

**Correction to Back Cover:**

The correct phone number for National Online is 1-866-847-6152.

**PROGRAM PAGES****Accounting Certificate (pg. 5)**

Delete and replace with the new program page provided at the end of this addendum section.

**Accounting Diploma (pg. 5)**

Enrollments and re-enter students will no longer be accepted into this program as of October 6, 2015.

**Accounting Associate's Degree (pg. 5)**

Delete and replace with the new program page provided at the end of this addendum section.

**Accounting Bachelor's Degree (pg. 6)**

Enrollments and re-enter students will no longer be accepted into the state catalog versions of this program as of October 6, 2015. This program will be offered exclusively through the AcceleratED Learning Options catalog.

**Public Accounting Bachelor's Degree (pg. 7)**

Enrollments and re-enter students will no longer be accepted into this program as of October 6, 2015.

**Business Management Associate's Degree (pg. 8)**

This program is now available with the Flex Choice learning option. Add a "+" sign to the Associate's Degree heading:

ASSOCIATE'S DEGREE +

Add a "+" sign to the General Education Courses heading:

GENERAL EDUCATION COURSES +

Add the following note beneath Total Degree Credits:

**+Flex Choice self-paced competency course option(s) available, see page 39 for details.**

**Human Resources and Organizational Leadership Associate's Degree (pg. 9)**

At the certificate level, add a "+" symbol behind CGS 1240 and E242:

CGS 1240 Computer Applications and Business Systems Concepts + 3  
E242 Career Development + 2

Add the following to the note section below Total Certificate Credits:

**+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

Delete and replace the associate level "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

**LOWER DIVISION**

**Communication (Select 1 course) + 4**

**Humanities (Select 2 courses) + 8**

**Math/Natural Sciences (Select 2 courses, one must be a Math course, Algebra recommended) + 8**

**Social Sciences (Select one pairing) 8**

ECO 1000 Principles of Economics

Select 1 Social Sciences elective (+) other than

Macroeconomics or Microeconomics

**OR**

ECO 2013 Macroeconomics +

ECO 2023 Microeconomics +

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

**Marketing Associate's Degree (pg. 10)**

At the certificate level, add a "+" symbol behind CGS 1240 and E242:

CGS 1240 Computer Applications and Business Systems Concepts + 3  
E242 Career Development + 2

Add the following to the note section below Total Certificate Credits:

**+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

Delete and replace the associate level "General Education Courses" curriculum with the following:

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## GENERAL EDUCATION COURSES

### LOWER DIVISION

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 2 courses, one must be a Math course, Algebra recommended) +</b>	<b>8</b>
<b>Social Sciences (Select one pairing)</b>	<b>8</b>
ECO 1000 Principles of Economics	
Select 1 Social Sciences elective (+) other than Macroeconomics or Microeconomics	
OR	
ECO 2013 Macroeconomics +	
ECO 2023 Microeconomics +	

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Graphic Design Bachelor's Degree – Animation and Motion Graphics (pg.12)

Delete and replace the "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

### UPPER DIVISION

<b>Communication (Required course)</b>	<b>4</b>
MMC 3407 Visual Communication in the Media +	
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Graphic Design Bachelor's Degree – Web and Interactive Design (pg.14)

Delete and replace the "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

### UPPER DIVISION

<b>Communication (Required course)</b>	<b>4</b>
MMC 3407 Visual Communication in the Media +	
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Early Childhood Education Certificate (pg. 15)

Add the following information to the notes beneath Total Degree Credits:

The Early Childhood Education Certificate and Associate's Degree programs contain coursework aligned with the requirements for the Gateways Credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Other eligibility requirements apply, please verify your eligibility against all Gateways Credentials requirements.

### Early Childhood Education Associate's Degree (pg. 16)

Enrollments and re-enter students are longer be accepted into the English Language Learner Specialization.

Add the following information to the notes beneath Total Degree Credits:

The Early Childhood Education Certificate and Associate's Degree programs contain coursework aligned with the requirements for the Gateways Credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Other eligibility requirements apply, please verify your eligibility against all Gateways Credentials requirements.

### Medical Assisting Diploma (pg. 17)

Delete and replace the accreditation statement with the following:

The Medical Assisting Diploma program at the Overland Park and Topeka campuses in Kansas; the Aurora/Naperville, Mokena/ Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/ Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo, Mankato, and St. Cloud campuses in Minnesota is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043, 703-917-9503

### Medical Assisting Diploma (pg. 17)

Delete the last note regarding professional certifications and replace with the following:

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Graduates of the Medical Assisting Diploma program offered at campuses listed in the ABHES accreditation statement on the Medical Assisting Diploma program page meet the educational requirements to sit for the Certified Medical Assistant (CMA) certification through the Certifying Board of the American Association of Medical Assistants (AAMA). Graduates of the Medical Assisting Diploma meet the educational requirements to sit for the Registered Medical Assistant (RMA) certification awarded by the American Medical Technologists (AMT). The Medical Assisting Diploma is not intended to prepare graduates for any other professional certifications; students interested in other certifications are responsible for independently verifying their own eligibility against the appropriate standards.

### Health Sciences Associate's Degree (pg. 19)

Add the following note:

The Health Sciences Associate's Degree – Medical Assisting Specialization is not intended to prepare graduates for any professional certification, including but not limited to the following: Certified Medical Assistant (CMA) certification through the Certifying Board of the American Association of Medical Assistants (AAMA); Registered Medical Assistant (RMA) certification awarded by the American Medical Technologists (AMT); Certified Clinical Medical Assistant (CCMA) certification from the National Healthcareer Association (NHA); or the National Certified Medical Assistant (NCMA) certification offered through the National Center for Competency Testing (NCCT).

### Medical Billing and Coding Certificate (pg. 20)

Effective October 15, 2015, delete and replace with the new program page provided at the end of this addendum section.

### Medical Billing and Coding Diploma (pg. 20)

Enrollments and re-enter students will no longer be accepted into this program as of October 6, 2015.

### Health Information Technician Associate's Degree (pg. 21)

Effective October 15, 2015, delete and replace with the new program page provided at the end of this addendum section.

### Surgical Technologist Associate's Degree (pg. 24)

Delete and replace the "General Education Courses" curriculum with the following:

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>

**Math/Natural Sciences (\*Required, select 1 additional course) +** **8**

\*PHA 1500 Structure and Function of the Human Body

**Social Sciences (\*Required, select 1 additional course)** **8**

\*PSY 1012 General Psychology +

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Law Enforcement Associate's Degree (pg. 27)

Delete and replace the "General Education Courses" curriculum with the following:

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

**English Composition (Required course)** **4**

ENC 1101 English Composition

**Communication (Select 1 course) +** **4**

**Humanities (\*Required, Select 2 additional courses) +** **12**

\*PHI 1520 Ethics Around the Globe

**Math/Natural Sciences (Select 2 courses) +** **8**

**Social Sciences (Required courses)** **8**

PSY 1012 General Psychology +

SYG 1000 Introduction to Sociology +

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Practical Nursing Diploma (pg. 30)

Add the following statement:

The Practical Nursing Diploma program at the Rasmussen College – Land O'Lakes/East Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

### Professional Nursing Associate's Degree (pg. 31)

Delete the Major and Core Courses section and replace with the following:

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

NUR 1172 Nutritional Principles in Nursing **4**

NUR 2092 Health Assessment **4**

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NUR 2058 Dimensions of Nursing Practice	4
NUR 2115 Fundamentals of Professional Nursing	6
NUR 2407 Pharmacology	6
NUR 2349 Professional Nursing I	6
NUR 2488 Mental Health Nursing	4
NUR 2571 Professional Nursing II	6
NUR 2633 Maternal Child Health Nursing	4
NUR 2790 Professional Nursing III	6
NUR 2868 Role, Scope, Quality, and Leadership in Professional Nursing	4
NUR 2944 Professional Nursing Capstone	2

Add the following to the notes section:

The Associate's Degree in Nursing program at the Rasmussen College – New Port Richey/West Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Green Bay is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Wausau is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

### **Bachelor of Science in Nursing (RN to BSN) (pg. 32)**

The course "NUR 3177 Health Assessment" has been renamed "NUR 3177 Comprehensive Health Assessment." Replace this course in the curriculum as follows:

NUR 3177 Comprehensive Health Assessment	4
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### **Bachelor of Science in Nursing (p.32)**

Add the program pages found at the end of this addendum for the Second Degree Accelerated BSN (A-BSN) and Standard Entrance Accelerated BSN (A-BSN) entry options.

### **Information Technology Management Associate's Degree – General Specialization (pg. 33)**

Enrollments and re-enter students will no longer be accepted into the General Specialization of this program as of February 11, 2015.

### **Information Technology Management Bachelor's Degree – General Specialization (pg. 34)**

Enrollments and re-enter students will no longer be accepted into the General Specialization of this program as of February 11, 2015.

### **Information Technology Management Bachelor's Degree (pg. 34)**

Delete and replace the "General Education Courses" curriculum with the following:

#### GENERAL EDUCATION COURSES

##### **UPPER DIVISION**

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### **Information Security Bachelor's Degree (pg. 35)**

Delete and replace the "General Education Courses" curriculum with the following:

#### GENERAL EDUCATION COURSES

##### **UPPER DIVISION**

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### **Software Application Development Associate's Degree (pg. 36)**

At the certificate level, add a "+" symbol behind E242:

E242 Career Development +	2
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Add the following to the note section below Total Certificate Credits:

**+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

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Delete and replace the associate level "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

### LOWER DIVISION

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (*Required, select 1 additional course) +</b>	<b>8</b>
*ENC 1121 English Composition 2	
<b>Humanities (*Required, select 2 additional courses) +</b>	<b>12</b>
*PHI 2103 Introduction to Critical Thinking	
<b>Math/Natural Sciences (*Required, select 1 additional course) +</b>	<b>8</b>
*MAD 2112 Introduction to Discrete Mathematics	
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

### Web Programming Associate's Degree (pg. 37)

Delete and replace the diploma level "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

### LOWER DIVISION

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (Required course)</b>	<b>4</b>
COM 1388 Communicating in Your Profession	
<b>Humanities (Required course)</b>	<b>4</b>
PHI 1520 Ethics Around the Globe	
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>

At the diploma level, add a "+" symbol behind CGS 1240, E242, and MNA 1161:

CGS 1240 Computer Applications and Business Systems Concepts +	3
E242 Career Development +	2
MNA 1161 Customer Service +	4

Add the following to the note section below Total Diploma Credits:

**+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice**

**Option: Self-Paced Competency Course Selections chart for details.**

Delete and replace the associate level "General Education Courses" curriculum with the following:

## GENERAL EDUCATION COURSES

### LOWER DIVISION

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (Select 1 course) +</b>	<b>4</b>
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>

Add the following to the notes beneath Total Degree Credits:

**+ Flex Choice self-paced competency course option(s) available, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.**

**COURSE DESCRIPTIONS**

Delete and replace the introductory paragraph with the following:

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in the theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement skills previously acquired through lecture or outside reading.

An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory have the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship have the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course.

**Prerequisites and Corequisites (pg. 42)**

Delete and replace the entire section with the following:

In order to take a course that lists a prerequisite, the student must have previously received a passing grade in the prerequisite course. A course that lists a corequisite must be taken concurrently with the corequisite course. A course listed as a pre- or corequisite must be either previously completed with a passing grade or taken concurrently with the course listing the pre- or corequisite. Prerequisites and corequisites may be waived in unusual circumstances only with the approval of the Department Chair or Department Dean.

Replace the existing course description with the following:

**E270 Sophomore Seminar****0 credits**

This seminar course challenges students at the end of their sophomore year to reflect on concepts and skills learned in

courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the sophomore seminar as part of Diploma requirements.

**E320 Junior Seminar****0 credits**

This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments focus on general education skills that provide the basis for lifelong learning. Students must complete the Junior Seminar as part of associate's degree program requirements.

**EEC 1202 Early Childhood Education Curriculum and Instruction****40 hours, 4 credits**

This course promotes the development of young children in the academic, social, and emotional domains. It examines developmentally appropriate methods for writing and assessing behavioral objectives, lesson plans, and activity goals. Various curriculum models will be reviewed. Strategies to enhance parent and family involvement will be emphasized. Students will continue to explore the Child Development Associate Credential (CDA) standards and application requirements.

Pre- or corequisite: Foundations of Child Development

**EEC 1700 Foundations of Child Development****40 hours, 4 credits**

This course will explore characteristics of children at different ages, children's developmental needs, and the foundation of early-childhood education. Students will learn the fundamentals of developmentally appropriate practice as it relates to child development, individual needs, building self-esteem in children, and using interpersonal skills and communication within the classroom and center. Students will study the function of the family, and the cultural, social, class, and ethnic variations in the family as a social system. Students will begin to explore the Child Development Associate Credential (CDA) standards and application requirements.

Prerequisite: none

Edit the following course descriptions as indicated:

**NUR 3177 Health Assessment**

The course "NUR 3177 Health Assessment" has been renamed "NUR 3177 Comprehensive Health Assessment."

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## **PTN 2915 Pharmacy Virtual Practicum**

Delete and replace the first sentence of the course description with the following:

Students will apply the knowledge gained from the program in a virtual workplace setting.

Change the pre- and/or co-requisite statements for the following courses as indicated:

## **CGS 1820C Introduction to HTML**

Prerequisite: None

## **CJC 1245 Case Management: Strategies for Rehabilitation**

Prerequisite: Introduction to Human Services

## **CJC 2400 Counseling Clients**

Prerequisite: Introduction to Human Services

## **COP 1350C C++ Programming**

Prerequisite: Introduction to Object-Oriented Programming

## **COP 2570C Programming Data Structures**

Prerequisite: Advanced C++ Programming

## **COP 2598C Secure Programming Techniques**

Prerequisite: Microsoft C# Programming

## **COP 2810C Database Driven Programming**

Prerequisites: Foundations of Software Design, Database Fundamentals for Programmers

## **CTS 2511 Excel**

Prerequisite: None

## **HIM 1125 ICD-CM Coding**

Prerequisite: Coding Foundations

Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

## **HIM 1126C ICD-PCS Coding**

Prerequisite: Coding Foundations

Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

## **HIM 1258C Ambulatory Care Coding**

Prerequisite: Coding Foundations

Pre- or Co-requisite: Pathophysiology and Pharmacology for Health Information

## **HIM 1507 Medical Billing and Insurance**

Prerequisites: Medical Terminology; Structure and Function of the Human Body; Foundations of Medical Administration

## **HIM 2942 ICD-10 Coding Practicum**

Prerequisite: Ambulatory Care Coding; ICD-CM Coding  
Pre- or Co-requisite: ICD-PCS Coding

## **HIM 2943 Health Information Professional Practicum**

Prerequisites: Healthcare Data Management and Statistics; Healthcare Information Technologies

## **HIM 2652 Healthcare Information Technologies**

Prerequisite: Introduction to Health Information Management

## **HIM 4115 Applied Research in Health Information Management**

Prerequisite: Healthcare Statistics and Reporting

## **HUS 2937 Internship for Human Services**

Prerequisite: Students must be in their last or second-to-last quarter

## **MLT 2775 Clinical Practicum**

Prerequisite: Approval by MLT Program Coordinator; completion of all coursework required by clinical affiliate and MLT Program Coordinator  
Corequisite: Medical Laboratory Technician Capstone

## **MLT 2864 Medical Laboratory Technician Capstone**

Corequisite: Clinical Practicum

## **NUR 1172 Nutritional Principles in Nursing**

*Practical Nursing Diploma:* Admission to Practical Nursing program

*Professional Nursing and A-BSN entrance option:*

Prerequisite: Human Anatomy and Physiology I.

