

PROGRAMS

Social Sciences General Education Courses in School of Business Programs (pgs. 4-13)

In the Accounting AAS Degree (pg. 4), the Healthcare Management BS Degree (pg. 9), the Human Resources and Organization Leadership AAS Degree (pg. 10), and the Marketing AAS Degree (pg. 11), delete the Lower Division Social Sciences section in its entirety and replace with the following:

Social Sciences (Select 2 of the following courses)**	8
G123 Principles of Economics	
G142 Introduction to Sociology	
G203 Macroeconomics	
G204 Microeconomics	

**It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.

(Note that the Business Management program curriculum is changed, and a new program page is included in this addendum.)

Business Management AAS and BS Degree (pg.7-8)

Delete these program pages in their entirety and replace with the Business Management AAS and BS Degree program page found on page 2 of this addendum.

Multimedia Technologies: Digital Design and Animation Diploma (pg. 13)

Delete the Career Opportunities in their entirety and replace with the following:

- Graphic Designer
- Print and Digital Designer
- 3D Artist

Medical Assisting Diploma and AAS Degree (pg. 19)

In the Medical Assisting Diploma program, delete the MAERB and ABHES accreditation statements in their entirety and replace them with the following:

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are

accredited by the Accrediting Bureau of Health Education Schools (ABHES).

In the Medical Assisting Associate's Degree program, delete the MAERB accreditation statement in its entirety. Also delete the ABHES accreditation statement and replace it with the following:

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Surgical Technologist AAS Degree (pg. 20)

ST106 Fundamentals of Surgical Technology – Change course number to ST100.

ST112 Surgical Procedures I – Change course number to ST110.

ST203 Surgical Procedures II – Change course number to ST209.

ST207 Surgical Procedures III – Change course number to ST214.

Criminal Justice AAS and BS Degree (pg. 21-22)

Delete these program pages in their entirety and replace with the Criminal Justice AAS and BS Degree program page found on page 3 of this addendum.

Law Enforcement Academic Certificate (pg. 24)

Course number for Minnesota Criminal Code is LE245, and course number for Minnesota Traffic Code is LE240.

Practical Nursing AAS Degree (pg. 32)

Delete this page in its entirety and replace with the Practical Nursing Diploma on page 5 of this addendum.

Information Systems Management: Database Administration Diploma and AAS Degree (pg. 35)

New students may not currently enroll in either the Information Systems Management: Database Administration Diploma or AAS Degree program.

General Education Course Selections (pg. 37)

In the Lower Division Social Sciences category, add the following course:

G123 Principles of Economics	4
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General Education Course Selections (pg. 37)

Delete the Nursing Programs general education course selections, and replace with the following:

NURSING PROGRAMS

English Composition

G124 English Composition 4

Communication

G141 Communication 4

G227 Oral Communication 4

Math/Natural Sciences

G150 Structure and Function of the
Human Body 4

G233 College Algebra 4

See specific course requirements on program pages.

SCHOOL OF BUSINESS

BUSINESS MANAGEMENT AAS DEGREE • BS DEGREE

ASSOCIATE'S DEGREE

Career Opportunities:

- *Customer Service Representative*
- *Administrative Assistant*
- *Call Center Representative*
- *Sales Representative*

OBJECTIVE:

Graduates of this degree program know major concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 1 Math course; College Algebra recommended)	4
Social Sciences (Select 2 courses) **	8

G123 Principles of Economics	
G142 Introduction to Sociology	
G203 Macroeconomics	
G204 Microeconomics	

MAJOR AND CORE COURSES

LOWER DIVISION

A177 Payroll Accounting	4
B119 Customer Service	4
D279 Computer Focused Principles	3

Total Associate's Degree Credits	
General Education Credits	32
Major and Core Credits	58
TOTAL AAS DEGREE CREDITS	90*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

*** It is recommended students complete their Social Sciences requirements by combining either Principles of Economics and Introduction to Sociology, or Macroeconomics and Microeconomics.*

BACHELOR'S DEGREE

Career Opportunities:

- *Executive Administrative Assistant*
- *Account Manager*
- *Sales Manager*
- *General and Operations Manager*
- *Assistant Manager*

OBJECTIVE:

Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

A332 Accounting for Business Managers	4
B316 Applied Management Principles	4
B323 Advanced Principles of Marketing	4
B351 Management of Information Systems	4
B352 International Business	4
B360 Operations Management	4
B370 Organizational Behavior Analysis	4
B371 Research and Report Writing	4
B404 Negotiation and Conflict Management	4
B415 Risk Management	4
B420 Organizational Development	4
B421 Statistics for Business	4
B439 Business Law and Ethics	4
B440 Managing a Diverse Workforce	4
B460 Strategic Management	4
B492 Contemporary Leadership Challenges	4
B498 Management Capstone	3

Total Bachelor's Degree Credits	
Lower Division General Education Credits	32
Upper Division General Education Credits	24
Lower Division Major and Core Credits	58
Upper Division Major and Core Credits	67
TOTAL BS DEGREE CREDITS	181*

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

Students have the opportunity to participate in an optional internship/externship project.

