This Bulletin is an integral part of the College's Academic Catalog.  
The information published herein becomes or remains effective June 28, 2011.

#### ADMINISTRATION

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Acting President .....	Jim Bishop
Dean of Academic Affairs.....	Steven Richards
Associate Dean of Academic Affairs .....	Elizabeth Henisse
Senior Director of Admissions .....	Open
Director of Admissions .....	Deb Dalrymple
Director of Student Services .....	Arica Ostreicher
Registrar .....	Heather Ryan
Student Accounts Supervisor .....	Chris Greiner
Director of Career Services .....	Sheryl Decker
Director of Financial Aid .....	Susan Golden
Director of Library Services.....	Sarah Beiting
Director of Human Resources .....	Stephanie Gerschoffer

#### FULL-TIME FACULTY

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Laura Addison, Physical Therapist Assistant
AS, Michiana College
BS, Manchester College
Barbara Ann Borkowski, Practical Nursing Program Director
MBA, Indiana Wesleyan University
BSN, Ball State University
Kristine Chase, Physical Therapist Assistant Program Director
MS, Gannon University
BS, Allegheny College
Ibrahim Chaaban, Computer Science Program Director
MS, Indiana University
BA, Indiana University
N. Heather Clark, Practical Nursing
MSN, Purdue University
BSN, Indiana University
ASN, Brigham Young University
Margaret Coffey, Occupational Therapy Assistant
MA, University of Indianapolis
BA, Wheaton College
Associate of Science, Indiana University Purdue University Indianapolis
Melissa DeFrancesco, Health and Therapeutic Massage Program Director
BS, Ball State University
Therapeutic Massage Practitioner Certificate, Indiana Business College
Brenda Donaldson, Occupational Therapy Assistant Program
AAS, Brown Mackie College

Marianne Dossman RVT, Veterinary Technology  
AS, AS, BS Purdue University

Brenda Engel, Accounting and Business  
MBA, Western Michigan University  
BS, Ferris State University

Steven Eberth, OTR, Occupational Therapy Assistant Director  
MS, Western Michigan University  
BS, Eastern Michigan University

Arthea Estridge, General Education Program Director  
MS, BA, Indiana University

Jane Ewald, Practical Nursing  
BSN, Indiana University  
ASN, Ivy Technical College

Tracy Ford, Practical Nursing  
BSN, Indiana University

Tisha Fry, Practical Nursing  
MSN, University of Phoenix  
BSN, University of Phoenix

Lisa Gay, Practical Nursing  
MSN, South University  
BSN, Bethel College  
AAS, Bethel College

Tara Glotzbach RVT, Veterinary Technology  
BA, Purdue University  
AS, Purdue University

Diana Goins-Thompson, Medical Assisting Program Director  
AA, Indiana University  
Technical Cert, Ivy Tech

Darren Goodwin, Physical Therapist Assistant  
AAS, Michiana College  
BS, Indiana University South Bend

Jennifer Harman, Veterinary Technology  
BS, Purdue University

Lockett Heflin, Medical Assisting/Health Care Administration  
AAS, Davenport College

Ruth Hoffer, Criminal Justice  
MA, BS, Indiana University

Connie McEntee, Practical Nursing  
BSN, Valparaiso  
AAS, Purdue University

Michaela Meagher, General Education  
MEd, BA, Indiana University

Sydney Mmadi, Program Director of Accounting and Business  
MBA, Purdue University  
BA, Sienna Heights College

Julie Roahrig, RVT, RLAT Veterinary Technology  
AS, Purdue University

Jolynn Rudman, DVM, Veterinary Technology Program Director  
BS, Purdue University  
DVM, Purdue University

Elizabeth Schultz, Physical Therapist Assistant Instructor  
BS, University of Illinois