Pre- or co-requisite: Human Anatomy and Physiology II

## **NUR 2115 Fundamentals of Professional Nursing**

Prerequisites: Dimensions of Nursing Practice; Health Assessment

Pre or Co-requisites: Nutritional Principles in Nursing; Pharmacology

## **NUR 2349 Professional Nursing I**

Prerequisite: Fundamentals of Professional Nursing; Pharmacology

## **NUR 2488 Mental Health Nursing**

Prerequisites: Fundamentals of Professional Nursing; General Psychology; Pharmacology

## **NUR 2633 Maternal Child Health Nursing**

Prerequisites: Mental Health Nursing; Human Growth and Development

Pre- or corequisite: Professional Nursing II

**NUR 2790 Professional Nursing III**

Prerequisites: Professional Nursing II; Maternal Child Health Nursing

**NUR 2868 Role, Scope, Quality and Leadership in Professional Nursing**

Pre- or corequisite: Professional Nursing III  
Corequisite: Professional Nursing Capstone. Must be completed in student's final quarter.

**NUR 2944 Professional Nursing Capstone**

Pre- or corequisite: Professional Nursing III  
Corequisite: Role, Scope, Quality, and Leadership in Professional Nursing. Must be completed in student's final quarter.

**NUR 3205 Applied Pathophysiology**

*RN to BSN entrance option:* Prerequisite: Admission to RN to BSN entrance option  
*A-BSN entrance option:* Prerequisite: Human Anatomy and Physiology I; Human Anatomy and Physiology II

**NUR 3418 Introduction to Alternative and Complimentary Therapies**

*RN to BSN entrance option:* Prerequisite: Admission to RN to BSN entrance option  
*A-BSN entrance option:* Prerequisite: Pharmacology

**NUR 3508 Quality and Safety in Nursing Practice**

*RN to BSN entrance option:* Prerequisite: Admission to RN to BSN entrance option  
*A-BSN entrance option:* Prerequisite: Essentials of Professional Nursing

**NUR 3655 Transcultural Nursing**

*RN to BSN entrance option:* Prerequisite: Admission to RN to BSN entrance option  
*A-BSN entrance option:* Pre- or co-requisite: Critical Analysis and Nursing Science

**NUR 3816 Dimensions of Professional Nursing**

Prerequisite: admission to Bachelor of Science in Nursing program

**NUR 4232 Integration of Evidence-Based Practice and Research in Nursing**

Prerequisite: Quality and Safety in Nursing Practice

**NUR 4870 Nursing Informatics**

Prerequisite: Quality and Safety in Nursing Practice  
Pre- or co-requisite: Integration of Evidence-Based Practice and Research in Nursing

**PLA 1203 Civil Litigation and Procedure I**

Pre- or Co-requisite: Introduction to Law and the Legal System

**STS 1005C Fundamentals of Surgical Technology**

Prerequisites: Medical Terminology; Structure and Function of the Human Body  
Pre or Co-requisite: Human Anatomy and Physiology I

**STS 1260 Surgical Pharmacology**

Prerequisites: Medical Terminology; Structure and Function of the Human Body  
Pre or Co-requisite: Fundamentals of Surgical Technology

Add the following course descriptions:**E110 Pathway to Clinical Care Seminar****0 hours, 0 credits**

This seminar course prepares students for exploring career opportunities in medical assisting and healthcare. Students will learn skills to support effective studying, test-taking, and academic success.

Prerequisite: Students must be admitted to the Health Sciences Associate's Degree program.

**HIM 1103 Coding Foundations****50 hours, 4 credits**

This course provides the foundational aspects of the health information field along with coding and billing for inpatient, outpatient, and physicians settings. The focus will be on learning to use all of the code books and the encoder software along with coding guidelines and standards to insure a student is prepared to learn how to code accurately and develop coding skills.

Pre- or Co-requisites: Medical Terminology, and Structure and Function of the Human Body

**HIM 1127 Coding Concepts for ICD-10****30 hours, 3 credits**

This course provides in-depth study of the International Classification of Diseases (ICD) 10- PCS (Procedural Coding Systems) and ICD-10-CM (Clinical Modification) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-10-PCS and ICD-10-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems.

Prerequisite: Medical Terminology

**HIM 2133 Revenue Cycle and Billing****40 hours, 4 credits**

This course will prepare the student to understand the components of the revenue cycle and their interconnectivity. Students will be introduced to common third party payers, insurance terminology, and medical billing. Plan options, payer requirements and state and federal regulations relating to the revenue cycle will be examined. They will learn skills including claim form preparation and processing, and electronic claim submission and the management of these revenue cycle



processes. The focus will be on accuracy of data collected and data processed for proper and timely payment.

Prerequisite: Medical Terminology

**HIM 2214 Pathophysiology and Pharmacology for Health Information****50 hours, 4 credits**

This course provides an exploration of human pathophysiology as well as pharmacology to prepare students for careers in health information. Students will learn concepts and terminology related to the structure, nature and causes of diseases and disorders of the human body. Additionally, students will learn about the diagnostic, preventative and therapeutic application of drugs and procedures used in treatment. Finally, the student will practice identification of key information from the health record related to the diagnosis and treatment of disease in order to support the correct management and coding of a medical record.

Pre- or Co-requisite: Structure and Function of the Human Body

**HIM 2429 Health Information Compliance****30 hours, 3 credits**

This course is the study of compliance as it relates to health information management activities. It places focus on integrating the knowledge of federal and state laws and regulations and compliance requirements to assess compliance programs usefulness in identifying organizational compliance in areas such as HIPAA, Stark Laws and Fraud and Abuse. Topics covered will be compliance programs, policy development, fraud surveillance, risk management, quality improvement, patient safety, accreditation/licensure processes, and training programs. This course will prepare students to be able to collaborate in preparing for, analyzing and adhering to compliance and regulatory requirements related to health information management within a healthcare organization.

Prerequisite: Health Information Law and Ethics

**HIM 2588 Healthcare Data Management and Statistics****50 hours, 5 credits**

This course is the study of the calculation, analysis, and management of healthcare data and statistics. It places focus on the general principles of hospital statistics, use of internal and external healthcare data, research techniques, data presentation, and data management. Topics will include basic statistical principles and calculations, applications of policies and procedures related to data, research methodologies, software and graphical tools, analysis techniques, and data governance principles. This course will prepare student to be able to apply and interpret healthcare statistics, utilize research techniques to gather and interpret healthcare data, prepare reports and graphs, analyze data for healthcare

operations, and effectively manage the standardization, storage, and use of data.

Prerequisite: Introduction to Health Information Management

**HIM 2956 Health Information Technician Capstone****20 hours, 2 credits**

A review of the content and resources of the HIT program as it relates to preparation for the national RHIT exam. Includes review, practice exam questions, timed practice exams as well as an assessment of the students achievement of the entry level competencies demonstrated through a capstone project and an assessment tool. This course is intended for the student's last quarter.

Pre- or Co-requisite: Health Information Professional Practicum

**NUR 2058 Dimensions of Nursing Practice****40 Hours, 4 Credits**

This course introduces students to key principles and concepts of professional nursing and how nursing is practiced in diverse healthcare settings with patients across the life span. Focus is on nursing's past and present, professionalism, theory and concept based nursing, evidence-based practice, legal and ethical issues, critical thinking skills and clinical judgment, the nursing process, client safety, quality and quality improvement, and fundamental QSEN Core Competencies. Interdisciplinary collaboration, communication, cultural diversity, and nursing informatics are also emphasized. The course concludes with discussion of care coordination and continuity, key issues and trends and a self-care/development plan for success during the Nursing Program.

Prerequisite: Admission to a Nursing program

**NUR 2092 Health Assessment****45 Hours, 4 credits*****NUR 2092 Lecture (35 hours, 3.5 credits)******NUR 2092L Lab (10 hours, 0.5 credits)***

This course provides students with a variety of opportunities to develop their critical thinking, clinical, communication, and interviewing skills to conduct comprehensive and focused systematic client assessments inclusive of health history, nursing diagnoses, physical examination, and psychosocial findings of clients. Focus is on the acquisition, processing, and interpretation of data collected and differentiation between normal and abnormal findings. Students use the physical, psychological, sociocultural, and spiritual information collected to analyze the health status of clients across the life span with emphasis on adults and geriatric populations.

Prerequisite: Human Anatomy and Physiology I

Pre- or co-requisite: Human Anatomy and Physiology II

**NUR 2162 Critical Analysis and Nursing Science****50 Hours, 4 Credits*****NUR 2162 Lecture (35 Hours, 3.5 Credits)******NUR 2162LL Clinical (15 Hours, 0.5 Credits)***

This course examines the balance needed between the art and science of nursing and the delivery of compassionate holistic care. Students will develop critical reasoning and analysis skills supported by evidence-based research to study core frameworks, models, theories, and concepts that influence nursing practice such as health, alterations in health, wellness, illness, holism, caring, environment, self-care, diversity, interpersonal and team relationships, transitional care, nursing process, client safety and quality, ethics, standards of practice, and evidence-based clinical decision making. The history of nursing, nurse theorists, and present day presence and image will be investigated to gain an understanding about how they have influenced the discipline and health care. Having the opportunity to integrate theory, research, and practice students will begin to appreciate nursing's unique role in responding to and meeting the physical, behavioral, and psychological needs of society, the environment, diverse populations and communities, families, and clients.

Pre or Co-requisite: English Composition

**NUR 2284 Health, Wellness and Self-Care****40 hours, 4 credits**

This course is designed to expand students' appreciation and integration of holistic nursing philosophy, theory, and practice. Highlighted are determinants of health, wellness, alterations in health, and disease/illness across the life span. Students will learn the importance of using holistic health assessments for communities, families, clients, and themselves along with nursing's role in health promotion and disease/illness prevention. Self-care and health and healing in daily living are also significant components of this course. Students will begin examining linkages between mind, body, and spirit, and how stress is a challenge to health and well-being. The course provides an opportunity for students to identify evidence-based self-care strategies and methods to respond to stress in health-producing ways, make healthy choices, adhere to and practice wellness for their own self-care, and that of communities, families, and clients.

Prerequisite: Admission to a Nursing program

**NUR 2320 Nursing Ethics and Legal Issues****40 Hours, 4 Credits**

This course provides the framework needed to critically investigate ethical and legal concepts, issues and regulations, their interconnecting relationship, and the ethical-legal-moral dilemmas that may occur in delivering safe, competent, and compassionate care in diverse healthcare settings. Legal issues and their underlying implications and ethical theories, values, and decision making processes will also be carefully examined. Selected cases reflecting problems where ethical and legal decisions

affecting nurses, nursing, clients, and the delivery of healthcare will be analyzed using legal-moral-ethical perspectives and approaches.

Pre or Co-requisite: Essentials of Professional Nursing

**NUR 2407 Pharmacology****100 Hours, 6 Credits*****NUR 2407 Lecture (30 hours, 3 credits)******NUR 2407L Lab (40 hours, 2 credits)******NUR 2407LL Clinical (30 hours, 1 credit)***

This course emphasizes the delivery and therapeutic aspects of medication administration justified by evidence based findings. Emphasis of this theory and laboratory course is on principles and demonstration of the use of critical thinking and judgment to assure safe and competent administration and delivery of medications to include current rights of medication administration, dosage calculation, major drug classifications, over the counter, and pharmacokinetics and pharmacodynamics inclusive of potential interactions with over the counter drugs, herbals, and supplements. Students will also learn techniques to coach and mentor clients and their families regarding medications and their use and understand the legal, ethical, and cultural aspects of taking medications. The course also includes the impact of technological devices and systems, economics, and regulatory forces on medication delivery as well as strategies on how to best collaborate with the health care team.

Prerequisite: Admission to a Nursing program. Human Anatomy and Physiology I; Algebra

Pre- or co-requisite: Human Anatomy and Physiology II; Introduction to Microbiology

**NUR 3294 Essentials of Professional Nursing****105 Hours, 6 Credits*****NUR 3294 Lecture (30 Hours, 3 Credits)******NUR 3294L Lab (30 Hours, 1.5 Credits)******NUR 3294LL Clinical (45 Hours, 1.5 Credits)***

This course is designed for students to integrate the values and engage in professional nursing practice as generalists (designers, coordinators, and managers of care) become productive and effective staff members in a range of healthcare facilities, and have the ability and disposition to work in a care delivery discipline. This theory, laboratory, and clinical course incorporates critical thinking and analyses, integration of inter-disciplinary theories and concepts, and the nursing process, as they are the frameworks from which evidence based nursing care is delivered. Students will understand fundamental concepts and demonstrate professional attitudes and behaviors, basic nursing, therapeutic communication, and collaborative skills providing a sound foundation for more advanced and specialized areas of later clinical study and training. The intended outcome of this course is for students to learn how to practice as ethical, holistic, safe, competent, and compassionate caregivers who understand the needs and are able to care for diverse

clients across the life span, and populations with a range of acute, chronic, transitional, and emergency conditions/situations in a variety of settings from acute to long term care.

Prerequisites: Critical Analysis and Nursing Science; Health Assessment

Pre or Co-requisite: Nutritional Principles in Nursing

**NUR 3463 Adult Health – Acute Care****150 Hours, 8 Credits*****NUR 3463 Lecture (40 Hours, 4 Credits)******NUR 3463L Lab (20 Hours, 1 Credit)******NUR 3463LL Clinical (90 Hours, 3 Credits)***

This course focuses on providing holistic nursing care to adult clients experiencing acute physiological alterations in health. This theory, laboratory, and clinical course explores the physiological and psychosocial factors that contribute to altered health states and their impact on clients and their families. Emphasis is on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills. Students will gain experience in working with adults in acute care settings including hospitals and surgical settings, as well as working with the families of acutely ill individuals. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions. Students are also expected to practice collaboratively with other healthcare team members, and plan, implement, and evaluate comprehensive plans of care which encompass principles, practices, and associated standards related to pharmacology, nutrition, pathophysiology, health and wellness, diversity, and psycho-social aspects of care. Students will also provide client and family education individualized to specific client situations.