SCHOOL OF JUSTICE STUDIES

CRIMINAL JUSTICE AAS DEGREE • BS DEGREE

ASSOCIATE'S DEGREE

Career Opportunities:**

- Corrections Officer
- Peace Officer
- Probation Assistant
- Court Clerk
- Security Professional
- Juvenile Specialist
- Juvenile Justice Assistant
- Probation Assistant
- Probation Support Specialist
- Law Enforcement Officer
- Homeland Security Specialist

OBJECTIVE:

Graduates of this program know the history and development of the criminal justice system and its effect on society. They understand how the legal process works from law enforcement, to the courts, and through the corrections system. They can apply critical thinking to issues in criminal justice such as law enforcement, corrections, security, juvenile justice, and domestic violence. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

FOUNDATION COURSES

B080 Reading and Writing Strategies	4
B087 Practical Math	4

GENERAL EDUCATION COURSES

English Composition (Required course)	4
G124 English Composition	
Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 2 courses, including at least one Math course)	8
Social Sciences (Required courses)	8

G142 Introduction to Sociology

G148 General Psychology

MAJOR AND CORE COURSES

D132 Computer Applications and Business Systems Concepts	3
E170 Introduction to Undergraduate Research	2
J100 Introduction to Criminal Justice	4
J106 Criminology: Motives for Criminal Deviance	4
J115 Introduction to Corrections	4
J120 Policing in America	4
J140 Field Communications in Criminal Justice	2
J150 Introduction to Criminal Law	4
J170 Applied Criminal Procedures	4
J200 Domestic Violence	4
J213 Juvenile Justice: Delinquency, Dependency, and Diversion	4
J246 Practical Psychology for the Criminal Justice Professional	4
J250 Drugs and Crime	4
J255 Ethics in Criminal Justice	4
J270 Critical Thinking and Evidence-Based Practices in Criminal Justice	4
J280 Contemporary Issues in Criminal Justice Capstone	4

Total Associate's Degree Credits

General Education Credits **32**

Major and Core Credits **59**

TOTAL AAS DEGREE CREDITS **91***

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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

Criminal Justice Professional Peace Officer Education (PPOE). This program meets peace officer training standards established by the Minnesota Peace Officer Standards and Training (MN POST) Board for persons who seek employment in Minnesota as a peace officer. Training standards vary by state, and students seeking peace officer employment in a state other than Minnesota should consult that state's regulations. In order to sit for the Minnesota Peace Officer Standards and Training (MN POST) Board licensing exam, students are also required to successfully complete an officially recognized first-aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical/"skills" coursework meeting POST objectives. Students must provide the Rasmussen College Law Enforcement POST Coordinator with a copy of their required first-aid certification (e.g., a photocopy of their first responder card) for inclusion in each student's POST file maintained at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

BACHELOR'S DEGREE

Career Opportunities:**

- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Police Officer
- Homeland Security Agent
- Homeland Security Supervisor

OBJECTIVE:

Graduates of this program know concepts in management, human resources, marketing, and business ethics. They understand finance and accounting, and advanced management theories and techniques in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

IN ADDITION TO ALL ASSOCIATE'S DEGREE COURSES

GENERAL EDUCATION COURSES

UPPER DIVISION

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

MAJOR AND CORE COURSES

UPPER DIVISION

J326 Criminal Behavior: Profiling Violent Offenders	4
J331 Constitutional Law	4
J350 Cultural Diversity and Justice	4
J352 Victims in Criminal Justice	4
J355 Realities of Crime and Justice	4
J360 Statistics in Criminal Justice	4
J365 Research Methods in Criminal Justice	4
J410 Criminal Justice Leadership and Management	4
J415 Crime Prevention	4
J490 Critical Issues in Criminal Justice	4

CHOOSE EITHER TRACK I or TRACK II

Track I (Not available for national online students)

J480 Criminal Justice Internship	9
Track II	

J453 Criminal Justice Seminar	5
J457 Senior Thesis	4
ELECTIVE CREDITS (Select 4 courses for 16 credits)	16
J305 Examination of Forensic Science	4
J320 Criminal Investigations	4
J325 Criminal Evidence	4
J330 Organized Criminal Syndicates	4
J340 Women and Criminal Justice	4
J345 Diversion and Rehabilitation	4
J425 Community Corrections	4
J430 Forensic Psychology	4
J435 Special Populations in Criminal Justice	4
J440 Special Offenders: Sex Offenders	4
J445 Special Offenders: Serial Killers	4