DPT, Washington University  
Judy Sherwood, General Education  
MEd, Argosy University  
BA, Anderson College  
Melanie Smith, Practical Nursing  
BS, Bethel College  
Diploma in Nursing, Memorial School of Nursing  
Leomi Stout-Abednego, Practical Nursing  
BSN, University of the Virgin Islands  
Lisa Tolliver, General Education  
MS, South University  
BS, Indiana University South Bend  
Sheryl VanDrunen, Practical Nursing  
BSN, Chameralain School of Nursing  
AAS, Purdue University  
Jeffery Ware, Criminal Justice and Paralegal Program Director  
JD, University of Arkansas  
MS, South University  
BA, Blackburn College  
Sandra Wennerstrom, Medical Assisting  
AS, Ivy Technical College  
Mark Willkom, Program Director Healthcare Administration  
MS, University of Notre Dame  
BA, Lakeland College  
Angela Yates, Health and Therapeutic Massage  
BA, Chadwick University  
Massage Therapy Certificate, Davenport University

Effective October 4, 2010

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**Tuition and Fees**

Tuition \_\_\_\_\_ \$285.00 per credit hour. Applies to costs of instruction.

General Fee \_\_\_\_\_ \$15.00 per credit hour. Applies to costs of institutional activities and services.

General Fee \_\_\_\_\_ \$25.00 per credit hour. Applies to costs of institutional activities and services for Practical Nursing new and reenrolls effective 1/1/08.

Transcript Fee \_\_\_\_\_ \$5.00 per copy. Applies to costs of printing and certifying official transcripts.

Textbooks and other instructional materials \_\_\_\_\_ Costs will vary by program.

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**\*\* Tuition for all courses in the Practical Nursing program is \$350.00 per credit hour as assessed by the academic quarter for all students.**

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**\*\* Tuition for all courses in the Physical Therapist Assistant program is \$350.00 per credit hour as assessed by the academic quarter for all students.**

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**\*\* Tuition for all courses in the Occupational Therapy Assistant program is \$350.00 per credit hour as assessed by the academic quarter for all students.**

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A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student's installment note. Payments may be made by money order, check, VISA, MasterCard, or cash.

**If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.**

Effective October 3, 2011

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**Tuition and Fees**

Tuition \_\_\_\_\_ \$294.00 per credit hour. Applies to costs of instruction.

General Fee \_\_\_\_\_ \$15.00 per credit hour. Applies to costs of institutional activities and services.

General Fee \_\_\_\_\_ \$25.00 per credit hour. Applies to costs of institutional activities and services for Practical Nursing new and reenrolls effective 1/1/08.

Transcript Fee \_\_\_\_\_ \$5.00 per copy. Applies to costs of printing and certifying official transcripts.

Textbooks and other instructional materials \_\_\_\_\_ Costs will vary by program.

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**\*\* Tuition for all courses in the Practical Nursing program is \$361.00 per credit hour as assessed by the academic quarter for all students.**

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**\*\* Tuition for all courses in the Physical Therapist Assistant program is \$361.00 per credit hour as assessed by the academic quarter for all students.**

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**\*\* Tuition for all courses in the Occupational Therapy Assistant program is \$361.00 per credit hour as assessed by the academic quarter for all students.**

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A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student's installment note. Payments may be made by money order, check, VISA, MasterCard, or cash.

**If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.**

REVISED ACADEMIC CALENDARS NOTING NEW CLASS END DATES BEGINNING WITH APRIL 2010 COURSES.