Prerequisites: Essentials of Professional Nursing;

Pharmacology; Applied Pathophysiology

**NUR 3524 Adult Health – Chronic and Transitional Care****150 Hours, 8 Credits*****NUR 3524 Lecture (40 Hours, 4 credits)******NUR 3524L Lab (20 Hours, 1 Credit)******NUR 3524LL Clinical (90 Hours, 3 Credits)***

This course continues the exploration of providing holistic care for adult clients as they experience the trajectory of illness. In this theory, laboratory, and clinical course the focus is on chronic illness (multi-system complex health alterations) and transitional care within a framework of health promotion and disease prevention. Emphasizes on the application of the nursing process and demonstrated refinement of nurse generalist clinical skills particularly for clients who transition from and to acute to chronic care facilities or home and those at end of life and/or who require palliative care. Expectations of students will include demonstrating ethical and legally based practice using evidence-based clinical judgment/decisions.

Prerequisite: Adult Health – Acute Care

Co-requisite: Quality and Safety in Nursing Practice

**NUR 3672 - Parent Child Health****90 Hours, 5 Credits*****NUR 3672 Lecture (30 Hours, 3 Credits)******NUR 3672LL Clinical (60 Hours, 2 Credits)***

This course focuses on the knowledge, skills, and abilities needed to holistically care for clients and their families during childbearing and childrearing. This theory, laboratory, and clinical course spans pregnancy, labor and delivery, post-partum, care for the newborn and neonate as well as including the pediatric client. The course also incorporates assessment of family structure, function and dynamics, and specialized concerns of childbearing women and their families. Emphasis is on the care of children with both acute and chronic alterations in health. Students will have an opportunity to explore selected high risk situations. Attention however will be focused on normal physiology, pathophysiology, psychosocial adaptation, biological-behavioral growth, genetics, and the unique needs of reproducing families as the basis for assessment and clinical decision-making. Students will use the clinical skills and judgment gained from previous courses to care for these special populations and to preserve, promote, and restore the healthy status of the family and its members.

Prerequisite: Human Growth and Development

Pre or Co-requisite: Adult Health – Acute Care

**NUR 4005 - Dimensions of Mental and Behavioral Health****100 Hours, 6 Credits*****NUR 4005 Lecture (40 Hours, 4 Credits)******NUR 4005LL Clinical (60 Hours, 2 Credits)***

This course emphasizes the concepts and application of therapeutic communication, and therapeutic use of self within the nurse-client relationship. This theory, laboratory, and clinical course assists students in learning how to holistically care for clients across the lifespan who are experiencing mental, emotional, and behavioral health issues. Techniques and strategies are provided to support clients and their families in achieving optimal levels of wellness. Consideration is given to the legal, ethical, cultural, and spiritual influences that impact mental, emotional, and behavioral issues.

Prerequisite: Adult Health – Acute Care; General Psychology

Pre or Co-requisite: Adult Health – Chronic and Transitional Care

**NUR 4187 - Public, Family, and Community Health****100 Hours, 6 Credits*****NUR 4187 Lecture (40 Hours, 4 Credits)******NUR 4187LL Clinical (60 Hours, 2 Credits)***

This course provides an overview of concepts and theories related to public, family, and community health nursing. In this theory and clinical course, the role of the professional nurse in sustaining, restoring, and promoting health among diverse populations and communities is explored.

Topics include core functions and essentials of public health, health screening, promotion and injury prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting the health and the well-being of local and global communities are incorporated. This course provides students the opportunity to demonstrate critical thinking and collaborative communication using community and other assessment tools to improve health outcomes.

Prerequisites: Adult Health – Chronic and Transitional Care; Dimensions of Mental and Behavioral Health; General Psychology

**NUR 4201 - Leadership, Management, and Professional Development****90 Hours, 5 Credits*****NUR 4201 Lecture (30 Hours, 3 Credits)******NUR 4201LL Clinical (60 Hours, 2 Credits)***

This course explores leadership theories and concepts that impact the professional role of nursing. This theory and clinical course emphasizes holistic nursing leadership that promotes a culture of advocacy, safety, and quality through individual and team performance. Students will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include use of leadership styles, decision making, managing planned change, delegation, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.

Prerequisite: Public, Family, and Community Health; Parent Child Health; Integration of Evidence-Based Practice and Research

**NUR 4392 - Professional Nursing Integration****100 Hours, 4 Credits*****NUR 4392 Lecture (10 Hours, 1 Credit)******NUR 4392LL Clinical (90 Hours, 3 Credits)***

This course is designed to promote student responsibility and accountability by having them comprehensively apply the knowledge and skills they have gained in their program. This theory and clinical course (supervised practicum) focuses on critical examination, synthesis, and evaluation of professional nursing care with individual clients and families representing diverse populations and settings. Emphasis is on mastering theoretical concepts, applying research findings, strengthening skill competency, and developing clinical leadership capabilities. Also included is discussion of contemporary issues and trends in nursing, and how they are influencing the demand for and delivery of current and future health care.

Prerequisite: Must be taken in the last quarter of the Nursing Major.

Co-requisite: Leadership, Management, and Professional Development

**NUR 4455 A-BSN Capstone****60 Hours, 4 Credits*****NUR 4455 Lecture (20 Hours, 2 Credits)******NUR 4455L (40 Hours, 2 Credits)***

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from their previous nursing courses. Students will use critical thinking skills and evidence-based practice to promote client centered nursing care that encompasses quality and safety. Students will plan and implement a project consistent with the professional standards of the baccalaureate nurse essentials and QSEN competencies. The capstone promotes role transformation, critical thinking and analysis, and clinical competence at the BSN preparation level. Didactic course online with lab in residence. The laboratory portion of this course focuses on the completion of an evidence-based clinical project showcasing BSN Essentials and QSEN competencies; reflection on, analysis, and evaluation of Nurse E-Portfolio outcomes; strategies for continuing competence and lifelong learning; and, ATI Comprehensive Predictor assessment and preparation for NCLEX.

Pre or Co-requisite: Leadership, Management, and Professional Development; must be taken in the final quarter of program.

**PHT 1000 Physical Therapist Assistant Fundamentals****100 hours, 6 credits*****PHT 1000 Lecture (20 hours, 2 credits)******PHT 1000L Lab (80 hours, 4 credits)***

This course will teach the fundamentals of data collection within the physical therapist assistant's scope of practice along with an introduction to the profession and the role as a member of the healthcare team. It places focus on the professional organizations, overview of legal and ethical issues relating to the Physical Therapist Assistant, importance of interpersonal communication skills relating to the profession. There will be a special emphasis on minimizing risk through appropriate and safe patient handling, transfers and gait training.

Pre- or Co-requisites: Medical Terminology, Structure and Function of the Human Body

**PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions****60 hours, 4 credits*****PHT 1100 Lecture (20 hours, 2 credits)******PHT 1100L Lab (40 hours, 2 credits)***

This course is an introduction to the underlying principles and clinical application of evidence-based practice and basic therapeutic interventions. It places focus on developing the student's ability to obtain peer-reviewed research, performing basic appraisal of the evidence, and learning thermal, mechanical, and electrotherapeutic

interventions used to address pain, inflammation, edema, soft tissue healing, and muscle re-education. There is a hands-on lab component to this course. This course will prepare students to incorporate evidence-based practice and the proper integration of these basic interventions into physical therapy practice.

Prerequisites: Physical Therapist Assistant Fundamentals, Medical Terminology, Structure and Function of the Human Body

**PHT 1200 Principles of Musculoskeletal Physical Therapy - Lower Quarter**

**70 hours, 5 credits**

***PHT 1200 Lecture (30 hours, 3 credits)***

***PHT 1200L Lab (40 hours, 2 credits)***

This course will teach students about the presentation of lower quarter musculoskeletal disorders with a focus on therapeutic exercises in this region. Structure and function of the lower quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the lower quarter.

Prerequisites: Physical Therapist Assistant Fundamentals, Medical Terminology, Structure and Function of the Human Body

**PHT 1300 Principles of Musculoskeletal Physical Therapy - Upper Quarter**

**70 hours, 5 credits**

***PHT 1300 Lecture (30 hours, 3 credits)***

***PHT 1300L Lab (40 hours, 2 credits)***

This course will teach students about the impact of upper quarter musculoskeletal disorders on patients seeking physical therapy. Structure and function of the upper quarter musculoskeletal system will be covered. There will be a focus on selecting and implementing appropriate evidence-based therapeutic exercises as they relate to musculoskeletal physical therapy practice for the upper quarter.

Prerequisites: Physical Therapist Assistant Fundamentals, Medical Terminology, Structure and Function of the Human Body

**PHT 2000 Principles of Neuromuscular Physical Therapy**

**50 hours, 4 credits**

***PHT 2000 Lecture (30 hours, 3 credit)***

***PHT 2000L Lab (20 hours, 1 credit)***

This course is the study of common neuromuscular disorders including stroke, spinal cord injury, traumatic brain injury and Parkinson's disease. Students will study the structure and function of the human nervous system and common nervous system pathology and will learn to implement physical therapy treatment programs for this patient population. This course will prepare students to care for patients with neuromuscular disorders.

Pre- or Co-requisites: Principles of Musculoskeletal Physical Therapy - Upper Quarter

**PHT 2500 Physical Therapist Assistant Clinical I**

**220 hours, 8 credits**

***PHT 2500 Lecture (10 hours, 1 credit)***

***PHT 2500LL Clinical (210 hours, 7 credits)***

This course is designed to allow for application of fundamental material learned in the classroom in the physical therapy health care environment. Additionally, this course will include an emphasis on coursework that focuses on topics such as documentation, data collections, theory, clinical judgment and utilization of the medical record. Students will experience Physical Therapist Assistant interventions, prioritizing responsibilities in a changing environment, applying ethical and professional behaviors as well as interaction within the PT/Physical Therapist Assistant team. Upon completion of this course the student should have a full understanding of the role of the Physical Therapist Assistant and PT/Physical Therapist Assistant team in the clinical environment.

Prerequisites: Principles of Neuromuscular Physical Therapy for the Physical Therapist Assistant, Introduction to Evidence-Based Practice and Therapeutic Interventions

**PHT 2600 Physical Therapy Practice Across the Lifespan**

**50 hours, 4 credits**

***PHT 2600 Lecture (30 hours, 3 credits)***

***PHT 2600L Lab (20 hours, 1 credit)***

This course is the study of normal human development across the life span. Students will study common pediatric and geriatric conditions requiring physical therapy intervention. Topics will include study of changes in major systems related to aging, common pediatric developmental pathologies and societal implications associated with these populations. This course will prepare students to implement physical therapy programs for children and aging adults in various practice settings.

Prerequisites: Principles of Neuromuscular Physical Therapy for the Physical Therapist Assistant, Introduction to Evidence-Based Practice and Therapeutic Interventions

**PHT 2650 Physical Therapy Practice for Special Populations**

**50 hours, 4 credits**

***PHT 2650 Lecture (30 hours, 3 credits)***

***PHT 2650L Lab (20 hours, 1 credit)***

This clinical course is the study of physical therapy in special populations including patients with cardiovascular, pulmonary, and pelvic health conditions. Students will also study physical therapy treatment of wounds and amputations. Topics will include the effects of disease on organ systems and function and on the family and society. This course will prepare students to implement physical therapy programs for these patient populations.

Prerequisites: Principles of Neuromuscular Physical Therapy for the Physical Therapist Assistant, Introduction to Evidence-Based Practice and Therapeutic Interventions

**PHT 2700 Physical Therapist Assistant Clinical II**  
**370 hours, 13 credits**

***PHT 2700 Lecture (10 hours, 1 credit)***

***PHT 2700LL Clinical (360 hours, 12 credits)***

In this clinical course, the student will learn and apply advanced strategies in developing a therapeutic alliance with clients/patients. Students will determine how to utilize health information technology, making decisions about appropriate use within the clinical environment. Students will be prepared for moral reasoning, resolving conflict and effective decision making while practicing under the supervision of a physical therapist. Upon completion of this course, the student will be prepared for entry level practice as a Physical Therapist Assistant.

Prerequisites: All core courses and Physical Therapist Assistant Clinical I

Co-requisite: Physical Therapist Assistant Capstone

**PHT 2800 Physical Therapist Assistant Capstone**  
**20 hours, 2 credits**

This course is a synthesis of material from all courses. Students will complete a portfolio demonstrating proficiency in transferable skills. Additionally students will prepare for the national Physical Therapist Assistant licensure exam.

Prerequisites: All Physical Therapist Assistant Courses

Co-requisite: Physical Therapist Assistant Clinical II

**RTE 1000 Introduction to Radiology and Patient Care**  
**80 Hours, 5 Credits**

***RTE 1000 Lecture (20 hours, 2 credits)***

***RTE 1000L Lab (60 hours, 3 credits)***

This course provides an overview of radiology and the role in the health care system. Principles, practices and policies of health care organizations are explored. The legal, ethical and professional standards related to radiology are examined. This course will include the basics of patient care skills in the radiology department.

Prerequisite: None

**RTE 1100 Radiology Physics**  
**70 Hours, 5 Credits**

***RTE 1100 Lecture (30 hours, 3 credits)***

***RTE 1100L Lab (40 hours, 2 credits)***

This course is the study of radiographic physics. It places focus on the process in which the x-ray circuit creates electrons and the interactions that occur inside and outside the x-ray tube. Topics covered will be the x-ray circuit, x-ray production and photon interactions with matter. This course will prepare students for operation of the x-ray control panel and x-ray tube.

Prerequisite: Introduction to Radiology and Patient Care; Algebra

**RTE 1200 Advanced Modalities in Radiology**  
**30 Hours, 3 Credits**

This course provides a working knowledge into the different modalities available to the Radiology Technologist. The student will be introduced to the application of the different modalities, method by which the image is acquired, and recognize the different images for the specific modalities.

Prerequisite: Introduction to Radiology and Patient Care

**RTE 2000 Radiographic Equipment and Acquisition**  
**40 Hours, 3 Credits**

This course is the study of factors that influence radiographic images and the equipment that produces the images. It places focus on the correct selection of factors and operation of equipment to produce a quality image. Topics covered will be control panels and automatic exposure control devices. Photographic and geometric factors that influence images. Film, computed radiography and direct radiography equipment and processing. This course will prepare students for operation of all radiographic equipment and the selection of appropriate factors.