Total Bachelor's Degree Credits

Lower Division General Education Credits **32**

Upper Division General Education Credits **24**

Lower Division Major and Core Credits **59**

Upper Division Major and Core Credits **49**

Upper Division Elective Credits **16**

TOTAL BS DEGREE CREDITS **180****

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

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 Senior Seminar during the quarter in which they finish the Bachelor's degree requirements to graduate from a Bachelor's degree program.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

***Additional training may be required.*

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

PRACTICAL NURSING DIPLOMA

CAREER OPPORTUNITIES IN:

- Hospitals
- Assisted Living Centers
- Clinics
- Dental Offices
- Long-Term Care Facilities
- Physician's Offices

OBJECTIVE:

Graduates of this program are prepared to function as an entry-level practical nurse under the direction of a registered nurse, physician, or dentist. They can implement psychomotor technical skills that meet current standards of practice; apply scientific knowledge and skills to meet the biological, psychosocial, cultural, and spiritual needs of the patient; provide maintenance, preventative, therapeutic, rehabilitative, and/or supportive care; communicate clear, concise, accurate, complete, and timely information to members of the healthcare team; use therapeutic communication to build and maintain therapeutic relationships with patients and their significant support person(s); use the nursing process to gather data, contribute to nursing diagnosis, guide nursing actions, and contribute to the plan of care; and provide basic individualized, holistic, and culturally sensitive nursing care for patients across the lifespan in a variety of settings. They can implement a personal practice standard that adheres to the legal and ethical standards of the practical nurse as defined by NFLPN and NAPNES. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, and post-licensure continuing education as a way to build on previous knowledge and skills and increase competency. Upon successful completion of this program, the graduate will receive a Diploma in Practical Nursing and will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to obtain licensure as a practical nurse.

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course)	4
G124 English Composition	
Communication (Select 1 course)	4
Math/ Natural Sciences (Required courses)	8
G150 Structure and Function of the Human Body	
G233 College Algebra	

MAJOR AND CORE COURSES

LOWER DIVISION

NU117 Nutritional Principles in Nursing	4
PN106 Fundamentals of Practical Nursing	6
PN108 Introduction to Practical Nursing	2
PN114 Practical Nursing I	6
PN123 Basic Pharmacology	3
PN148 Gerontologic Nursing	3
PN153 Practical Nursing II	6
PN167 Psychosocial Nursing	4
PN174 Practical Nursing III	6
PN180 Family Nursing	4
PN197 Practical Nursing Capstone	2
Total Diploma Credits	
General Education Credits	16
Major and Core Credits	46
TOTAL DIPLOMA DEGREE CREDITS	62

SEE PAGE 37 FOR GENERAL EDUCATION COURSE SELECTIONS.

This program is offered at the Brooklyn Park/Maple Grove, Eagan, Mankato, Moorhead, and St. Cloud campuses.

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 Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

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

Applicants to this program must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. Please see the application procedures for this program under Academic Information and College Policies.

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check and must also submit to a Minnesota Department of Human Services background check.

COURSE DESCRIPTIONS**A332 Accounting for Business Managers (pg. 38)**

Add the following course description:

A332 Accounting for Business Managers

40 hours, 4 credits

This course provides a review of accounting objectives and their relation to business, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.

Prerequisite: none

B316 Applied Management Principles (pg. 40)

Add the following course description:

B316 Applied Management Principles

40 hours, 4 credits

This course will review foundational management skills and insights derived from the study of management practices. Through theory, self analysis, and analysis of others, this course provides students with the knowledge, skills, and attitudes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching; influencing and motivating others; team-building; and leading change.

Prerequisite: none

B439 Business Law and Ethics (pg. 41) Add the following course description:

B439 Business Law and Ethics

40 hours, 4 credits

This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise in the world of business. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Public and private law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.

Prerequisite: none

G123 Principles of Economics (pg.42) Add the following course description:

G123 Principles of Economics

40 hours, 4 credits

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomic and macroeconomic concepts.

Prerequisite: none

J140 Field Communications in Criminal Justice (pg. 46)

Add the following course description:

J140 Field Communications in Criminal Justice

20 hours, 2 credits

This course emphasizes the skills of both oral and written communication with emphasis on writing formats used by justice professionals. Students will acquire the skills necessary to effectively communicate within diverse communities.

Prerequisite: Introduction to Criminal Justice

J150 Introduction to Criminal Law (pg. 46) Add the following course description:

J150 Introduction to Criminal Law

40 hours, 4 credits

In this course, students are introduced to the Federal and State court systems. This course examines substantive criminal, definitions of crime, and principles of criminal responsibility. The course will use case studies for application of general principles to the law. Statutory defenses, mitigating factors, and circumstances which may excuse criminal responsibility and common law principles are examined.

Prerequisite: Introduction to Criminal Justice

J170 Applied Criminal Procedures (pg. 46) Add the following course description:

J170 Applied Criminal Procedures

40 hours, 4 credits

This course provides an examination of procedural requirements for the judicial processing of criminal offenders. The concepts of evidence sufficiency, standards of proof, and due process are explored. Students will examine the Bill of Rights and its applicability to the criminal justice process.