**ACADEMIC CALENDAR: 2010**

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**Winter Quarterly Recess - December 23, 2009 – January 1, 2010**

*WINTER QUARTER*

January	New Student Orientation		Week of December 27
	Classes Begin	Monday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 18
	Final Examinations	Thursday or Friday	January 28, 29
	Classes End	Friday	January 29
February	New Student Orientation		Week of January 24
	Classes Begin	Monday	February 1
	President's Day Observed	Friday	February 12
	Final Examinations	Thursday or Friday	February 25, 26
	Classes End	Friday	February 26
March	New Student Orientation		Week of February 21
	Classes Begin	Monday	March 1
	Final Examinations	Thursday or Friday	March 25, 26
	Classes End	Friday	March 26

**Spring Quarterly Recess - March 29, 2010 – April 2, 2010**

*SPRING QUARTER*

April	New Student Orientation		Week of March 28
	Classes Begin	Monday	April 5
	Final Examinations		Week of April 25
	Classes End	Saturday	May 1
May	New Student Orientation		Week of April 25
	Classes Begin	Monday	May 3
	Final Examinations		Week of May 23
	Classes End	Saturday	May 29
June	New Student Orientation		Week of May 23
	Memorial Day Recess	Monday	May 31
	Classes Begin	Tuesday	June 1
	Final Examinations		Week of June 21
	Classes End	Saturday	June 26

**Summer Quarterly Recess – June 28, 2010– July 2, 2010**

*SUMMER QUARTER*

July	New Student Orientation		Week of June 27
	Fourth of July Recess	Monday	July 5
	Classes Begin	Tuesday	July 6
	Final Examinations		Week of July 25

	Classes End	Saturday	July	31
August	New Student Orientation		Week of July	25
	Classes Begin	Monday	August	2
	Final Examinations		Week of August	22
	Classes End	Saturday	August	28

September	New Student Orientation		Week of August	22
	Classes Begin	Monday	August	30
	Labor Day Recess	Monday	September	6
	Final Examinations		Week of September	19
	Classes End	Saturday	September	25

**Fall Quarterly Recess – September 27, 2010 – October 1, 2010**

*FALL QUARTER*

October	New Student Orientation		Week of September	26
	Classes Begin	Monday	October	4
	Final Examinations		Week of October	24
	Classes End	Saturday	October	30

November	New Student Orientation		Week of October	24
	Classes Begin	Monday	November	1
	Final Examinations		Week of November	21
	Classes End	Wednesday	November	24

December	New Student Orientation		Week of November	21
	Classes Begin	Monday	November	29
	Final Examinations		Week of December	19
	Classes End	Wednesday	December	23

**Winter Quarterly Recess – December 24, 2010 – December 31, 2010**

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*

**ACADEMIC CALENDAR: 2011**

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**Winter Quarterly Recess – December 24, 2010 – December 31, 2010**

*WINTER QUARTER*

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations		Week of January 23
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of February 20
	Classes End	Saturday	March 26

**Spring Quarterly Recess - March 28, 2011 – April 1, 2011**

*SPRING QUARTER*

April	New Student Orientation		Week of March 27
	Classes Begin	Monday	April 4
	Good Friday Recess	Friday	April 22
	Final Examinations		Week of April 24
	Classes End	Saturday	April 30
May	New Student Orientation		Week of April 24
	Classes Begin	Monday	May 2
	Final Examinations		Week of May 22
	Classes End	Saturday	May 28
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations		Week of June 19
	Classes End	Saturday	June 25

**Summer Quarterly Recess – June 27, 2011– July 1, 2011**

*SUMMER QUARTER*

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4
	Classes Begin	Tuesday	July 5
	Final Examinations		Week of July 24
	Classes End	Saturday	July 30

August	New Student Orientation		Week of July 24
	Classes Begin	Monday	August 1
	Final Examinations		Week of August 21
	Classes End	Saturday	August 27
September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations		Week of September 25
	Classes End	Saturday	September 24

**Fall Quarterly Recess – September 26, 2011 – September 30, 2011**

*FALL QUARTER*

October	New Student Orientation		Week of September 25
	Classes Begin	Monday	October 3
	Final Examinations		Week of October 23
	Classes End	Saturday	October 29
November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations		Week of November 20
	Classes End	Wednesday	November 23
December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations		Week of December 18
	Classes End	Thursday	December 22

**Winter Quarterly Recess – December 26, 2011 – December 30, 2011**

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*

# ACADEMIC CALENDAR: 2012

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## Winter Quarterly Recess – December 26, 2011 – January 2, 2012

### WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28
February	New Student Orientation		Week of January 22
	Classes Begin	Monday	January 30
	President's Day Recess	Friday	February 17
	Final Examinations		Week of February 19
	Classes End	Saturday	February 25
March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

## Spring Quarterly Recess - March 26, 2012 – March 30, 2012

### SPRING QUARTER

April	New Student Orientation		Week of March 25
	Classes Begin	Monday	April 2
	Good Friday Recess	Friday	April 6
	Final Examinations		Week of April 22
	Classes End	Saturday	April 28
	May	New Student Orientation	
Classes Begin		Monday	April 30
Final Examinations			Week of May 20
Classes End		Saturday	May 26
June	New Student Orientation		Week of May 20
	Memorial Day Recess	Monday	May 28
	Classes Begin	Tuesday	May 29
	Final Examinations		Week of June 17
	Classes End	Saturday	June 23

## Summer Quarterly Recess – June 25, 2012– June 29, 2012

### SUMMER QUARTER

July	New Student Orientation		Week of June 24
	Classes Begin	Monday	July 2
	Fourth of July Recess	Wednesday	July 4
	Final Examinations		Week of July 22
	Classes End	Saturday	July 28
	August	New Student Orientation	
Classes Begin		Monday	July 30
Final Examinations			Week of August 19
Classes End		Saturday	August 25
September	New Student Orientation		Week of August 19
	Classes Begin	Monday	August 27

Labor Day Recess	Monday	September	3
Final Examinations		Week of September	16
Classes End	Saturday	September	22

**Fall Quarterly Recess – September 24, 2012 – September 28, 2012**

*FALL QUARTER*

October	New Student Orientation		Week of September	23
	Classes Begin	Monday	October	1
	Final Examinations		Week of October	21
	Classes End	Saturday	October	27
November	New Student Orientation		Week of October	21
	Classes Begin	Monday	October	29
	Final Examinations		Week of November	18
	Classes End	Wednesday	November	21
December	New Student Orientation		Week of November	18
	Classes Begin	Monday	November	26
	Final Examinations		Week of December	16
	Classes End	Saturday	December	22

**Winter Quarterly Recess – December 24, 2012 – January 4, 2013**

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*

## **CORRECTIONS, OMISSIONS AND ADDITIONS**

### **Additional Information concerning Standards of Academic Progress (page 89 of 2009-2010 Academic Catalog), III. Consequences for Failing to Meet Academic Standards, Academic Dismissal:**

*ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter.*

#### **Addition to Admission Policy found on page 12 as it pertains to students enrolling in the OTA program OTA Admission Requirement**

In addition to the College's general admission requirements, applicants enrolling in the Occupational Therapy Assistant program must document the following:

- Student will be required to complete COMPASS assessment before first course is scheduled
- COMPASS assessment scores will determine if the student will need transitional courses
  - Reading Score: 75
  - Writing Score: 60
  - Math Score: 51
- If the student attains the minimum scores on all 3 sections, the student is scheduled in CF1100 – Professional Development.
- If the student's score is below the minimum in any of the sections, the student is advised that they will be placed in transitional course(s.)
- After successful completion of all the required transitional courses, the student will have one opportunity to retake the COMPASS assessment and achieve the minimum score(s.)
- If the student does not successfully obtain the minimum scores in all 3 sections on the second attempt, the student will not be allowed to continue in the OTA program, but can be considered for another program at Brown Mackie College

#### **Addition to Admission Policy found on page 12 as it pertains to students enrolling in the PTA program**

In addition to the general admission requirements, applicants to the Physical Therapist Assistant program must meet the following requirements. Students must document a:

- Minimum high school cumulative grade point average of 3.0 on a 4.0 scale; or,
- Minimum score of 600 on the GED examination (if taken on or after January 15, 2002) or 60 (if taken before January 15, 2002)
- Minimum of 12-quarter credit hours or 9-semester credit hours of consecutive collegiate coursework with a minimum GPA of 3.0 on a 4.0 scale. These credit hours may not be completed at Brown Mackie College.
- Biology course in high school or college with a minimum grade of a B (3.0 on a 4.0 scale).
- Twenty hours (total) of documented observation, volunteer, or employment hours in at least two different physical therapy settings with no less than eight hours in one setting completed within the past three years.