Prerequisite: Introduction to Radiology and Patient Care, Radiology Physics

**RTE 2100 Radiographic Evaluation, Disease, and Quality Control**  
**30 Hours, 3 Credits**

This course is the study of the analyzation of radiographic images, and the quality control for radiographic equipment. It places focus on the critical thinking skills required to analyze healthy and diseased images and make the appropriate adjustments as necessary. Topics covered will be image criteria, diseases, and quality control equipment tests. This course will prepare students for critiquing images, identifying diseases, and quality control testing.

Prerequisite: Structure and Function of the Human Body, Introduction to Radiology and Patient Care, Radiographic Equipment and Acquisition

**RTE 2200 Radiobiology and Radiation Protection**  
**50 Hours, 4 Credits**

This course is the study of the effects of radiation on the human body and how to minimize exposure through radiation protection. It will focus on implementing the ALARA principal in order to safely use diagnostic radiation in the medical field. It will cover short and long term effects of radiation and protection measures used in a clinical setting. This course will prepare students to go to externship with a solid foundation of ionizing radiation interactions with biologic systems.

Prerequisite: Introduction to Radiology and Patient Care

**RTE 2300 Radiographic Positioning and Anatomy I**  
**110 Hours, 5 Credits**

**RTE 2300 Lecture (10 hours, 1 credit)****RTE 2300L Lab (40 hours, 2 credits)****RTE 2300LL Clinical (60 hours, 2 credits)**

This course is the introduction course to radiography positioning and associated anatomy of the chest, bony thorax, upper extremities, and abdomen. It places focus on the foundations of diagnostically sound radiograph positioning. Topics covered will be standard routine projections for chest, bony thorax, upper extremities, and the abdomen, medical and positional terminology associated with proper positioning, and complete image analysis. This course introduces the students to becoming a real world radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisites: Structure and Function of the Human Body; Radiology Physics; Introduction to Radiology and Patient Care

**RTE 2400 Radiographic Positioning and Anatomy II****110 Hours, 5 Credits****RTE 2400 Lecture (10 hours, 1 credit)****RTE 2400L Lab (40 hours, 2 credits)****RTE 2400LL Clinical (60 hours, 2 credits)**

This course is the study of proper radiographic positioning of the lower extremities, pelvic girdle, and spine. It places focus on maintaining the level of knowledge and professionalism developed within Radiographic Positioning and Anatomy I and continues to expand the student's knowledge, skills, and abilities within radiography. Topics covered are the standard routine projections for the lower extremities, pelvic girdle, and spine as well as associated image analysis. This course gives the student an expanded preparation in becoming a radiographer. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy I

**RTE 2500 Radiographic Positioning and Anatomy III****110 Hours, 5 Credits****RTE 2500 Lecture (10 hours, 1 credit)****RTE 2500L Lab (40 hours, 2 credits)****RTE 2500LL Clinical (60 hours, 2 credits)**

This course is the study of proper radiographic positioning of the skull, fluoroscopy, and special procedures. It places focus on trauma protocols, special procedures as well as critical thinking scenarios. Topics covered are proper C-arm use, fluoroscopic procedures, and possible pharmaceutical reactions that may occur in radiology. This course will prepare the students for knowledge needed to fully prepare the student to perform at all levels of the clinical rotations. During this course, students will complete a clinical experience to demonstrate knowledge and skills.

Prerequisite: Radiographic Positioning and Anatomy II

**RTE 2600 Radiologic Technology Practicum I****300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Positioning and Anatomy III; Radiobiology and Radiation Protection

**RTE 2700 Radiologic Technology Practicum II****300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisites: Radiographic Technology Practicum I; Successful completion of all Radiologic Technology program core courses except Radiographic Technology Practicum II, and Career Development

**RTE 2800 Radiologic Technology Practicum III****300 Hours, 10 Credits**

This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

Prerequisite: Radiographic Technology Practicum II

**RTE 2900 Radiography Technology Capstone****20 Hours, 2 Credits**

In conjunction with the Radiography Practicum, students will complete an online Radiographic Technology Capstone course. In this course, students will learn job-search techniques and skills for entry-level radiographic technologists as well as share and learn from their practicum experiences with the class. Students will also prepare to sit for the ARRT certification exam.

Prerequisite: Successful completion of all Radiologic Technology program core courses except Radiologic Technology Practicum III

### ACADEMIC INFORMATION AND COLLEGE POLICIES

#### **Admissions and Enrollment Procedures (pg. 63)**

Delete and replace the entire introductory section with the following (the introductory section ends at the heading "Rasmussen College Admissions Nondiscrimination Policy"):

#### **Admissions and Enrollment Procedures**

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven't already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at [rasmussen.edu](http://rasmussen.edu). Our staff is knowledgeable in helping you select the right major to prepare you for your desired career. Whether you are looking at a campus-based, online, or a blended learning model, our staff will assist you in planning your course schedule and connect you with our student financial services team to get you started on your journey toward earning a college degree. When you've chosen the program that best meets your needs, apply for admission by submitting or completing the following:

- Data Sheet and Enrollment Agreement
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College entrance placement exam(s)
- Non-Cognitive assessment (if applicable)
- All financial arrangements are complete, submitted, and verified
- Criminal background check, some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- Individuals applying for admission to the Health Information Management, Law Enforcement, Medical Laboratory Technician, Radiologic Technology, Physical Therapist Assistant, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- All prospective students, except as noted below, are required to complete an experiential online orientation course to remain enrolled at Rasmussen College. This required online orientation course provides students with valuable tools and knowledge necessary for success at Rasmussen College. The following students are exempt from the online orientation course:

- Graduates and Completers who return within two Rasmussen College academic start dates following their graduation date.
- Returning students who reenter within two Rasmussen College academic start dates since withdrawing from the College.
- Prior applicants who previously completed the online orientation within the two most recent Rasmussen College academic start dates.
- Academy for Urban School Leadership
- International Students seeking admission in non-Nursing programs are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL score of at least 65 for the internet-based TOEFL iBT® exam.
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School. All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.
- International Students who seek admission to Nursing programs are required to submit the following in addition to that above in order to apply for admission to programs within the Rasmussen College School of Nursing:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. secondary education standards.
  - TOEFL iBT® exam scores must meet the following requirements which reflect intermediate level skills:

Reading:	15
Listening:	15
Speaking:	18
Writing:	17



Total: 65

- Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted, except any non-refundable test fees required for the Medical Laboratory Technician, Surgical Technologist, or School of Nursing programs.

**College Acceptance or Rejection of Application for Admission (pg. 63)**

Rename this section "College Acceptance or Rejection of Enrollment"

Delete and replace the first bullet with the following:

- Completed data sheet and enrollment agreement

Delete and replace the fourth bullet with the following:

- Successful completion of a non-cognitive assessment. All prospective students, except as noted below, of Rasmussen College must successfully complete the assessment prior to three business days from the start of the term. The following students are exempt from the non-cognitive assessment requirement: students who have previously completed the assessment as part of the an entrance requirement into Rasmussen College; students accepted into Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, programs that follow the 12-Week Quarters (6-Week Terms) Academic Calendar, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, and Individual Progress and Audit students.

Students accepted into Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Medical Laboratory Technician, Nursing, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course are exempt from successfully completing the Online College Readiness Course.

Delete and replace the seventh bullet with the following:

- Individuals applying for admission to the Health Information Management, Law Enforcement, Medical Laboratory Technician, Paralegal Certificate, Physical Therapist Assistant, Radiologic Technology, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.

**Re-Enter Policy (pg. 64)**

Delete and replace the existing policy with the following:

**Reenter Policy**

A reenter is defined as any student who withdraws from all courses after the course drop period in any term and returns in a subsequent quarter. A student will not be considered for reentry in the same quarter in which he or she withdrew. Due to financial processing, a student may return no fewer than 21 calendar days after the date of withdrawal. Reentering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. They must also meet all entrance requirements as stated in the current catalog. Students will reenter into the current curriculum. Any exceptions to this need to be approved by the Department Chair. For the calculation of Satisfactory Academic Progress, reentering students are treated as continuing students and must meet progress requirements. If a student is not meeting Satisfactory Academic Progress at the time of withdrawal, and wants to switch to a different program upon return, the Program Transfer Appeal Process must be followed. Students returning in satisfactory academic standing or on Academic Warning, must have a financial balance of \$1000 or less to return. Students returning on Academic Probation, regardless of aid status, must have a zero financial balance and have paid half the tuition amount of the upcoming quarter by seven calendar days after the term/quarter start. Students in Health Sciences programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to reenter if space is available and all other re-entry requirements are met.

**Background Checks (pg. 64)**

Delete and replace the first bulleted list (regarding a general background check in all states) with the following:

- Criminal Justice
- Early Childhood Education
- Health and Wellness
- Health Information Management
- Health Information Technician
- Health Sciences Associate's with Pharmacy Technician Specialization
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician Certificate
- Radiologic Technology

Delete and replace the second bulleted list and its introductory language (regarding Minnesota) with the following:

The following programs require a general background check for admission in all states except Minnesota. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:

- Health Sciences with General Specialization
- Health Sciences with Medical Assisting Specialization
- Medical Assisting Diploma
- Medical Laboratory Technician
- Physical Therapist Assistant
- Practical Nursing
- Professional Nursing
- Radiologic Technology
- Surgical Technologist

Delete and replace the third bulleted list (regarding the Moorhead campus) with the following:

- Health Sciences Associate's with General Specialization
- Health Sciences Associate's with Medical Assisting Specialization
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing
- Surgical Technologist

Delete and replace the fifth bulleted list (regarding Florida) with the following:

- Bachelor of Science in Nursing through the Standard Entrance Accelerated Entrance Option
- Bachelor of Science in Nursing through the Second Degree Accelerated Entrance Option
- Physical Therapist Assistant
- Practical Nursing
- Professional Nursing

**Applying For Admission into the School of Nursing—  
Practical Nursing or Professional Nursing Programs (pg. 65)**

Delete and replace the entire section and its heading with the following:

**Qualifying For Admission into the School of Nursing—  
Practical Nursing Program, Professional Nursing Program,  
or Bachelor of Science in Nursing Program through the  
Standard Entrance Option or Second Degree Entrance  
Option**

Entrants pursuing admittance into a Practical Nursing Program, Professional Nursing Program, or Bachelor of Science in Nursing Program through the Standard Entrance

Accelerated BSN Option or the Second Degree Accelerated BSN Option must complete the following steps in order to be deemed eligible for admission:

1. Entrants must achieve a score on the School of Nursing Entrance Exam which is acceptable for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
2. Entrants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Enrollment Agreement and Attachments
  - Health Physical and proof of vaccinations
  - The entrant will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator. A valid certification is defined in the School of Nursing Handbook.
  - Criminal Background Screening.
  - Any additional program specific requirements as specified at the time of enrollment.
  - Accepted entrants must complete the Rasmussen experiential online orientation course and the School of Nursing Orientation.
  - Entrants with prior college credits will receive a transcript evaluation during the admissions process.

Entrants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

**Applying for Admission into the School of Nursing  
Bachelor of Science in Nursing Program, Second Degree  
Accelerated BSN (A-BSN)**

Applicants must meet the following requirements in addition to the general nursing acceptance requirements above:

- Applicants with prior college credits will receive a transcript evaluation during the admissions process based upon submission of official or unofficial transcripts or grade documents. Acceptance in the program is based upon submission of official transcripts. Official transcripts must be received by the College no later than the sixth business day of the first quarter of enrollment.
- Applicants must have a conferred Bachelor's degree from a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education (CHEA) completed prior to acceptance.
- Any additional program specific requirements as specified at the time of enrollment.

Applicants will receive a letter from the College in the mail confirming acceptance once all entrance requirements have been met.

Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

**School of Nursing and the School of Health Sciences Entrance Exam (pg. 65)**

Delete and replace the entire section with the following:

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences or School of Nursing program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring TEAS assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12 month time limit.

All applicants must meet the following composite score threshold(s):

- TEAS Score for admissions eligibility for the Bachelor of Science in Nursing program, Standard Entrance Accelerated BSN Option and Second Degree Accelerated BSN Option: 75% or higher composite score. TEAS score is not required for Bachelor of Science in Nursing, RN to BSN
- TEAS Score for admissions eligibility for Professional Nursing Associate's Degree program and Mobility Bridge Entrance Option: 65% or higher composite score

- TEAS Score for admissions eligibility for Practical Nursing Diploma or Physical Therapist Assistant programs: 55% or higher composite score

- TEAS Score for admissions eligibility for Medical Laboratory Technician, Radiologic Technology, or Surgical Technologist programs: 48.5% or higher composite score

- TEAS Score for admissions eligibility for Health Science General Specialization program: 41.3% or higher composite score

Threshold exam percentages will not be rounded.

**Applying for Admission into the Medical Assisting Diploma (pg. 65)**

Delete this entire section.

**Applying for Admission into the Medical Laboratory Technician and Surgical Technologist Programs (pg. 65)**

Delete and replace the entire section and its heading with the following:

**Applying for Admission into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist Programs**

Applicants pursuing admittance into the Medical Laboratory Technician (MLT), Radiologic Technology (RT) and Surgical Technologist (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College Entrance Placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score is above that requiring a Developmental Education course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement exam. Once applicants have met the Entrance Placement requirements above, the School of Health Sciences Entrance Exam may be scheduled.
2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.
3. Applicants successful in completing the College Entrance Placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Application
  - Background screening
  - Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake School of Health Sciences Entrance Exam.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin classes. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

**Applying for Admission into the Physical Therapist Assistant Associate's Degree Program (pg. 65)**

Add this policy immediately after "Applying for Admission into the Medical Laboratory Technician, Radiologic Technology, and Surgical Technologist Programs."

Applicants pursuing admittance into the Physical Therapist Assistant (PTA) program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

2. Applicants successful in completing the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake School of Health Sciences Entrance Exam.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Director or Clinical Education Coordinator.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin classes. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

**School of Nursing Drug Testing Policy (pg. 66)**

Add the following policy immediately before "Applying for Admission into Law Enforcement Programs"

**School of Nursing Drug Testing Policy**

Students enrolled in Rasmussen College's Practical Nursing Diploma program, Professional Nursing Associate's degree program, and Bachelor of Science in Nursing program through the Standard Entrance Accelerated BSN Entrance Option or the Second Degree Accelerated BSN Entrance Option ("Identified Programs") may be required to submit to drug testing throughout enrollment as a condition of placement at a clinical, practicum, or externship site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum, or externship partner at which the student is placed.