Prerequisite: Introduction to Criminal Law

J246 Practical Psychology for the Criminal Justice Professional (pg. 46) Add the following course description:
J246 Practical Psychology for the Criminal Justice Professional

40 hours, 4 credits

Students will examine how principles of psychology relate to the field of criminal justice. They will explore fundamental concepts from a criminal justice perspective, focusing on the real-world effects these principles produce on criminal justice professionals, their families, and the citizens they serve. Students will apply ideas from psychology to create effective victim and witness interviewing strategies, offender behavior-modification approaches, and coping methods. They will review the immediate and long-term physiological and psychological

effects of stress, trauma, and occupational experiences unique to the profession.

Prerequisites: General Psychology; Introduction to Criminal Justice

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice (pg. 46) Add the following course description:

J270 Critical Thinking and Evidence-Based Practices in Criminal Justice
40 hours, 4 credits

This course is designed to focus on a wide variety of problem solving skills. These include scenario based problem solving and evidence based practices. The inter-related skills necessary for effective problem solving in a criminal justice context are emphasized. The development of evidence based practices will be explored and the incorporation of such practices in the field of criminal justice will be analyzed.

Prerequisites: Policing in America; Criminal Procedures; and Introduction to Corrections

LE240 Minnesota Criminal Code (pg. 47)

Course number for Minnesota Criminal Code is LE245.

LE245 Minnesota Traffic Code (pg. 47)

Course number for Minnesota Traffic Code is LE240

MA110 Clinical Skills I (pg. 49)

Delete prerequisite in its entirety and replace with the following:

Prerequisites: Introduction to Medical Assisting; Medical Terminology

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

MA145 Clinical Skills II (pg. 49)

Delete prerequisites and co-requisites in their entirety and replace with the following:

Prerequisites: Laboratory Skills for Medical Assisting; Pathophysiology

MA225 Laboratory Skills for Medical Assisting (pg. 49)

Delete prerequisites and co-requisites in their entirety and replace with the following:

Prerequisite: Clinical Skills I

MA241 Human Anatomy & Physiology I (pg. 49)

Change prerequisite to "Pre- or Co-requisite: Introduction to Human Biology."

N440 Web Design Project (pg. 53) Change prerequisite to Advanced HTML Coding with CSS.

NU117 Nutritional Principles in Nursing (pg. 55)

Add the following course description:

NU117 Nutritional Principles in Nursing
40 hours, 4 credits

This course introduces the student to the chemical processes that occur on a cellular level related to nutrient intake and digestion. Emphasis is placed on the concept of Metabolism and the body's ability to meet basic health and wellness needs as it pertains to a diverse set of clients across the life span. Students will be introduced to basic physiological concepts and are encouraged to explore Clinical and Nursing Judgment, Education and Health Promotion, and Motivational Wellness. Special emphasis is placed on Growth and Development, Cellular Regulation, and clinical nutrition in order to prepare the student to critically apply these principles throughout the nursing program in the form of knowledge, skills, and attitudes.

Prerequisite: Admission to a Nursing Program

PN106 Fundamentals of Practical Nursing (pg. 55)

Add the following course description:

PN106 Fundamentals of Practical Nursing
112.5 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are introduced to the fundamental concepts and nursing abilities required to meet basic health and wellness needs. The theoretical basis for nursing judgment, patient-centered care, growth and development, and basic physiological concepts are presented. Emphasis is placed on knowledge, skills, and attitudes needed to provide safe, quality care for a diverse set of clients across the lifespan. Special emphasis is placed on teamwork, communication, and nursing informatics as it pertains to the healthcare infrastructure. The student must demonstrate proficiency in a variety of nursing skills in order to successfully complete this course.

Prerequisite: Admission to the Practical Nursing Program

Pre- or Co-requisite: Introduction to Practical Nursing

PN108 Introduction to Practical Nursing (pg. 55)

Add the following course description:

PN108 Introduction to Practical Nursing
20 hours, 2 credits

This course introduces the student to key concepts of Practical Nursing. The student will be exposed to the practical nursing expectations and scope of practice in diverse healthcare settings. Also included are aspects of patient-centered care based upon evidence and quality. The Concept-based framework for the Practical Nursing Program is introduced, along with the fundamental QSEN Core Competencies. Special emphasis is placed on Teamwork, Communication, and Nursing informatics. Students will delve into the knowledge, skills, and attitudes needed to practice safely in the nursing profession by discovering their own learning styles and personal identities.

Prerequisite: Admission to the Practical Nursing Program

PN114 Practical Nursing I (pg. 55)

Add the following course description:

PN114 Practical Nursing I

110 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the functional ability and nursing judgment required to meet basic health and wellness needs. Emphasis is placed on concepts such as oxygenation, cardiovascular integrity, tissue integrity, and infection control. Fluid/Electrolyte and Acid/Base Balance will be introduced within this course. The theoretical bases for Education and Health Promotion, as well as Pain Management, are presented. The student must demonstrate increasing proficiency in all knowledge, skills, and attitudes needed to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete this course.