### **Correction to replace PN 2995 Course Description found on page 74**

PN 2995 Preceptorship (5 quarter credit hours)

This course provides a capstone to the Practical Nursing Program. It focuses upon alternative areas of practice for the licensed practical nurse, in addition to the medical, surgical, and geriatric areas of practice. The learner is assisted in making the transition from student to graduate. Preceptorship is the primary process used. Past learning experiences are incorporated into new learning experiences to empower the student to function independently of instructor supervision. The student, instructor, and agency agree mutually in selecting an available preceptor (i.e. RN, LPN) following the guidelines set forth by the Indiana State Board of Nursing. Consideration is given to the student's learning needs and employment goals, as well as the appropriateness of the preceptor.

*Prerequisites: All PN Courses and MC 1150*

### **Correction to Prerequisites noted for MG 4000 found on page 65.**

*Prerequisites: BA 2600 and EC 2050*

### **Correction to replace PN 1230 Course Description found on page 73**

PN 1230 Fundamental Skills III (5 quarter credit hours)

The student applies Fundamental Skills I and II, knowledge and psychomotor skills to achieve further development of medical safety (asepsis) and the infection chain in meeting the needs of the client. Skills practiced include, but are not limited to, meeting oxygenation, elimination (genitourinary), and asepsis needs. Instruction includes therapeutic communication skills and care of the client during the perioperative period. Fundamental Skills II skills and medication administration knowledge is further developed and applied. Skills in laboratory and clinical sites will be utilized to provide practice time and reinforcement for all tasks and procedures of the course. Students will review the latest rules and regulations of the Indiana Board of Nursing as they pertain to the role of the practical nurse. An introduction to management, leadership, current issues affecting the delivery of nursing care, communication with health care teams, and career enhancement are presented to the student.

### **Correction to Course Description for MSS 1401 Basic Therapeutic Massage I on page 66**

**MSS 1401 Basic Therapeutic Massage I** (4 quarter credit hours)

In this course students will learn the five standard Swedish massage strokes and their variations. Through demonstration and practice, the students are able to perform a full-body Swedish massage in 1 hour. The course covers the theoretical principles including scientific study of professional touch. Students are instructed in the scope of practice, creating professional boundaries, the therapeutic relationship, approaches to care, proper draping methods, personal and client hygiene, obtaining a medical history, proper body mechanics, and basic exercises for personal care, basic first aid, and OSHA regulations to provide a safe and nurturing practice environment. The indications, contraindications, limitations, and physiological effects of these techniques are described.

*Prerequisites: MSS 1100*

### **Correction to Ownership Information found on page 10**

Brown Mackie College – South Bend has the following branches: Brown Mackie College – Boise, Brown Mackie College – Fort Wayne and Brown Mackie College – Tulsa. Brown Mackie College South Bend also operates a learning site at the University Park Learning Site, 7121 Grape Road, Granger, IN 46530, 574-323-2601.

### **Addition to Programmatic Accreditation Information found on page 11**

The Brown Mackie College – South Bend’s Veterinary Technology program has provisional programmatic accreditation granted by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA.)

### **Student Right to Know Statements**

Information on graduation/completion rates for first time, full time students is available through the Admissions Office. These rates are calculated according to guidelines in the Student Right-to-Know Act of 1990.

According to regulations published by the Department of Education the retention rates of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office.

According to regulations published by the Department of Education student body diversity, including the percentage of enrolled, full-time students is available through the Admissions Office.