All costs associated with drug testing will be the sole responsibility of the entrant or student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Nursing personnel at each campus will determine a deadline for order placement based on the circumstances that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Nursing personnel may be dismissed from Rasmussen College.

Negative-clear results allow a student to meet the drug testing requirements of the Identified Programs.

Negative-dilute results will not allow a student to meet the drug testing requirements of the Identified Programs. Students with a negative-dilute result will be required to re-test at their own cost. The order for the re-test must be placed within 72-hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of the Identified Programs. While two

negative-dilute results allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in one of the Identified Programs with two negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experiences and/or may affect his/her ability to complete the Identified Program.

Prior to releasing a positive or positive-dilute result, the drug testing vendor will submit the result to a medical review officer ("MRO"). Students whose results are released for medical review will have an opportunity to present documentation or information to the MRO regarding any prescribed medication they are taking.

If the MRO is satisfied by the documentation that is presented, then the drug test will be released to Rasmussen College as a negative-clear result. If the MRO is not satisfied by the documentation that is presented, then the drug test result will be released to Rasmussen College as a positive result. If the student does not respond to the MRO's communication attempts, then the results will be released to Rasmussen College as a positive result. Rasmussen College will apply the federal standard for marijuana use, which means medicinally prescribed marijuana will not be recognized by the MRO as being a valid prescription and will result in a positive test result.

A positive or positive-dilute pre-clinical placement drug test, reasonable-suspicion drug test, or post-accident drug test result will lead to dismissal from Identified Programs. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.

A positive or positive-dilute pre-clinical placement alcohol test will not lead to automatic dismissal from the Identified Programs. Rasmussen College will attempt to find an alternate clinical placement for students in this circumstance. However, if an alternate clinical placement is not possible, it may lead to withdrawal from the program.

A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

**Applying for Admission into the Software Application Development Certificate and Associate's Programs (pg. 66)**

Delete this entire policy.

**Military Discount (pg. 68)**

Delete and replace the entire policy with the following (including new policy title):

**Military Tuition Rate and Discount Policy**

Rasmussen College recognizes the service and sacrifices of the men and women who serve and have served and supported the United States Armed Forces through a special tuition rate for active duty military personnel and tuition discount for veterans and retired military personnel, Guard and Reserve members, and eligible spouses and dependents.

In addition to this benefit, Rasmussen College also gladly accepts the GI Bill, other VA education and training benefit programs, as well as military and veteran-related scholarships. For further details on all military education benefits, please contact the Military Specialist team.

Eligibility

Students in the following categories may be eligible for a reduced tuition rate or discount. Verification of eligibility is required in order for reduced tuition rate or discount to be applied:

- Active Duty Uniformed Military (Air Force, Army, Marines, Navy, U.S. Coast Guard)
- Veteran (honorably discharged)
- Retired Military
- U.S. National Guard Member or U.S. Reserve Member
- Authorized Dependents of active duty uniformed military, retired military and veterans

Active Duty Military Tuition Rate

Students who are active duty uniformed military receive reduced tuition pricing of \$167 per credit hour. Taxes and fees, if any, are the sole responsibility of the recipient. Students who receive reduced tuition pricing are not eligible for other Rasmussen College scholarship, grant, or discount programs. Students must verify active duty military status by providing a copy of their verification letter or copy of orders from their command reflecting current status and specific date of separation.

Non-Active Duty Tuition Discount

Students who are not classified as Active Duty Military (such as retired or honorably discharged veterans, U.S. National Guard or U.S. Reserve members, or authorized dependents of active duty uniformed military, retired military, and veterans) may be eligible for a 10% reduction in per term tuition cost. Taxes and fees, if any, are the sole responsibility of the recipient. This discount typically cannot be combined with other college discount or scholarship programs. See course catalog for full details. Students must verify their discount eligibility status with one of the following documents:

- Form DD214 or other separation documentation which indicates the specific date of separation.

- Leave and Earning Statement (LES).
- Military Authorization Form which a Rasmussen College official completes when a United States Uniformed Service (USUS) identification card (DD Form 1173-1) is presented in person.
- Certificate of Eligibility
- Active Duty Orders (acceptable documentation for authorized dependents of active duty uniformed military only)

**Health Sciences Programs Grade Scale (pg. 69)**

Delete and replace the first sentence with the following:

The following grade scale applies to all upper and lower level courses with prefixes of BSC, BMS, HIM, HSC, MEA, MLT, MTS, PHT, PTN, RTE, and STS.

**Nursing Repeating Courses Policy (pg. 70)**

Add the following policy immediately before "Nursing Reenter Policy":

**Nursing Repeating Courses Policy**

The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework). However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

**Nursing Reenter Policy (pg. 70)**

Delete and replace the existing policy with the following:

**Nursing Reenter Policy**

Students who wish to reenter into a Nursing program must complete a programmatic assessment, under the direction and guidance of the School of Nursing Dean, in order to determine an appropriate level of reentry. Nursing students will have their previously completed Nursing core courses (as designated by course prefix NU, NUR, PN, PRN, HUN) assessed against the current program to determine which course(s) will be applied to the program into which they are enrolling. All previously completed general education courses will be applied as required in the program. Rasmussen College will allow the student to reenter at the appropriate level in a current program if space in the program is available and all other reentry requirements are met.

A student that fails out of a Nursing Program may only reenter at a lower level credential Nursing Program. Students that have failed out of a Nursing Program may be eligible for reentry into an alternative entry option of the original program.

Former nursing students in good standing within the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of

Nursing Entrance Exam to be deemed eligible for re-enrollment into the nursing program through a consultation with the Dean of Nursing.

**School of Health Sciences Repeating Courses Policy (p.70)**

Delete and replace the entire section with the following:

Students are required to attend the Clinical, Externship or Practicum Orientation prior to their first clinical, externship or practicum. They receive a clinical, externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The clinical, externship or practicum manual discloses that students have two attempts to complete their clinical, externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student's file. If a student is dismissed from a clinical, externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her clinical, externship or practicum. Students enrolled in the Pathway to Patient Care Seminar course will have one opportunity to attempt the course regardless of grade (SX/UX/WX) earned.

**Prerequisites (pg. 71)**

Delete this policy

**Graduation Requirements (pg. 71)**

Delete and replace the entire section with the following:

**Graduation Requirements**

Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. The following are exceptions to this rule:

- Medical Assisting Diploma: at least 50% must be completed at Rasmussen College
- Medical Laboratory Technician Associate's Degree: at least 50% must be completed at Rasmussen College
- Physical Therapist Assistant Associate's Degree: at least 50% must be completed at Rasmussen College
- Radiologic Technology Associate's Degree: at least 50% must be completed at Rasmussen College
- Surgical Technologist Associate's Degree: at least 50% must be completed at Rasmussen College
- Professional Nursing Associate's Degree: at least 45% must be completed at Rasmussen College

- Bachelor of Science in Nursing (RN to BSN): at least 25% must be completed at Rasmussen College
- Bachelor of Science in Nursing (Standard Entry A-BSN, and Second Degree A-BSN): at least 56% must be completed at Rasmussen College

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.00 or higher to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar or capstone courses designated for each program, is a graduation requirement. Students may be able to meet this requirement if they are enrolled in a program in which an electronic portfolio, which is designed to collect transferable general education skills artifacts, is included in the program capstone course. Required seminar or capstone courses are identified on the catalog pages for each program.

**Academic Overload Policy (pg. 71)**

Delete and replace the entire section with the following:

An academic or credit overload occurs when a student registers for more than 20 credits per quarter or more than 12 credits in either a 5.5-week term or six-week session. In order to qualify for an overload, the student must have completed a minimum of 30 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 3.01 (3.5 for six-week programs) to apply for an overload. Students who qualify will be eligible to take up to 24 total credits in the designated quarter. Students who desire an overload should consult with their Advisor as well as the Academic Dean of the campus in which they are enrolled.

**Class Add Policy (pg. 71)**

Delete and replace the entire policy with the following:

Students who are enrolled in courses at the beginning of a quarter may add Term/Session 1 courses through the 2nd business day of Term/Session 1 and add Term/Session 2 courses through the 5th business day of Term/Session 1, which is the close of the add period. Courses may be added through the 2nd business day of Term/Session 2 only when Term/Session 2 is the student's first Term/Session of attendance. Students may add 11-week courses through the 5th business day of the quarter, which is the close of the add period. Business days are defined as Monday through Friday, excluding any College holidays.

**Class Drop Policy (pg. 71)**

Delete and replace the entire policy with the following:

Students who are enrolled in courses at the beginning of a quarter may drop courses through the fifth business day of Term/Session 1 for both Term/Session 1 and Term/Session 2 courses, which is the close of the drop period. Courses may be dropped through the fifth business day of Term/Session 2 only when Term/Session 2 is the student's first Session of attendance. Students enrolled in 11-week courses may drop courses through the fifth business day of the quarter.

Within the two-day Term/Session 2 add period a student may be able to drop a course in Term/Session 2 when a course can be added Term/Session 2 that is the same credit value. The student will need to work with their Advisor to determine if this is an option.

When a student notifies the College of withdrawal from a class on or before the close of the drop period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.

Business days are defined as Monday through Friday, excluding any College holidays.

**Course Withdrawal Policy (pg. 71)**

Delete and replace the entire policy with the following:

Once the course drop period has passed, the course withdrawal policy is applied. From the 3rd through 15th business days for 5-1/2 and 6-week courses and the 6th through 30th business days for an 11-week course, a student will receive a withdrawal grade on their transcript for any classes from which they have been withdrawn. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period. Beginning on the 16th business day for a 5-1/2 and 6-week courses and on the 31st business day for an 11-week course, the student will receive a failing grade on their transcript for any classes from which they have been withdrawn. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the course drop period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop period.

**General Transfer Credit Policy (pg. 72)**

Delete and replace number 1 under the seventh bullet with the following:

1. Students in the Medical Assisting, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic

Technology, and Surgical Technologist programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means, with the exception of “block transfer” candidates for the Surgical Technologist and Health Science Associate’s Degree – Medical Assisting Specialization Associate’s Degree programs.

**Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 72)**

Delete and replace the first two paragraphs with the following:

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified.

**Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 72)**

Remove “WX” from the list of grades in the second paragraph after the SAP table; this sentence now reads:

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA/FD, U/UD/UN, W/WD/WF/WP, I/IN.

**Course by Course Transfer (pg. 73)**

Delete and replace the 11<sup>th</sup> bullet of the section with the following:

- Courses within the Medical Assisting, Medical Laboratory Technician, Physical Therapy Assistant, Radiographic Technology, Surgical Technologist, and programs with course prefixes of MEA, MLT, RTE, PHT, and STS cannot be fulfilled with course-by-course transfer credit based on coursework completed at other institutions. Students who have completed external coursework similar to Rasmussen courses with prefixes of MEA, MLT, RTE, PHT, and STS at an accredited institution within one year may attempt a test-out when available. An examination score of 73% or higher is required to earn credit by examination unless indicated differently in the program handbook. Any courses that include a Clinical, Externship, Internship, or Practicum component cannot be fulfilled by test-out. The MLT 1325 and MLT 1728 courses can be fulfilled by external transfer credit and have a 5 year time limit.

Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.

Delete and replace the twelfth bullet with the following:

- Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.

Add the following bullet:

- The following courses in the Radiologic Technology Associate’s program are not transferable: RTE1000 Introduction to Radiology and Patient Care, RTE 1100 Radiology Physics, RTE2300 Radiographic Positioning and Anatomy I, RTE2400 Radiographic Positioning and Anatomy II, RTE2500 Radiographic Positioning and Anatomy III, RTE2900 Radiography Technology Capstone.

**School of Health Sciences Course Transfer Policy (pg. 73)**

Add the following immediately after “General Education Block Transfer for Baccalaureate Candidates”

**School of Health Sciences Course Transfer Policy**

Courses within the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, Radiographic Technology, and Physical Therapist Assistant programs with course prefixes of MEA, MLT, RTE, PHT, and STS cannot be fulfilled with course-by-course transfer credit based on coursework completed at other institutions. Students who have completed external coursework similar to Rasmussen courses with prefixes of MEA, MLT, RTE, PHT, and STS at an accredited institution within one year may attempt a challenge exam following approval by the Department Chair. An examination score of 73% or higher is required to earn credit by examination unless indicated differently in the program handbook. Any courses that include a Clinical, Externship, Internship, or Practicum component cannot be fulfilled by test-out. The MEA 2203, MLT 1325 and MLT 1728 courses can be fulfilled by challenge exam or external transfer credit and have a 5 year time limit.

Clinical, Externship, Internship, Practicum and Reflection Courses cannot be transferred in from another institution of higher learning.

**Bachelor of Science in Nursing - Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options Eligibility and Transfer of Credit Policy (pg. 73)**

Add the following policy after the “General Education Block Transfer for Baccalaureate Candidates” policy:

**Bachelor of Science in Nursing - Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options Eligibility and Transfer of Credit Policy**

This 181-credit degree consists of 102 core Nursing credits and 79 General Education credits. Applicants of the Bachelor of Science in Nursing Standard Entrance and Second Degree Accelerated BSN (A-BSN) Entrance Options



must submit Official Transcript(s) in order to be accepted into the program. Only General Education courses can be fulfilled with transfer credit. General Education course requirements include three 5-credit lab-based science courses: Human Anatomy and Physiology I, Human Anatomy and Physiology II, and Introduction to Microbiology, which must be completed before core Nursing courses can be taken.

**Second Degree Accelerated BSN (A-BSN) Entrance Option**

A student is eligible to enroll in the Second Degree Entrance Option when a Bachelor's degree has previously been awarded. A block of 64 General Education credits will be awarded upon submission of official transcript. In addition, 15 General Education credits may be awarded based upon previous completion of the three required lab-based science courses:

- When student enrolls with all three lab-based science courses completed, a block of 64 General Education credit will be awarded, and 15 General Education credits for the three required science courses will be separately awarded, leaving 102 core Nursing credits to complete. Student will be eligible to take core Nursing courses at time of start.
- When student needs to complete one or more of the lab-based science courses, a block of 64 General Education credits will be awarded. Additional transfer credit will be awarded for each specific lab-based science course that has been completed.

Student is required to complete any unfulfilled lab-based science courses in their first and second quarters of enrollment. Upon completion of the lab-based science courses, the student will be eligible to enroll in core Nursing courses.

**Standard Accelerated BSN (A-BSN) Entrance Option**

A student is eligible to enroll in this entrance option when they have not yet attended college, have taken college courses but do not have a degree, or have an Associate's degree only.

Transfer credit is assessed on a course by course content basis based upon submission of official transcript(s). Upon completion of all General Education course requirements, the student will be eligible to enroll in core Nursing courses.