Prerequisite: Fundamentals of Practical Nursing

Pre- or Co-requisites: Basic Pharmacology; Nutritional Principles for Nurses

PN123 Basic Pharmacology (pg. 55)

Add the following course description:

PN123 Basic Pharmacology

40 hours, 3 credits

This course is comprised of a theory and lab component where students acquire knowledge, skills, and attitudes to safely and effectively provide pharmacologic therapies to patients. Theoretical Emphasis is placed on Absorption, Distribution, Metabolism, and Excretion (ADME), as well as the current "rights of medication administration," and basic dosage calculation. Patient education and motivational wellness will be introduced. The course will continue to build upon critical thinking concepts and nursing judgment to ensure basic safety in the administration of medications at a beginning Practical Nurse skill level. The student must demonstrate proficiency in a variety of clinical skills, related to medication administration within the lab setting, in order to successfully complete this course.

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

PN148 Gerontologic Nursing (pg. 56)

Add the following course description:

PN148 Gerontologic Nursing

30 hours, 3 credits

This course is comprised of a theory component where students acquire knowledge, skills, and attitudes to safely and effectively support the Functional Ability of the aging adult. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Neurological Adaptation, and End-of-Life Integrity. This course will continue to build on

concepts required to meet basic health and wellness needs that are specific to the aging adult, Communication, as well as Nursing Ethics and Law as it applies to this specific population. Students are expected to apply Nursing Judgment and Critical Thought to principles presented in this course throughout concurrent and future Nursing Lab and Clinical Experiences.

Prerequisite: Fundamentals of Practical Nursing

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

PN153 Practical Nursing II (pg. 56)

Add the following course description:

PN153 Practical Nursing II

110 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are building on the fundamental concepts and nursing abilities developed in Practical Nursing I. Emphasis is placed on concepts such as Surgical Integrity, Pain Management, and Glucose Regulation. This course will continue to build on previous concepts with a special emphasis on Fluid/Electrolyte and Acid/Base Balance, Elimination, Mobility, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Communication and Teamwork in the Clinical Setting, is required for successful completion of this course. The student must also demonstrate increasing proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan.

Prerequisite: Practical Nursing I

PN167 Psychosocial Nursing (pg. 56)

Add the following course description:

PN167 Psychosocial Nursing

55 hours, 4 credits

This course consists of both a theory and clinical component that focuses on the care of clients with mental health and behavioral disorders across the lifespan in a variety of clinical settings. Emphasis is placed on concepts such as Emotional and Cognitive Integrity, Motivational Wellness, Psychosocial Integrity, Addiction, and Violence. Special emphasis will be placed on Nursing Judgment related to Patient-Centered Care, Teamwork, and Communication when approaching this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, as it applies to pharmacologic therapies in this setting, will be introduced. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing I

PN174 Practical Nursing III (pg. 56)

Add the following course description:

PN174 Practical Nursing III

115 hours, 6 credits

This course is comprised of a theory, lab, and clinical component where students are completing their development of the fundamental concepts and nursing abilities required for the Practical Nursing Role. Emphasis is placed on concepts such as Neurological Adaptation, Cellular Regulation, Holistic Therapy, and Crisis/Disaster Nursing. This course will continue to build on previous concepts with a special emphasis on Thermoregulation, Cardiovascular Integrity, Tissue Integrity, and Infection Control. The theoretical basis for Nursing Judgment, as it relates to Quality Improvement, Patient-Centered Care, and Leadership in the Clinical Setting is required for successful completion of this course. The student must also demonstrate proficiency in all knowledge, skills, and attitudes necessary to provide, safe, quality care for a diverse set of clients across the lifespan in order to successfully complete the series.

Prerequisite: Practical Nursing II

PN180 Family Nursing (pg. 56)

Add the following course description:

PN180 Family Nursing

60 hours, 4 credits

This course consists of both a theory and clinical component that focus on the Knowledge, Skills, and Attitudes required to function in the appropriate role of the Practical Nurse in a Family Health Clinic, Pediatric Clinical Setting, or similar environment. Emphasis is placed on Reproduction as well as Growth and Development. Special Emphasis is placed on Surgical Integrity, Glucose Regulation, Infection Control, and Patient-Centered Care as it applies to this diverse group of clients. The theoretical basis for Complementary and Alternative Medicine, in conjunction with specific pharmacologic therapies for these clients will be introduced. Students are required to critically apply all previously introduced Health and Wellness Concepts, as well as Metabolism and Nursing Judgment, to content-specific exemplars presented in this course. The student must achieve proficiency in a variety of nursing skills and attitudes, inclusive of psychomotor skills and affective interactions in the clinical setting, in order to successfully complete this course.