### **Correction to President’s Scholarship Information found on page 117**

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student’s extracurricular activities and community service are also considered. The President’s Scholarship is available only to students enrolling in one of the College’s degree programs. Students awarded the scholarship must enroll at The College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

### **Correction to Consumer Information found on page 5**

This catalog is published in order to inform students and others of the College’s academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. The College cannot assure that changes will not occur which will affect this information. The College reserves the right to make changes within the term of this catalog which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in the *Bulletin to the 2009 - 2010 Academic Catalog*, which is intended as, and is to be regarded as, an integral part of this catalog. The College expects its students to read and understand the information published in this catalog and in the *Bulletin* identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement

or regulation published herein. Further, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

The College affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The College makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis, which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The College affirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or any other characteristic which lawfully cannot be the basis for the provision of such services by state, local, or federal law.

The College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans' Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the College president.

### **Notice of Brown Mackie College – South Bend Policies to Comply with the Higher Education Opportunity Act of 2008.**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and

reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

Brown Mackie College – South Bend's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Brown Mackie College – South Bend's policies prohibit use of the Brown Mackie College – South Bend computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

## **ACADEMIC RESOURCES, POLICIES, AND PROCEDURES**

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### **Credit Hour Determination and Outside Work Expectations\***

Students can expect at least 10 hours of instructional engagement for every 1 quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, *directed laboratory work under the supervision of faculty*, and other activities that would normally occur during class time with the faculty. Instructional engagement activities may occur in a face-to-face meeting on campus, or in the eClassroom.

In addition to instructional engagement, students can expect to complete 20 hours of outside work for every 1 quarter credit hour of a course. Outside work includes, but is not limited to, preparing for and completing readings and assignments; all research associated with completing assignments; working with others to complete a group project; participating in tutorials, simulations and other electronic activities that are not a part of the classroom; attending *internships*; attending *externships*; attending *practica*; attending *fieldwork*; attending *clinical experiences*; attending *other experiential opportunities, such as employer visits and field trips*; and any other activities related to *preparation for instructional engagement*.

At least an equivalent amount of work as required in the paragraphs above shall be applied for other instructional engagement activities as may be established by the institution in the future.

**\*(Between Definition of Quarter Credit Hour/Academic Year and Grading System language in this section)**

### **Residency Requirement**

Though credits may be applied to a student's degree program through transfer from institutions other than another Brown Mackie Colleges and through other means, the total number of these credits cannot exceed 75 percent of the credits in the student's degree program. In addition, the student must complete the final 25 percent of a degree program's credits or 50 percent of a degree program's technical concentration credits in-residence at any Brown Mackie College, whichever is the greater benefit to the student.

The residency requirement for a non-degree (diploma or certificate) program is that the student must complete the final 50 percent of the program's credit in-residence at any Brown Mackie College, and this may be subject to program accreditor's restrictions. Questions regarding the specifics of accredited program's limitations on residency should be referred to the program administrator or department chairperson.

Brown Mackie is proud to be a Military Friendly college and may exempt those attending on Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