**Health Information Technician Associate's Degree – Completer Block Transfer Policy (pg. 73)**

Add the following new section after "General Education Block Transfer for Baccalaureate Candidates"

**Health Information Technician Associate's Degree – Completer Block Transfer Policy**

A block transfer of 30 credits may be allowed into the Health Information Technician Associate's Degree program if one of the following criteria is met:

1. graduated from a Rasmussen College Medical Billing and Coding Certificate or Diploma program within the past 5 years
2. completed a Medical Billing and Coding education or training program approved by The American Health Information Management Association (AHIMA) Foundation's Professional Certificate Approval Program (PCAP) which was earned within the past 5 years

Students will need to complete ICD-CM Coding and ICD-PCS Coding courses unless transferred on a course-by-course basis. When applying this policy, the transfer maximum is 67%.

**Health Science Associate's Degree – Medical Assisting Specialization Completer Block Transfer Policy (pg. 73)**

Delete and replace the entire policy with the following:

A block transfer of 41 core credits may be allowed into the Health Sciences Associate's Degree – Medical Assisting Specialization if the student graduated from a Medical Assisting diploma program earned at a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education (ACE), will be considered for college transfer. If the diploma was obtained over five years ago, the student must have work experience in the medical assisting or similar healthcare field within the last five years and be approved by the Department Chair. When applying the block transfer policy, the total transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in their program up to the credit value of the current diploma program, and the total transfer maximum is 67%.

**Transfer of Credit, Prior Learning and Waivers (pg. 74)**

Add the following section immediately before the "Medical Coding Practicum Waiver" section:

**Course Waivers**

A Rasmussen College approved course waiver requires an external learning experience to meet at least 80% of the course objectives/competencies of the Rasmussen College course being waived. Course waivers are tied to certifications, credentials and exams administered by professional organizations. Course waivers require documented evidence of assessment of student learning (e.g. certification, credential, exam or license). The student's external learning experience will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW) once the course waiver request form is signed. Course waivers will be reviewed periodically for relevance.

**School of Nursing Waivers (pg. 74)**

Delete and replace the entire section with the following:

**School of Nursing Waivers**

- Students who enroll in the Professional Nursing Associate's Degree program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may request a waiver from NUR1172 Nutritional Principles in Nursing and NUR2115 Fundamentals of Professional Nursing. The student's license status, as recorded on the state's licensing website will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a course waiver (TR) once the course waiver request form is signed. This does not apply to the Illinois Professional Nursing AAS program.
- Students who enroll in a Rasmussen Practical Nursing or Professional Nursing program, and have completed specific Medic Courses while in the military as recorded on either a Joint Services Transcript (JST) or an ACE military transcript from the American Council for Education (ACE) transcript, may request a waiver from the following courses:
  - Practical Nursing Diploma Program:
    - Air Force - Medic Course BMTCP: PRN1192 Fundamentals of Practical Nursing, PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body
    - Army - Medic Course Medic Program 68W: PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body
    - Navy and Marines - Medic Course HM0000: PRN1192 Fundamentals of Practical Nursing, PRN1086 Introduction to Practical Nursing, PRN1356 Basic Pharmacology, and PHA1500 Structure and Function of the Human Body
  - Professional Nursing Associate's Degree Program (this does not apply to the Illinois or Kansas Professional Nursing program):
    - Air Force – BMTS101N, NUTS101 and NURS201: PHA1500 Structure and Function of the Human Body, NUR2058 Dimensions of Nursing Practice, and NUR2092 Health Assessment
    - Army – The Combat Medic Program: PHA1500 Structure and Function of the Human Body, and NUR2092 Health Assessment
    - Navy – BMTS101N, NUTS101 and NURS201: PHA1500 Structure and Function of the Human Body, NUR2058 Dimensions of Nursing Practice, and NUR2092 Health Assessment

**Military Experience Equivalency Credit (pg. 74)**

Delete and replace the entire section with the following:

College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on a Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript. ACE military credits recommendations which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation.

**Grievance Policy; Grievance Procedure; Appeal Procedure (pg. 79)**

Delete and replace the entire "Grievance Policy," "Grievance Procedure," and "Appeal Procedure" policies with the following:

**Academic Appeals and Grievance Policy**

Rasmussen College broadly recognizes the rights of internal and external people or entities that have dealings with the College to present a complaint through an impartial procedure. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. All other complaints follow the Grievance Procedure.

For purposes of this policy, the following terms are defined: "complainant" is the aggrieved person or entity that has dealings with the College; "grievance" is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; "student" means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

**Academic Appeal Procedure**

The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:

1. The student must submit a written appeal to their instructor's "@rasmussen.edu" email address. Grade appeals must be submitted within five business days after grades have been posted to the student's record.

Appeals related to a program-specific academic policy must be submitted within ten business days.

- a. Please note the instructor's "@rasmussen.edu" email address can be found in the course syllabus and is different from "course mail."
  - b. The written appeal must include a detailed explanation as to why an appeal should be considered, and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
  - c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.
2. If the student is unsatisfied with the instructor's decision and desires to pursue the appeal further, a formal appeal request may be submitted to the academic or nursing dean by completing the Rasmussen College Academic Appeal Request Form.
- a. A copy of this form and contact information for the academic or nursing dean can be obtained from the student's advisor.
  - b. The form can be completed electronically or by hand and emailed or submitted in person.
  - c. The academic or nursing dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.
3. If the student is unsatisfied with the academic or nursing dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee. Such an appeal can be submitted to the Academic Appeal inbox at [student.appeals@rasmussen.edu](mailto:student.appeals@rasmussen.edu), and must include the following: a statement of appeal, all related documentation, and a completed copy of the Academic Appeal Request Form. A response will be provided to the student from the committee chairperson within 30 business days of receipt. All committee decisions are final.

#### Grievance Procedure

The following grievance procedure should be followed by the complainant:

1. The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity he/she feels caused his/her complaint.
2. If after this reasonable effort, the grievance has not been resolved to the complainant's satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.
3. If a complainant desires to further appeal a decision, a written statement must be submitted to the Vice

President of Student Affairs within 15 business days of the Campus Director's decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.

Complainants and students may also contact:

- Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: (888) 224-6684
- Illinois Board of Higher Education, 431 East Adams, Second Floor, Springfield, IL 62701; Phone: (217) 782-2551
- Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612; Phone: (785) 296-3421
- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: (651) 642-0533
- North Dakota University System, 1815 Shafer Street, Suite 202, Bismarck, ND 58501-1217; Phone: (701) 328-2960
- State of Wisconsin Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719; Phone: (608) 266-1996
- The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: (800) 621-7440 or (312) 263-0456, [www.hlcommission.org](http://www.hlcommission.org)

#### **Arbitration (Not applicable to North Dakota residents) (pg. 79)**

Delete this entire section.

#### **State Contact Information for Student Complaints (pg. 80)**

Florida: correct the zip code for the Florida Commission for Independent Education to "32399-0400."

#### **Florida and Kansas Cancellation, Termination, Refund Policy (pg. 81)**

Delete and replace the third bullet with the following:

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. All prepaid tuition is refundable.

#### **The State of Minnesota and State of Wisconsin Cancellation, Termination, Refund Policy (pg. 81)**

Delete and replace the third bullet with the following:

- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has

been charged ("Period of Instruction"), all tuition and fees paid will be refunded. All prepaid tuition is refundable.

**Cancellation, Termination, Refund Policy (Alabama Resident Students Only) (pg. 81)**

Delete and replace subpart c with the following:

c. If cancellation occurs after classes begin or after shipment of correspondence materials, a pro-rated refund will be made of all unearned prepaid tuition, fees, and charges.

**Refund Policy for Iowa Residents (pg. 82)**

Delete and replace subpart e with the following:

e. In compliance with Iowa Code 714.23, the course resources fee will be refunded for students who are residents of the state of Iowa.

**Extended Quarter Break Stop-Out Policy (pg. 82)**

Delete the existing policy and replace with the following:

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between quarters. A student with an extenuating circumstance may apply for the Extended Quarter Break Stop-Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one quarter may apply for an extended break in Term/Session 1 of the following quarter. The student must successfully complete Term/Session 2 immediately prior to the Stop-Out quarter. The student must commit to returning for Term/Session 2 of the quarter in which the Extended Quarter Break Stop-Out is requested or the student will be withdrawn from Rasmussen College. Students who are receiving Title IV funding must be scheduled to take at least six credits in Term/Session 2 of the Extended Quarter Break Stop-Out quarter. The student must meet with his or her Advisor in order to obtain a Stop-Out Request Form. The Advisor will provide the student with the necessary information to make an informed decision. Stop-Out Request Forms must be signed on or before the last business day to drop courses in the quarter for which the Extended Quarter Break Stop-Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who are approved to take an Extended Quarter Break Stop-Out are eligible to receive aid only for the Term/Session 2 courses of the quarter in which the student returns.

**Accreditation (pg. 83)**

Delete and replace the Medical Assisting Diploma ABHES accreditation statement with the following:

The Medical Assisting Diploma program at the Overland Park and Topeka campuses in Kansas; the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo, Mankato, and St. Cloud campuses in Minnesota is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314  
North Falls Church, VA 22043  
703-917-9503

**Accreditation (pg. 83)**

Add the following statements:

The Practical Nursing Diploma program at the Rasmussen College – Land O'Lakes/East Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Associate's Degree in Nursing program at the Rasmussen College – New Port Richey/West Pasco campus in Florida is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Green Bay is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

The Professional Nursing Associate's Degree program at Rasmussen College – Wausau is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000. [www.acenursing.org](http://www.acenursing.org)

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Rasmussen College – Land O' Lakes/East Pasco is seeking accreditation of a new physical therapist assistant

education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Rasmussen College – Brooklyn Park/Maple Grove is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status

is required prior to implementation of the professional phase of the program; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

**Licenses, Authorizations, Certifications, Approvals, and Registrations (pg. 84)**

Delete and replace the Minnesota Office of Higher Education statement with the following:

Rasmussen College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

### TUITION

**Tuition (pg. 85)**

Delete the entire tuition table and its notes, and replace with the Tuition Structure and notes attached to this addendum.

**Physical Therapist Assistant Associate's Degree Tuition and Fees:**

Full-time tuition is \$310 per credit. Part-time tuition is \$310 per credit. A one-time Program Administrative Fee of \$350 is charged during the first quarter of enrollment for all new and reentering students. See the attached Tuition Structure for additional fees and details that may apply.

### NEW OR MODIFIED PROGRAM PAGES

Please see the following new or modified versions of program pages as referenced above in the Program Pages section, beginning at Page 1 of this addendum.

*(the remainder of this page is intentionally blank)*

**ACCOUNTING CERTIFICATE • ASSOCIATE’S DEGREE**

**ACCOUNTING CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Accounting Clerk
- Bookkeeper

**OBJECTIVE:**

Graduates of this program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

**DEVELOPMENTAL EDUCATION COURSES**

B080 Reading and Writing Strategies	4
B087 Practical Math	4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<b>Communication (Required course)</b>	<b>4</b>
COM 1388 Communicating in Your Profession	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

ACG 1022 Financial Accounting I	4
ACG 1033 Financial Accounting II	4
ACG 2062C Computer Focused Principles	3
APA 1500 Payroll Accounting	4
CTS 2511 Excel	3
E242 Career Development +	2
GEB 1011 Introduction to Business	4
MAN 2021 Principles of Management	4
TAX 2002 Income Tax	4

**Total Certificate Credits**

General Education Credits	4
Major and Core Credits	32
<b>TOTAL CERTIFICATE CREDITS</b>	<b>36</b>

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program. See page 39 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of certificate course requirements during the quarter in which they finish the certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

*Notes for both Accounting Certificate and Accounting Associate’s Degree:*

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)

**ACCOUNTING ASSOCIATE'S DEGREE +**

Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin

**CAREER OPPORTUNITIES:**

- Accounting Clerk
- Auditing Clerk
- Bookkeeper
- Bank Teller
- Account Management Trainee

**OBJECTIVE:**

Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and the significance of diversity awareness skills in academic and workplace situations.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES +**

**LOWER DIVISION**

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (Select 1 course)</b>	<b>4</b>
<b>Math/Natural Sciences (Select 2 courses; one of which must be a Math course, Algebra recommended)</b>	<b>8</b>
<b>Humanities (Select 2 courses)</b>	<b>8</b>
<b>Social Sciences (Select one pairing)</b>	<b>8</b>
ECO 1000 Principles of Economics	
Select 1 Social Sciences Elective	
OR	
ECO 2013 Macroeconomics +	
ECO 2023 Microeconomics +	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

ACG 2680 Financial Investigation	4
ACG 2930 Accounting Capstone	2
BUL 2241 Business Law	4
FIN 1202 Financial Markets and Institutions	4
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4

**Total Associate’s Degree Credits**

General Education Credits	36
Major and Core Credits	54
<b>TOTAL DEGREE CREDITS</b>	<b>90</b>

**SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.**

+ Flex Choice self-paced competency course option(s) available, see page 39 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the associate’s degree requirements to graduate from an associate’s degree program

**MEDICAL BILLING AND CODING CERTIFICATE  
HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE**

**MEDICAL BILLING AND CODING CERTIFICATE**

**CAREER OPPORTUNITIES:**

- Medical Coder
- Medical Coder/Biller
- Medical Records Clerk
- Coding Specialist
- Claims Processor

**OBJECTIVE:**

Graduates of this Certificate program know how to code healthcare data using ICD and CPT coding principles, and understand how these skills contribute to other areas in the healthcare facility. Students know how to navigate a health record and abstract information necessary to correctly code the medical information. They know medical terminology, anatomy, pathology, and the effective use of medical coding software available. Graduates value the importance of effective communication, ethical and professional behavior in the workplace, and confidentiality of patient information.