Prerequisite: Practical Nursing II

Pre – or Co-requisite: Psychosocial Nursing

PN197 Practical Nursing Capstone (pg. 56)

Add the following course description:

PN197 Practical Nursing Capstone

20 hours, 2 credits

This course reflects on the student's journey through the Practical Nursing Program, prepares the student for licensure, and mentors the student on transition to

practice. The Concept-Based Framework is reviewed, along with the fundamental QSEN Core Competencies with special emphasis on Quality Improvement, Professionalism, and Leadership. Students will delve into the knowledge, skills, and attitudes needed to successfully complete the NCLEX-PN and safely transition to a beginning Graduate Practical Nurse role.

Prerequisite: Practical Nursing III

ST106 Fundamentals of Surgical Technology (pg. 56)

Change course number to ST100. Course has 70 hours, 4 credits.

ST112 Surgical Procedures I (pg. 56)

Delete course description in its entirety and replace with the following:

ST110 Surgical Procedures I

70 hours, 4 credits

This course will expand on the duties and responsibilities as the role of scrub or STSR and circulator in the field of surgical technology. Areas explored and applied in this course include wound healing, surgical case management, instrumentation, diagnostic procedures, and an introduction to general surgery and the scrub role. This course is a preparatory class for Surgical Procedures II.

Prerequisite: Fundamentals of Surgical Technology

ST203 Surgical Procedures II (pg. 56)

Delete course number and description in their entirety and replace with the following:

ST209 Surgical Procedures II

70 hours, 4 credits

This course further expands upon the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include obstetrics/gynecology, ophthalmic, otorhinolaryngologic, maxillofacial, plastic and reconstructive. This course is a preparatory class for Surgical Procedures III and Surgical Practicum I and II.

Prerequisite: Surgical Procedures I

ST207 Surgical Procedures III (pg. 56)

Delete course number and description in their entirety and replace with the following:

ST214 Surgical Procedures III

70 hours, 4 credits

This course will expand on the duties and responsibilities as the role of scrub in the field of surgical technology. Surgical areas explored and applied in this course include, genitourinary, orthopedic, cardiothoracic, peripheral

vascular, and neurosurgery. This course is a preparatory class for Surgical Practicum I and II.

Prerequisites: Surgical Procedures II

ACADEMIC INFORMATION AND COLLEGE POLICIES

College Acceptance or Rejection of Application for Admission (pg. 61)

Delete the fifth bullet point in its entirety and replace with the following:

- Rasmussen College Experience Course Successful Completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.

Applying for Admission into the School of Nursing (pg. 63)

Delete this section in its entirety and replace with the following:

Applying For Admission into the School of Nursing

Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination 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 above that requiring a Foundation 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 test.

Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the 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 nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve 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 will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55%-64.9% composite score

3. Complete Application Requirements: Applicants 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 Application
- Health Physical and proof of vaccinations
- The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

Applicants with prior college credits will receive a transcript evaluation during the admissions process.

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program. 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 or ATI Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

Entrance Requirements for Software Application Development and Computer Science Programs (pg. 63)

Delete the section titled “Entrance Requirements for Software Application Development Associate’s and Computer Science Bachelor’s Programs” in its entirety and replace with the following:

Entrance Requirements for Software Application Development Certificate and Associate’s, Computer Science Bachelor’s, and Game and Simulation Programming Bachelor’s Programs

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into these programs. Alternatively, the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or college-level algebra courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA). Please speak with a Program Manager for details.

Scholarship and Grant Programs (pg. 65)

Delete the sections, ‘10% Military Discount’ and ‘Restrictions’ in their entirety and replace with the following:

Military Discount

All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount.

In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

Restrictions

Students are eligible for only one of the following scholarship and grant programs at a time:

- Early Honors Program
- Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant
- Achieve Scholarship

Scholarship and Grant Programs (pg. 65)

Add the following above ‘Early Honors Program’:

Achieve Scholarship

New prospective students enrolling at Rasmussen College for the October 7, 2013 academic start and taking 12 or more credits per quarter may be eligible for the Achieve Scholarship. The Achieve Scholarship awards recipients up to \$8,000 (U.S.) in quarterly increments (of \$500 per quarter) while attending Rasmussen College. Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit www.rasmussen.edu/achieve or talk to a program manager.

Seminar Course Grading (pg. 65)

Insert the following immediately after the “Foundation Course Grading” section:

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

E185, E270, E320, and E410 Seminars

SX 73% or more

UX Below 73%

Health Sciences Program Grade Scale (pg. 66)

Delete the section in its entirety and replace with the following:

Health Sciences Programs Grade Scale

The following grade scale applies to all BMS, CVT, EK, HI, HIM, HSA, HSC, M, MA, MEA, ML, MLT, MTS, OST, PB, PC, PT, PTN, and ST coursework in School of Health Sciences programs.