**Occupational Therapy Assistant Program**  
 Course Sequence with Prerequisites (Effective July 6, 2010)

<b>Course #</b>	<b>Credit Hours</b>	<b>Course Name</b>	<b>Prerequisites</b>
CF 1100	4	Professional Development	None
MC 1150	4	Introduction to Microcomputer Applications	None
EN 1101	4	Composition I	EN 0955 or placement through initial assessment
EN 1102	4	Composition II	EN 1101
EN 2000	4	Introduction to Literature	EN 1101
CM 1200	4	Effective Public Speaking	None
MT 1800	4	College Algebra	MT 0955 or placement through initial assessment
PS 1200	4	Principles of Psychology	None
SO 1200	4	Principles of Sociology	None
BI 1361	4	Anatomy and Physiology	None
ME 1110	4	Medical Terminology	None
OT 1010	4	Introduction to Occupational Therapy	Departmental approval
OT 1115	4	Therapeutic Media	OT 1010
OT 1215	4	Functional Anatomy I	OT 1115
OT 1315	4	Functional Anatomy II	OT 1215
OT 2110	3	Intervention in Mental Health	OT 1315
OT 2115	1	Level I Fieldwork	OT 2110
OT 2200	4	Intervention in Pediatrics and Adolescents	OT 2115
OT 2350	4	Intervention in Physical Rehabilitation	OT 2200
OT 2360	4	Intervention in Neurological Rehabilitation	OT 2200
OT 2470	4	Intervention in Geriatrics	OT 2350 and OT 2360
OT 2990A	5	Level II Fieldwork	Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B
OT 2990B	5	Level II Fieldwork	OT 2990A
OT 2991A	5	Level III Fieldwork	OT 2990A & OT 2990B
OT 2991B	5	Level III Fieldwork	OT 2991A

OT 2990A, OT 2990B, OT 2991A & OT 2991B must be completed within 18 months of all other program coursework.

## Associate of Applied Science: *OCCUPATIONAL THERAPY ASSISTANT*

The Occupational Therapy Assistant associate’s degree program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination for Occupational Therapy Assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory and clinical experiences, is supplemented with general education to enhance the student’s versatility and effectiveness in the occupational therapy profession.\*\*

<b>Concentration</b>		<b>76 Quarter Credit Hours</b>
BI 1361	Anatomy and Physiology .....	4
CF 1100	Professional Development .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
ME 1110	Medical Terminology .....	4
MT 1800	College Algebra .....	4
OT 1010	Introduction to Occupational Therapy .....	4
OT 1115	Therapeutic Media .....	4
OT 1215	Functional Anatomy I .....	4
OT 1315	Functional Anatomy II .....	4
OT 2110	Intervention in Mental Health .....	3
OT 2115	Level I Fieldwork .....	1
OT 2200	Intervention in Pediatrics and Adolescents .....	4
OT 2350	Intervention in Physical Rehabilitation .....	4
OT 2360	Intervention in Neurological Rehabilitation .....	4
OT 2470	Intervention in Geriatrics .....	4
OT 2990A	Level II Fieldwork .....	5
OT 2990B	Level II Fieldwork .....	5
OT 2991A	Level II Fieldwork .....	5
OT 2991B	Level II Fieldwork .....	5
<b>Core Curriculum</b>		<b>24 Quarter Credit Hours</b>
CM 1200	Effective Public Speaking* .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II* .....	4
EN 2000	Introduction to Literature* .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>		<b>100</b>

\* Indicates a general education course

\*\* The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.

## **ADDITIONAL COURSE DESCRIPTIONS:**

### **OT 2110 Intervention in Mental Health** (3 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of psychosocial disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course covers the affective and personality disorders, as seen by the occupational therapy practitioner. Students are expected to identify and describe the course and progression of psychiatric conditions throughout the lifespan. Laboratory assignments require the student to demonstrate concepts and techniques used in interventions. Students will demonstrate role appropriate collaboration with the occupational therapist in providing services from assessment to discharge.

*Prerequisites: OT 1315*

### **OT 2115 Level I Fieldwork** (1 quarter credit hours)

This course is the student's first formal exposure to the clinic. Students are assigned to a local occupational therapy service or clinic to observe for 30 hours. The student is expected to observe and record information on treatment sessions with patients. The student is encouraged to ask questions and should converse frequently with the clinical instructor regarding treatment. This fieldwork must be completed during the day from approximately 8:00 a.m. to 5:00 p.m. during one week, or as required by the cooperating facility.

*Prerequisites: OT 2110*

### **OT 2200 Intervention in Pediatric and Adolescents** (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of pediatric and adolescent disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. Disabilities commonly associated with childhood and techniques used for remediation are the focus. The course will focus on the disabilities that impair function in this population and introduce the student to occupational therapy as practiced with children and adolescents.