**DEVELOPMENTAL EDUCATION COURSES**

B080 Reading and Writing Strategies	4
B087 Practical Math	4

**GENERAL EDUCATION COURSES**

**LOWER DIVISION**

<b>Math/Natural Sciences (Required course)</b>	<b>4</b>
PHA 1500 Structure and Function of the Human Body	

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

E242 Career Development +	2
HSC 1531 Medical Terminology	4
HIM 1103 Coding Foundations	4
HIM 1125 ICD-CM Coding	4
HIM 1126C ICD-PCS Coding	4
HIM 1258C Ambulatory Care Coding	3
HIM 2133 Revenue Cycle and Billing	4
HIM 2214 Pathophysiology and Pharmacology for Health Information	4
HIM 2410 Health Information Law and Ethics	4
HIM 2942 ICD-10 Coding Practicum	1

**Total Certificate Credits**

General Education Credits	4
Major and Core Credits	34

**TOTAL CERTIFICATE CREDITS** **38**

+ The Flex Choice self-paced competency course option for this course is only available to students enrolled in a designated Flex Choice option program, see Flex Choice Option: Self-Paced Competency Course Selections chart for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E185 Freshman Seminar as part of certificate course requirements during the quarter in which they finish the certificate course requirements, generally it is scheduled in the same quarter as the E242 Career Development course.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

**HEALTH INFORMATION TECHNICIAN ASSOCIATE’S DEGREE +**

**Associate of Science Degree in Florida, Associate of Applied Science Degree in Kansas, Minnesota, North Dakota, and Wisconsin**

**CAREER OPPORTUNITIES:**

- Health Information Technician
- Medical Data Analyst
- Medical Coder/Biller
- Health Information Workflow Specialist
- Medical Records Coordinator
- Coding Analyst
- Electronic Health Record Specialist

**OBJECTIVE:**

Graduates of this degree program understand the healthcare system and how to communicate with the healthcare team. They know basic human anatomy, medical terminology, and pathology, as well as techniques for health information management and quality improvement. Graduates can perform medical coding and billing, analyze data, navigate an electronic health record, manage a file room, and release medical information under appropriate circumstances. Graduates value written and interpersonal communication, critical thinking and problem solving, diversity awareness skills, information and financial literacy, ethical and professional behavior in the workplace, and the confidentiality of patient information.

**IN ADDITION TO ALL CERTIFICATE COURSES**

**GENERAL EDUCATION COURSES +**

**LOWER DIVISION**

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition	
<b>Communication (Select 1 course)</b>	<b>4</b>
<b>Math/Natural Sciences (Select 1 course other than PHA 1500)</b>	<b>4</b>
<b>Humanities (Select 2 courses)</b>	<b>8</b>
<b>Social Sciences (Select 2 courses)</b>	<b>8</b>

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

HIM 2000 Introduction to Health Information Management	4
HIM 2304 Management of Health Information Services	4
HIM 2429 Health Information Compliance	3
HIM 2588 Healthcare Data Management and Statistics	5
HIM 2652 Healthcare Information Technologies	4
HIM 2943 Health Information Professional Practicum	2
HIM 2956 Health Information Technician Capstone	2

**Total Associate’s Degree Credits**

General Education Credits	32
Major and Core Credits	58

**TOTAL DEGREE CREDITS** **90**

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

+Flex Choice self-paced competency course option(s) available, see page 39 for details.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must

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## ADDENDUM to the Rasmussen College Catalog 2015-2016

Editions: Florida, Kansas, Minnesota, North Dakota, Wisconsin

June 16, 2016

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complete the E320 Junior Seminar during the quarter in which they finish the associate's degree requirements to graduate from an associate's degree program.

Developmental Education Courses do not count toward total program credits, and are not calculated in GPA. Students must demonstrate mastery of the subject matter in Developmental Education Courses through a Rasmussen College entrance placement exam, approved exemption based on previously completed coursework, or by successful completion of Developmental Education Courses.

The Health Information Technician Associate's Degree program offered at the Brooklyn Park/Maple Grove, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud campuses in Minnesota; the Aurora/Naperville and Rockford campuses in Illinois; the Green Bay campus in Wisconsin; and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

This program may require specific immunizations prior to professional practice experience.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)



**PHYSICAL THERAPIST ASSISTANT ASSOCIATE'S DEGREE****FLEX CHOICE CREDIT BY ASSESSMENT COURSES AVAILABLE**

11-Week Quarters (5.5-Week Terms)

**Associate of Science Degree in Florida, Associate of Applied Science Degree in Minnesota****CAREER OPPORTUNITIES:**

- Physical Therapist Assistant

**OBJECTIVE:**

Graduates of the Physical Therapist Assistant (PTA) Associate's program know and can apply general education concepts and clinical technical skills in order to serve as a valuable member of a healthcare team. These individuals will demonstrate evidence-based care within the scope of practice of a PTA. Graduates will understand and value the therapeutic alliance between the patient/client and therapist, critical thinking and problem solving, communication, clinical decision-making, and diversity awareness as these concepts relate to modern patient management.

**GENERAL EDUCATION COURSES****LOWER DIVISION****English Composition (Required course) 4**

\*ENC 1101 English Composition +

**Communication (Select 1 course) + 4****Humanities (Select 2 courses) + 8****Math/Natural Sciences (\*Required, select 1 additional Math course) + 8**

\*PHA 1500 Structure and Function of the Human Body

**Social Sciences (\*Required, select 1 additional course)+ 8**

\*PSY 1012 General Psychology +

**MAJOR AND CORE COURSES****LOWER DIVISION**

HSC 1531 Medical Terminology 4

PHT 1000 Physical Therapist Assistant Fundamentals 6

PHT 1100 Introduction to Evidence-Based Practice and Therapeutic Interventions 4

PHT 1200 Principles of Musculoskeletal Physical Therapy - Lower Quarter 5

PHT 1300 Principles of Musculoskeletal Physical Therapy - Upper Quarter 5

PHT 2000 Principles of Neuromuscular Physical Therapy 4

PHT 2500 Physical Therapist Assistant Clinical I 8

PHT 2600 Physical Therapy Practice Across the Lifespan 4

PHT 2650 Physical Therapy Practice for Special Populations 4

PHT 2700 Physical Therapist Assistant Clinical II 13

PHT 2800 Physical Therapist Assistant Capstone 2

**Total Associate's Degree Credits**

General Education Credits 32

Major and Core Credits 59

**TOTAL DEGREE CREDITS 91****SEE PAGE 66 FOR GENERAL EDUCATION COURSE SELECTIONS.**

+Flex Choice Credit by Assessment courses available; see page 68 for details.

**This program is only offered at the Land O' Lakes/East Pasco campus in Florida, and the Brooklyn Park/Maple Grove campus in Minnesota.**

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Rasmussen College – Land O' Lakes/East Pasco is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Rasmussen College – Brooklyn Park/Maple Grove is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional phase of the program; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

The Physical Therapist Assistant Associate's Degree program meets the educational requirement to apply for licensure as a Physical Therapist Assistant in Florida and Minnesota. Other eligibility requirements may apply, please verify your eligibility against board of physical therapy rules. This program may not meet the educational requirements for licensure as a Physical Therapist Assistant in states not listed above.

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In addition to meeting all other admissions requirements and attending a programmatic orientation: Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

This program may require specific immunizations prior to professional practice experience.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)

## RADIOLOGIC TECHNOLOGY ASSOCIATE'S DEGREE

### Associate of Applied Science Degree

#### CAREER OPPORTUNITIES:

- Radiologic Technologist

#### OBJECTIVE:

Graduates of this program know basic concepts of anatomy and physiology, medical imaging, radiation production, and radiation safety. Graduates of the program will implement proper patient care techniques, operate radiographic equipment, position body parts, and follow radiation safety standards. Graduates can provide quality diagnostic medical imaging at a variety of clinical settings through the use of standard x-ray, mobile x-ray, and fluoroscopic technologies. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

#### ENTRANCE REQUIREMENTS:

In addition to all other entrance requirements, students enrolling into the Radiologic Technology Associate's Degree must achieve a 48.5% or higher composite score on the School of Health Sciences Entrance Exam, and complete a programmatic interview.

#### GENERAL EDUCATION COURSES

##### LOWER DIVISION

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition +	
<b>Communication (Select 1 course)</b>	<b>4</b>
<b>Humanities (Select 2 courses)</b>	<b>8</b>
<b>Math/Natural Sciences (Required courses)</b>	<b>8</b>
PHA 1500 Structure & Function of Human Body	
MAT 1222 Algebra +	
<b>Social Sciences (Select 2 courses)</b>	<b>8</b>

#### MAJOR AND CORE COURSES

##### LOWER DIVISION

E242 Career Development +	2
HSC 1531 Medical Terminology	4
RTE 1000 Introduction to Radiology and Patient Care	5
RTE 1100 Radiology Physics	5
RTE 1200 Advanced Modalities in Radiology	3
RTE 2000 Radiographic Equipment and Acquisition	3
RTE 2100 Radiographic Evaluation, Disease, and Quality Control	3
RTE 2200 Radiobiology and Radiation Protection	4
RTE 2300 Radiographic Positioning and Anatomy I	5
RTE 2400 Radiographic Positioning and Anatomy II	5
RTE 2500 Radiographic Positioning and Anatomy III	5
RTE 2600 Radiologic Technology Practicum I	10
RTE 2700 Radiologic Technology Practicum II	10
RTE 2800 Radiologic Technology Practicum III	10
RTE 2900 Radiography Technology Capstone	2

##### Total Associate's Degree Credits

General Education Credits	32
Major and Core Credits	76
<b>TOTAL DEGREE CREDITS</b>	<b>108</b>

#### SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

+Flex Choice Credit by Assessment courses available; see page 39 for details.

This program is only available at the Land O' Lakes/East Pasco campus in Florida, and the Lake Elmo/Woodbury campus in Minnesota.

In addition to meeting all other admissions requirements and attending a programmatic orientation: Florida campus applicants must successfully complete and pass a criminal background check and also submit to a Florida Department of Law Enforcement background check; Minnesota campus applicants to this program must successfully complete and pass only a Minnesota Department of Human Services background check.

This program may require specific immunizations prior to professional practice experience.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)

**BACHELOR OF SCIENCE IN NURSING**

Standard Entrance Accelerated BSN (A-BSN) +

**Bachelor of Science Degree**

**CAREER OPPORTUNITIES IN:**

- Hospitals
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

**OBJECTIVE:**

The principal aim of the Bachelor of Science in Nursing (BSN) program is to graduate well-prepared nurses to meet the demands of nursing in today's healthcare environments. BSN nurses are valued for their abilities to critically think, demonstrate leadership, case management, engage in health promotion, and for their ability to practice across a variety of diverse settings. The program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates will possess the six outcome abilities central to the Quality and Safety Education for Nurses (QSEN) competencies: patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. This program offers three different entrance opportunities to accommodate students of varying backgrounds: no prior college experience, a conferred bachelor's degree, or a registered nurse license. Students who complete the pre-licensure components of this program will meet the educational eligibility requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passage of the NCLEX-RN exam is one of the requirements for obtaining licensure as a registered nurse.

**STANDARD ENTRANCE A-BSN ENROLLMENT REQUIREMENTS:**

Applicants pursuing admittance into the Standard Entrance A-BSN must complete the following requirements in order to be deemed eligible for admission: (1) submit official transcript(s); (2) achieve a composite score of 75% on the School of Nursing Entrance Exam; (3) provide proof of a health physical and vaccinations; (4) hold a current certification in Basic Life Saving & Cardio Pulmonary Resuscitation with Defibrillator; (5) pass a Criminal Background Screening; (6) complete any additional requirements for admission including those stated in the Academic Information and College Policies section of the catalog.

A student is eligible to enroll in this entrance option when they have not yet attended college, have taken college courses but do not have a degree, or have an Associate's degree only.

Transfer credit is assessed on a course by course content basis based upon official transcript(s). Upon completion of all General Education course requirements, the student will be eligible to enroll in core Nursing courses.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)

**GENERAL EDUCATION +**

**LOWER DIVISION**

<b>English Composition (Required course)</b>	<b>4</b>
ENC 1101 English Composition +	
<b>Communication (Required course)</b>	<b>4</b>
SPC 2017 Oral Communication +	
<b>Humanities (*Required, select 1 additional course) +</b>	<b>8</b>
*PHI 2103 Introduction to Critical Thinking	
<b>Math/Natural Sciences (Required courses)</b>	<b>27</b>
BSC 2346 Human Anatomy and Physiology I	
BSC 2347 Human Anatomy and Physiology II	
DEP 2004 Human Growth and Development	
MAT 1222 Algebra +	
MCB 2289 Introduction to Microbiology	
PHA 1500 Structure and Function of the Human Body	
<b>Social Sciences (Required course)</b>	<b>4</b>
PSY 1012 General Psychology +	

**UPPER DIVISION**

<b>Communication (Select 1 course) +</b>	<b>4</b>
<b>Humanities (Select 2 courses) +</b>	<b>8</b>
<b>Math/Natural Sciences (*Required, select 1 additional course) +</b>	<b>8</b>
*STA 3140 Advanced Statistics and Analytics +	
<b>Social Sciences (Select 2 courses) +</b>	<b>8</b>
<b>Unrestricted General Education Elective +</b>	<b>4</b>

**MAJOR AND CORE COURSES**

**LOWER DIVISION**

NUR 1172 Nutritional Principles in Nursing	4
NUR 2092 Health Assessment	4
NUR 2162 Critical Analysis and Nursing Science	4
NUR 2284 Health, Wellness, and Self Care	4
NUR 2320 Nursing Ethics and Legal Issues	4
NUR 2407 Pharmacology	6

**UPPER DIVISION**

NUR 3205 Applied Pathophysiology	4
NUR 3294 Essentials of Professional Nursing	6
NUR 3418 Introduction to Alternative and Complementary Therapies	4
NUR 3463 Adult Health - Acute Care	8
NUR 3508 Quality and Safety in Nursing Practice	4
NUR 3524 Adult Health - Chronic and Transitional Care	8
NUR 3655 Transcultural Nursing	4
NUR 3672 Parent Child Health	5
NUR 4005 Dimensions of Mental and Behavioral Health	6
NUR 4187 Public, Family, and Community Health	6
NUR 4201 Leadership, Management, and Professional Development	5
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing	4
NUR 4392 Professional Nursing Integration	4
NUR 4455 A-BSN Capstone	4
NUR 4870 Nursing Informatics	4

**Total Bachelor's Degree Credits**

Lower Division General Education Credits	47
Upper Division General Education Credits	28
Unrestricted General Education Elective	4
Lower Division Major and Core Credits	26
Upper Division Major and Core Credits	76
<b>TOTAL DEGREE CREDITS</b>	<b>181</b>

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

+ Flex Choice self-paced competency course option(s) available, see page 39 for details.

**This program is only available in Wisconsin, and at the Land O' Lakes campus in Florida.**

The Standard Entrance A-BSN and Second Degree A-BSN meet the educational requirements to apply for licensure as a Registered Nurse (RN) in Florida and Wisconsin. Other eligibility requirements may apply, please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the bachelor's degree requirements to graduate from a bachelor's degree program.

The Nursing BS Degree at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

To graduate in this program, students must complete all required NUR coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required practicum experiences.

This program may require specific immunizations prior to professional practice experience.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.

**BACHELOR OF SCIENCE IN NURSING**

## Second Degree Accelerated BSN (A-BSN)

**Bachelor of Science Degree****CAREER OPPORTUNITIES IN:**

- Hospitals
- Clinical Practice
- Administration
- Nursing Education
- Nursing Leadership

**OBJECTIVE:**

The principal aim of the Bachelor of Science in Nursing (BSN) program is to graduate well-prepared nurses to meet the demands of nursing in today's healthcare environments. BSN nurses are valued for their abilities to critically think, demonstrate leadership, case management, engage in health promotion, and for their ability to practice across a variety of diverse settings. The program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education for Professional Nursing Practice. Graduates will possess the six outcome abilities central to the Quality and Safety Education for Nurses (QSEN) competencies: patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. This program offers three different entrance opportunities to accommodate students of varying backgrounds: no prior college experience, a conferred bachelor's degree, or a registered nurse license. Students who complete the pre-licensure components of this program will meet the educational eligibility requirements to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Passage of the NCLEX-RN exam is one of the requirements for obtaining licensure as a registered nurse.

**SECOND DEGREE A-BSN ENROLLMENT REQUIREMENTS:**

Applicants pursuing admittance into the Second Degree A-BSN must complete the following requirements in order to be deemed eligible for admission: (1) submit official transcript(s); (2) hold a conferred bachelor's degree (completed prior to acceptance) from a regionally or nationally accredited institution of higher learning as recognized by the Department of Education and the Council on Higher Education (CHEA); (3) achieve a composite score of 75% on the School of Nursing Entrance Exam; (4) provide proof of a health physical and vaccinations; (5) hold a current certification in Basic Life Saving & Cardio Pulmonary Resuscitation with Defibrillator; (6) pass a Criminal Background Screening; (7) complete any additional requirements for admission including those stated in the Academic Information and College Policies section of the catalog.

A student is eligible to enroll in the Second Degree Entrance Option when a Bachelor's degree has previously been awarded. A block of 64 General Education credits will be awarded upon submission of official transcript. In addition, 15 General Education credits may be awarded based upon previous completion of the three required lab-based science courses:

- When student enrolls with all three lab-based science courses completed with a grade of C or higher (Human Anatomy & Physiology I, Human Anatomy & Physiology II, and Introduction to Microbiology), a block of 64 General Education credit will be awarded, and 15 General Education credits for the three required science courses will be separately awarded, leaving 102 core Nursing credits to complete. Student will be eligible to take core Nursing courses at time of start.
- When student needs to complete one or more of the lab-based science courses listed above, a block of 64 General Education credits will be awarded. Additional transfer credit will be awarded for each specific lab-based science course that has been completed. Student is required to complete any unfulfilled lab-based science courses in their first and second quarters of enrollment. Upon completion of the lab-based science courses, the student will be eligible to enroll in core Nursing courses.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and attend a programmatic orientation.

**STUDENT INVESTMENT DISCLOSURE:** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [rasmussen.edu/student-investment-disclosure](http://rasmussen.edu/student-investment-disclosure)

**MAJOR AND CORE COURSES****LOWER DIVISION**

NUR 1172 Nutritional Principles in Nursing	4
NUR 2092 Health Assessment	4
NUR 2162 Critical Analysis and Nursing Science	4
NUR 2284 Health, Wellness, and Self Care	4
NUR 2320 Nursing Ethics and Legal Issues	4
NUR 2407 Pharmacology	6

**UPPER DIVISION**

NUR 3205 Applied Pathophysiology	4
NUR 3294 Essentials of Professional Nursing	6
NUR 3418 Introduction to Alternative and Complementary Therapies	4
NUR 3463 Adult Health - Acute Care	8
NUR 3508 Quality and Safety in Nursing Practice	4
NUR 3524 Adult Health - Chronic and Transitional Care	8
NUR 3655 Transcultural Nursing	4
NUR 3672 Parent Child Health	5
NUR 4005 Dimensions of Mental and Behavioral Health	6
NUR 4187 Public, Family, and Community Health	6
NUR 4201 Leadership, Management, and Professional Development	5
NUR 4232 Integration of Evidence-Based Practice and Research in Nursing	4
NUR 4392 Professional Nursing Integration	4
NUR 4455 A-BSN Capstone	4
NUR 4870 Nursing Informatics	4

**Total Bachelor's Degree Credits**

Prior Degree Block Transfer	79
Lower Division Major and Core Credits	26
Upper Division Major and Core Credits	76
<b>TOTAL DEGREE CREDITS</b>	<b>181</b>

SEE PAGE 38 FOR GENERAL EDUCATION COURSE SELECTIONS.

**This program is only available in Wisconsin, and at the Land O' Lakes campus in Florida.**

The Standard Entrance A-BSN and Second Degree A-BSN meet the educational requirements to apply for licensure as a Registered Nurse (RN) in Florida and Wisconsin. Other eligibility requirements may apply, please verify your eligibility against board of nursing rules. This program may not meet the educational requirements for licensure as a nurse in states not listed above.

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the bachelor's degree requirements to graduate from a bachelor's degree program.

The Nursing BS Degree at Rasmussen College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

To graduate in this program, students must complete all required NUR coursework with a grade of C or better, achieve all required skill competencies, and satisfactorily complete all required practicum experiences.

This program may require specific immunizations prior to professional practice experience.

	<b>Part-time (less than 12 credits per quarter)</b>	<b>Full-time (12 or more credits per quarter)</b>
<b>SCHOOL OF BUSINESS</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
• AcceleratED Standard Tuition Rate:	\$260 per credit	\$199 per credit
<ul style="list-style-type: none"> <li>▪ See the <i>Additional Exceptions to the AcceleratED Standard Tuition Rate</i> listed below.</li> </ul>		
<b>SCHOOL OF DESIGN</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
<b>SCHOOL OF EDUCATION</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>○ Exceptions to the Standard Tuition Rate               <ul style="list-style-type: none"> <li>▪ Early Childhood Education Associate’s degree for Knowledge Universe Employees</li> <li>▪ Early Childhood Education Associate’s degree for Bright Horizons Employees</li> </ul> </li> </ul>	\$199 per credit	\$167 per credit
<ul style="list-style-type: none"> <li>▪ Early Childhood Education Associate’s degree for Bright Horizons Employees</li> </ul>	\$199 per credit	\$167 per credit
• AcceleratED Standard Tuition Rate:	\$310 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>○ See the <i>Additional Exceptions to the AcceleratED Standard Tuition Rate</i> listed below.</li> </ul>		
<b>SCHOOL OF HEALTH SCIENCES</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>○ Exceptions to the Standard Tuition Rate               <ul style="list-style-type: none"> <li>▪ Health Information Technician Associate’s degree:</li> <li>▪ Medical Assisting Diploma:</li> <li>▪ Medical Billing and Coding Certificate:</li> </ul> </li> </ul>	\$260 per credit	\$199 per credit
<ul style="list-style-type: none"> <li>▪ Medical Assisting Diploma:</li> </ul>	\$260 per credit	\$199 per credit
<ul style="list-style-type: none"> <li>▪ Medical Billing and Coding Certificate:</li> </ul>	\$260 per credit	\$199 per credit
• AcceleratED Standard Tuition Rate:	\$310 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>○ See the <i>Additional Exceptions to the AcceleratED Standard Tuition Rate</i> listed below.</li> </ul>		
<b>SCHOOL OF JUSTICE STUDIES</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
• AcceleratED Standard Tuition Rate:	\$310 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>▪ See the <i>Additional Exceptions to the AcceleratED Standard Tuition Rate</i> listed below.</li> </ul>		
<b>SCHOOL OF NURSING</b>		
• Bachelor of Science in Nursing degree		
<ul style="list-style-type: none"> <li>○ RN to BSN Entrance Option:</li> </ul>	\$260 per credit	\$260 per credit
<ul style="list-style-type: none"> <li>○ Standard Entrance Accelerated BSN Entrance Option:</li> </ul>	\$325 per credit	\$325 per credit
<ul style="list-style-type: none"> <li>○ Second Degree Accelerated BSN Entrance Option:</li> </ul>	\$325 per credit	\$325 per credit
• Professional Nursing Associate’s degree		
<ul style="list-style-type: none"> <li>○ Campuses in Florida, Illinois, Kansas, Minnesota (excluding Moorhead), Wisconsin:</li> </ul>	\$395 per credit	\$395 per credit
<ul style="list-style-type: none"> <li>○ Campuses in North Dakota (including Moorhead):</li> </ul>	\$350 per credit	\$350 per credit
• Practical Nursing Diploma		
<ul style="list-style-type: none"> <li>○ Campuses in Florida:</li> </ul>	\$325 per credit	\$325 per credit
<ul style="list-style-type: none"> <li>○ Campuses in Minnesota (excluding Moorhead):</li> </ul>	\$375 per credit	\$375 per credit
<ul style="list-style-type: none"> <li>○ Campuses in North Dakota (including Moorhead):</li> </ul>	\$350 per credit	\$350 per credit
<b>SCHOOL OF TECHNOLOGY</b>		
• Standard Tuition Rate:	\$310 per credit	\$260 per credit
• AcceleratED Standard Tuition Rate:	\$260 per credit	\$199 per credit
<ul style="list-style-type: none"> <li>○ See the <i>Additional Exceptions to the AcceleratED Standard Tuition Rate</i> listed below.</li> </ul>		
<b>FLEX CHOICE® LEARNING OPTION</b>		
<p>Tuition rates listed above are for faculty-led courses required to complete the program. Competency courses for the Flex Choice learning option, when available to a program, may be attempted at no additional fee. Students must enroll in at least six credits during the quarter in which they attempt a competency course.</p>		
<b>ADDITIONAL EXCEPTIONS TO THE ACCELERATED STANDARD TUITION RATE</b>		
<i>Prequalified AcceleratED Coursework:</i>	\$310 per credit	\$260 per credit
<p>English Composition, College Math, Natural Science or any prerequisite course required in order to start an AcceleratED program. These are taught in 11-week quarters.</p>		
<i>Additional Elective Coursework Outside the AcceleratED Program:</i>	\$310 per credit	\$260 per credit
<p>These courses are taught in 11-week quarters.</p>		

### Additional Tuition Structure Information

- Full-time students are defined as taking 12 or more credits per 11-week quarter or taking 12 or more credits per 12-week quarter. Students taking fewer than 12 credits per 11-week or 12-week quarter are part-time students. For tuition purposes only, students taking 8 or more credits when enrolled in a single 5.5-week term of an 11-week quarter are considered full-time students.
- Students may purchase textbooks from the College for a \$10 flat fee for each required textbook or e-book in each course. Students may opt out of this method of obtaining the required textbooks; see the textbook opt-out policy.
- A \$150 course technology and resource fee will be charged for each faculty-led course.
- Nursing courses with component numbers ending in “L” (Lab) will be charged the course technology and resource fee. (For example, PRN 1356 will be charged the fee and PRN 1356L will be charged the fee.)
- Course components ending with “LL” (Clinical) will not be charged a course fee.
- FAST TRACK: Students taking 16 or more credits shall only be charged for 16 credits and will be assessed an additional course resources fee of \$150 for every course over four courses. Students enrolled in the Bachelor of Science in Nursing degree program through the Standard Entrance Accelerated BSN Entrance Option or Second Degree Accelerated BSN Entrance Option do not qualify for Fast Track pricing.
- A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business part-time rate, plus a \$150 course technology and resource fee for each faculty-led course. Individual Progress students are not eligible for self-paced competency courses.
- Audit students who elect to take courses without earning college credit are charged \$167 per credit hour plus the applicable Course Technology and Resource Fee and book fees for each course. Students who wish to convert the Audit grade to a letter grade will be charged the difference between the audit rate and the program part-time rate in effect at the time the grade is converted.
- Students who meet qualifications for military, corporate or articulation discounts are eligible to receive a 10% reduction in per term tuition cost. Students in the Bachelor of Science in Nursing program entering through the RN to BSN entrance option are not eligible for any additional discounts.
- Students enrolled in programs with tuition rates lower than \$199 per credit for full-time rates and \$260 per credit for part-time rates are not eligible for military, corporate or articulation discounts.

### Program Administrative Fee

Rasmussen College has a one-time administrative fee, charged during the first quarter of enrollment, for all new and reentering students enrolled in the following programs:

- Medical Assisting Diploma (\$350)
- Radiologic Technology Associate’s degree (\$350)
- All School of Nursing programs (\$150)

This fee covers some of the costs of administering each program including, but not limited to: administering program-specific requirements and managing clinical/externship/practicum sites and/or preceptorships. This fee is non-refundable.

### Course Technology and Resource Fee

Rasmussen College charges a \$150 course technology and resource fee for each faculty-led lecture component and each nursing lab component. Nursing lab components are designated with course numbers ending in “L”. Course components ending in “LL” (Clinical component) do not have a course technology and resource fee.

The items included in this fee vary by program of study and can include, but are not limited to:

- Access to technology tools and online course systems
- Access to electronic library resources (reference services, eBooks, databases, guides, interlibrary loan, etc.)
- Access to licensed materials and videos
- Peer, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
- The Student Portal (unofficial transcripts, grades, schedule, billing information, etc.)
- The Personal Support Center Help Desk
- Access to online career resources such as Optimal Resume and Job Connect
- Reimbursement for certain student exam certifications and certain exam review programs
- Tactical facilities and services required for the criminal justice program
- Some (not all) background checks and immunizations
- Uniforms and other supplies for the medical and criminal justice programs used while in class

**Book Fee**

Students may purchase required textbooks or e-books through Rasmussen College for a \$10 flat fee for each textbook (traditional or e-book) for each course. Students are not required to purchase the required textbooks through the College and may opt-out and purchase the required textbooks through another source such as Amazon. See the textbook opt-out policy. If the student does not opt out, the College will provide the required textbooks or e-book to the student for the \$10 per-book charge.

*Example:* For a course that has two textbooks, a student will pay the technology and course resource fee of \$150.00, plus \$20.00 in book fees, for a total of \$170.00.

**Textbook Opt-out Policy**

Students may opt out of purchasing any or all textbooks or e-books through the College at the \$10 flat book fee per textbook or e-book. Students who opt out will need to purchase the required textbooks or e-books separately through another vendor, such as Amazon. Students who opt out are advised that access to textbook or e-books via a link within a course will be removed.

Students can opt-out by completing the textbook opt-out form available through the student portal. The form must be completed, scanned, and emailed to [TextbookOptOut@rasmussen.edu](mailto:TextbookOptOut@rasmussen.edu) by the end of the class add period, as defined in the Rasmussen College catalog.

The list of textbooks and materials required for each course, including the ISBN, retail price and the fee Rasmussen College charges (\$10.00 for each textbook) is available on the student portal and on the bottom of the schedule confirmation page.

Students who opt out should order their textbooks and e-books at least three weeks before the start of each term to help ensure materials are delivered in time for the start of courses.