Letter Grade	Percentage Range
A	100 to 93 %
A-	92 to 90%
B+	89 to 87%
B	86 to 83%
B-	82 to 80%
C+	79 to 77%
C	76 to 73%
F	Below 73%

Nursing Programs Grade Scale (pg. 66)

Delete the first two sentences of this section and replace with the following:

Students are required to earn at least a “C” in their Nursing courses. This applies to all GN, MCB, NU, NUR, HUN, PN, and PRN coursework level 000 through 4999.

Repeating Courses Policy (pg. 66)

Delete this section in its entirety and replace with the following:

Repeating Courses Policy

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued. The credits for all repeated courses, along with the credits from prior attempts, will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student’s cumulative GPA. The student’s GPA will be recalculated to reflect the highest letter grade. If more than one attempt

results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

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.

Late Assignment Submission Policy (pg. 66)

Delete this policy in its entirety and replace it with the following:

Late Assignment Submission Policy

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four hours late; an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any

applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

Incomplete Grade Policy (pg. 66)

Delete this policy in its entirety and replace it with the following:

Incomplete Grade Policy

An 'I/IN' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the term. An incomplete may be granted to a student at the end of a quarter at the discretion of the instructor under the following conditions:

1. An incomplete form is completed by the instructor which identifies:
 - a. The work to be completed;
 - b. Qualifications for acceptable work;
 - c. The deadline for completing the work (within two weeks of the end of the term);
 - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade).
 - e. Instructors will have one week for grading, recalculation of grades and processing of all documents required.
2. Incomplete records will be maintained in the student's file.
3. The student's Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely and instructors will take the following into consideration when granting an incomplete:
 - a. The work to be completed must be regularly assigned work, identified in the course syllabus.

- b. The student can reasonably be expected to complete the work by the deadline.
- c. The student's grade will be substantially improved.
- d. The student has demonstrated a commitment to completing work in a timely fashion.
- e. Granting the incomplete is truly in the best interest of the student.
- f. By completing the work, one of the following will apply:
 - i. The student will learn substantive information by completing the work.
 - ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.

4. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.).

5. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within two weeks of the last day of the term. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Academic Overload Policy (pg. 67)

Delete this section in its entirety and replace with the following:

Academic Overload Policy

An academic or credit overload occurs when a student registers for more than 20 credits per quarter. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 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 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 24 total credits in the approved quarter. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. The Academic Overload Approval Form is available through a Student Advisor.

Online Courses (pg. 67)

Delete this section in its entirety and replace with the following:

Online Courses

Students may be required to take online courses in order to complete a degree. All new students will complete an orientation program prior to beginning classes. Online course activities and assignments at Rasmussen College are conducted via chat, email, message boards, and interactive websites.

Tuition and fees for online courses are assessed at the same rate as for residential courses unless otherwise indicated. Online instructors receive training and support while operating in the online environment. A list of computer hardware and software requirements for online courses is provided to students upon enrollment. Textbooks and other resources required for online courses are available at the Rasmussen College bookstore.

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 68)

Delete the second paragraph in its entirety and replace with the following:

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool may result in an administrative withdrawal from the College.

General Transfer Credit Policy (pg. 68)

Delete the 8th bullet point and replace with the following:

- Students in the Medical Assisting, Medical Laboratory Technician, 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 Medical Assisting Associate’s degree programs.

Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means.

Course by Course Transfer (7th bullet point) (pg. 68)

Delete the 7th bullet in its entirety and replace with the following:

- Associate Nursing Program will not accept any core course transfers (prefixes NUR/PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).

Medical Assisting Associate Degree Completer Block Transfer Policy (pg. 69)

Delete this section in its entirety and replace it with the following:

Medical Assisting Associate’s Degree Completer Block Transfer Policy

A block transfer of 54 core credits may be allowed into the Medical Assistant AAS/AS program if one of the following criteria is met:

1. Graduated from a CAAHEP or ABHES accredited MA diploma or certificate program within the past 3 years and holds a current CMA (AAMA)/RMA(AMT) certification; or
2. Graduated over 3 years ago from a CAAHEP or ABHES accredited MA diploma or certificate program, but has worked as an MA within for the past 3 years and holds a current CMA (AAMA)/RMA (AMT) certification.

Students will need to complete 32 general education credits and E242 (Career Development), unless transferred in.

When applying this policy, the transfer maximum is 67%.

Rasmussen College Medical Assisting Diploma graduates will receive actual credits earned in

their program up to a maximum. The maximum equals the credit value of the current diploma program.

Block Transfer for Health Sciences Associate's Degree (pg. 69)

Insert the following new policy immediately following the Medical Assisting Associate Degree Completer Block Transfer Policy:

Block Transfer for Health Sciences Associate's Degree

For students who have completed a healthcare certificate or diploma and enroll into the Health Sciences AS program a total block transfer of 19 major core credits may be posted.

For students who have completed a Diploma or Associates degree in Medical Assisting and enroll in the Health Sciences AS program Phlebotomy Track a total block transfer of 25 major core credits may be posted.

For students that have completed a Diploma or Associates degree in Medical Assisting and enroll into the Health Sciences AS program EKG Technician Track a total block transfer of 26 major core credits may be posted.

Previously completed coursework will be considered for transfer on a course-by-course basis. Students must complete 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means. A five year transfer limit for School of Health Sciences core courses, including the block transfer applies to this program.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy (pg. 69) Delete the last bullet point in its entirety and replace with the following:

- The total percentage of credits that may be transferred into the program is 75%.

Mobility Practical Nursing Block (pg. 69)

MOBILITY BRIDGE ENTRANCE OPTION

Students who have successfully completed a practical nursing program and hold a current unencumbered practical nursing license will receive credit for NU117/NUR1172 Nutritional Principles in Nursing (4 credits) and NU203/NUR2034C Fundamentals of Professional Nursing (6 credits) in the Professional Nursing AS Degree program. Students may also transfer in up to 47 credits in successfully completed applicable general education coursework. Graduates of Rasmussen College's

Practical Nursing program will receive credit for G124/ENC1101 English Composition, G233/MAT1031 College Algebra, and the Communication course the student completed in the Practical Nursing program (for a total of 12 additional general education credits). Rasmussen graduates should contact the campus in which they intend to enroll to determine whether they have completed additional coursework that is eligible for transfer. Students must successfully complete all remaining coursework in the Professional Nursing AS Degree program to earn this degree.

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application Waivers (pg. 69)

Delete the statement in its entirety and replace with the following:

Foundations of Child Development; Early Childhood Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application Waivers

- Students who have a current and valid CDA Credential, awarded by the Council for Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Diploma, or Early Childhood Education Certificate, may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety, and Nutrition/CDA Application.
- The student's credential 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 (CW).

School of Design Waivers (pg. 69)

Insert the following new section immediately following the "School of Technology Waivers" section:

School of Design Waivers

- Course waivers will be considered for students who have select professional certifications from Adobe (Certified Associate or Certified Expert) and Autodesk.
- Course waivers will be considered for specific courses within the School of Design related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential 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).

College Equivalency Credit (pg. 69)

Delete the second bullet point in its entirety and replace with the following:

- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.

Minimum Technical Requirements (pg. 71)

Delete this section in its entirety and replace with the following:

Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learntoday.info/course_files/techinfo/techinfo_ols.html

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

Drug Abuse Policy and Drug-Free School and Workplace policies (pgs. 72-73) – delete and replace with the following:

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit The U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students who violate this policy will be subject to

disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, *i.e.*, relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased “secret” type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a “slump” at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College, while under the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against students who violate this policy. Students may also be suspended pending

outcome of an investigation regarding compliance with this policy.

Accreditation (pg. 77)

Delete the Medical Assisting program accreditation statements in their entirety and replace with the following:

The Medical Assisting Diploma program at the Green Bay, Lake Elmo/Woodbury, and Moorhead campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida; the Appleton and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are 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

North Dakota (Including Moorhead Campus) **Tuition Table (pg. 76)** Delete the tuition table in its entirety and replace with the following:

Full-time pricing will be effective for new students as of February 2013	Part-time	Full-time
<p>All Programs:</p> <ul style="list-style-type: none"> • School of Business • School of Design • School of Health Sciences • School of Justice Studies • School of Technology 	<p>\$350 per credit for Foundations courses and all 100-200 level courses</p> <p>\$310 per credit for all 300-400 level courses</p>	<p>\$299 per credit for Foundation courses and all 100-200 level courses</p> <p>\$299 per credit for all 300-400 level courses</p>
<p>School of Education:</p> <ul style="list-style-type: none"> • Early Childhood Education 	<p>\$310 per credit</p>	<p>\$299 per credit</p>
<p>School of Health Sciences:</p> <ul style="list-style-type: none"> • Medical Assisting 	<p>\$310 per credit</p>	<p>\$299 per credit</p>
<p>School of Nursing:</p> <ul style="list-style-type: none"> • Practical Nursing 	<p>\$350 per credit</p>	<p>\$350 per credit</p>

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. Students taking 8 or more credits during the Mid Quarter term are considered full time.
- Currently enrolled students will maintain their current tuition rate and will be eligible for the full time rates October 2013.
- There is a required course materials fee of \$150 per course. Course numbers ending with “L” or “LL” will not be charged a course materials fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$150 for every course over four courses.
- Tuition rate is locked in for continuously enrolled students. 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 rate, plus the cost of books and other fees.
- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged \$275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a “CC” “N” “NM” “NU” “NUR” “PN” “PT” “ST” “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” upon completion of the course. Students may choose to convert the “ZP” to a letter grade and earn credit for an additional cost of \$75 per credit hour.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit Rasmussen.edu/SID.