*Prerequisites: OT 2115*

### **OT 2350 Intervention in Physical Rehabilitation** (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course is designed to provide the clinical knowledge and skills required to provide intervention to a variety of physical dysfunctions for diseases and disorders of the physical body systems. The principles of promoting health and independence throughout the lifespan by way of adaptation and emphasize the basic skills in the management of physical needs of the individual are also included. Students will determine adaptations in the areas of basic activities of daily living, instrumental activities of daily living, adaptive equipment, and splinting for hand injuries, in collaboration with an occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of services under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions.

*Prerequisites: OT 2200*

### **OT 2360 Intervention in Neurological Rehabilitation** (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions in simulated experiences.

*Prerequisites: OT 2200*

**OT 2470 Intervention in Geriatrics** (4 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included.

*Prerequisites:* OT 2350, OT 2360

**OT 2990A Level II Fieldwork** (5 quarter credit hours)

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2990A and OT 2990B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2990A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2990B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.

*Prerequisites:* Completion of all program coursework except OT 2990B, OT 2991A, OT 2991B

**OT 2990B Level II Fieldwork** (5 quarter credit hours)

OT 2990B is a continuation of OT 2990A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2990B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT 2990B.

*Prerequisites:* Completion of OT 2990A.

**OT 2991A Level III Fieldwork** (5 quarter credit hours)

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2991A and OT 2991B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2991A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2991B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.

*Prerequisites:* OT 2990A and OT 2990B

### **OT 2991B Level III Fieldwork (5 quarter credit hours)**

OT 2991B is a continuation of OT 2991A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end of OT 2991B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT 2991B.

*Prerequisites: OT 2991A*

**Changes to Tuition Refund Policy (page 114-115 of 2009-2010 Academic Catalog) effect April 4, 2011.**

## **TUITION, FEES, AND REFUND POLICY**

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Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition and fee charges. The College, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

### **Tuition and Fees**

A listing of the College's tuition and fees is published in the *Bulletin* identified as part of this catalog.

### **Refund Policy**

The College is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

#### *Return of Federal Title IV Aid*

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Loan, Federal Subsidized Loan, PLUS Loan, Pell Grant, ACG, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned

include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

### *Adjustment of Charges*

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the percentage of the term completed in which the student withdraws:

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all tuition paid in advance shall be refunded.

Any student who begins classes and then withdraws, or is terminated by the institution, prior to the end of any quarter will be refunded tuition and fees on the following basis. If the last date of attendance is:

- During the first 5% of the quarter, a refund of 95% of the quarter's tuition, and fees;
- More than 5% of the quarter up to 10% of the quarter, a refund of 90% of the quarter's tuition, and fees;
- More than 10% of the quarter up to 20% of the quarter, a refund of 80% of the quarter's tuition, and fees;
- More than 20% of the quarter up to 25% of the quarter, a refund of 75% of the quarter's tuition, and fees;
- More than 25% of the quarter up to 30% of the quarter, a refund of 70% of the quarter's tuition, and fees;
- More than 30% of the quarter up to 40% of the quarter, a refund of 60% of the quarter's tuition, and fees;
- More than 40% of the quarter up to 50% of the quarter, a refund of 50% of the quarter's tuition, and fees;
- More than 50% of the quarter up to 60% of the quarter, a refund of 40% of the quarter's tuition, and fees;
- More than 60% of the quarter or thereafter, 100% tuition obligation, no refund available with all fees retained.

The student's last date of attendance (LDA) is used to determine the refund due. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Financial Aid Office for advising and information concerning loan repayment.

If kits, components of the kit, books, or supplies are returned to the College store in re-saleable condition within 21 days of withdrawal, a credit will be given.

Examples of the calculations for this policy are available in the Student Accounting Office.

### **Cancellation of Enrollment**

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within 6 days (until midnight of the sixth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant.