Beal College is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas and associate's degrees.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS
750 First Street, N.E., Suite 980
Washington, D.C. 20002-4241
Tel.: (202) 336-6780

In addition, the Beal College Medical Assisting Associate Degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.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 Health Information Management program is accredited by the Commission on Accreditation for Health Information Management Education (CAHIIM). Contact CAHIIM, c/o AHIMA, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800 or (312) 233-1131. Visit their web site at http://www.cahiim.org/.

In the administration of its educational policies, hiring practices and other college-administered programs, Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, marital or parental status or handicap.

Beal College operates its programs and activities so that, when viewed in their entirety, they are readily accessible to handicapped persons. Academic counseling and financial assistance are provided to students with disabilities in a nondiscriminatory manner. Exclusion of handicapped persons from any course of study is prohibited as long as the student is able to meet the standards of a course safely and effectively.

Beal College, Inc.
Beal College is an 1120s corporation located and registered in the State of Maine.
The governance and control of Beal College is carried out by Allen T. Stehle, the President and sole owner and shareholder of Beal College, Inc.

Beal College reserves the right to change any and all statements in this catalog when necessary.
2014 - 2015 ACADEMIC CALENDAR

MOD 6 2014
July 7    Classes Begin
August 28 MOD 6 Ends

September 1 Labor Day Holiday
**Fall Break:** September 2 - September 5

MOD 1 2014
September 8 Classes Begin
October 13 Columbus Day, No Classes
October 30 MOD 1 Ends

MOD 2 2014
November 3 Classes Begin
November 27 & 28 Thanksgiving Recess, No Classes
December 23 MOD 2 Ends

**Winter Break:** December 29 - January 2

MOD 3 2015
January 5 Classes Begin
February 16 Presidents’ Day, No Classes
February 26 MOD 3 Ends

MOD 4 2015
March 2 Classes Begin
April 20 Patriot's Day, No Classes
April 23 MOD 4 Ends

**Graduation Break:** April 27 - May 1

MOD 5 2015
May 4 Classes Begin
May 25 Memorial Day, No Classes
June 25 MOD 5 Ends

**Summer Break:** June 29 - July 3
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Welcome to Beal College,

I am pleased to know that you have made the right decision and have chosen Beal College to be your “partner in career education.” We believe in providing an education that is both practical and affordable in a small and friendly environment that will allow you to grow in your personal and professional life.

Beal College is a well respected post-secondary collegiate institution in the State of Maine and we have a solid reputation of working closely and cooperatively with our students. Beal is growing and innovating in many exciting ways to serve our students and you will benefit from these changes. The most rewarding part of my role as President is to watch you succeed in your academic program and in your career. I am fortunate to be able to work with a very dedicated faculty and staff who have been selected for their ability to teach and to assist you during your time at the College. At Beal, we treat you as an individual, we know your name, and we all see clearly what a difference career education can make in your life.

As you work towards your educational and career goals at Beal, you will be one of a continuing tradition of dedicated students who are successful in their professional lives.

While you are at Beal, make the best of this fine educational opportunity; ask questions, get involved, make personal and professional contacts and provide the passion and dedication in all that you do. Your reward can be a career that can last a lifetime and personal satisfaction that can’t easily be measured.

Once again, welcome and best wishes as you begin your education at Beal College.

Allen T. Stehle
President
BEAL COLLEGE MISSION STATEMENT

To become partners with our students in their journey to improve their career opportunities through the contemporary academic programs offered at Beal College.

Vision

Beal College will become the region’s premier career college by focusing on academic programs and associated student support services that are both qualitatively and quantitatively effective.

Institutional Objectives

• To offer academic programs that are effective and career focused.
• To offer high quality student support services appropriate to the demonstrated needs of the College’s student body.
• To use the resources of our community in the development of program offerings and student support services.
• To be an effective and contributing member of the Central Maine community.
• To practice a set of core values that embraces respect for individuals, the importance of concern for others and equality.
• To use the tools, processes and procedures of Institutional Effectiveness to insure we fulfill our mission for all College stakeholders.

WHY BEAL COLLEGE?

Since its founding in 1891, Beal College has established a solid reputation for training capable men and women for professional careers. Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), Beal College offers two-year associate degree programs in Accounting, Administrative Office Professional, Business Management, Conservation Law Enforcement and Law Enforcement Concentrations in Criminal Justice, Health Information Management, Human Resource Management, Medical Administrative Specialist, Medical Assisting, Social and Human Services Assisting, Substance Abuse Counseling and Welding Technology, as well as a diploma program in Substance Abuse Counseling, and a certificate in Administrative Assistant.

Perhaps the most attractive asset that Beal College has to offer the sincere student is the atmosphere of close cooperation between students, staff and faculty. With a low student-faculty ratio, Beal College students reap the benefits of personal attention that can be offered in a small school environment.
On October 23, 1891, Miss Mary E. Beal and several partners established the Bangor Business College, which later became known as Beal College.

Located on the second floor of the YMCA building, Beal College’s student body of less than 25 students followed a curriculum of banking, finance, accounting, business arithmetic, penmanship, business writing, commercial law, shorthand and typewriting.

By January 1892, the student body had grown to more than 100 students, necessitating the addition of space. To meet this requirement, the Shorthand and Typing Department was moved to the Exchange Street Block.

Miss Beal eventually became the sole owner of the Shorthand Department of the Bangor Business School. In 1903, Miss Beal’s School of Shorthand and Typing became a separate entity of approximately 30 students. On July 14, 1922, Miss Beal sold the school to Francis G. Lee, at which time it was incorporated under the name of Beal College of Commerce.

In Maine--A History, published in 1928, Harris B. Coe described Beal College of Commerce as “not only the largest of its kind in Bangor, but also one of the largest in the State.”

In 1929, the name was changed to Beal College School of Business, then after several administrations, became Beal Business College.

When the College’s 50th anniversary was observed on September 14, 1941, it offered two-year degree programs in secretarial studies, business, administration, bookkeeping and commercial and stenographic programs.

On April 28, 1968, Beal College was authorized by an act of the Legislature of the State of Maine to confer the Associate Degree of Science. Beal College was accredited as a junior college of business in 1970 by the Accreditation Commission for Business Schools in Washington, D. C.

As a result of community requests, the Evening Division of Beal College was established in January 1971 to meet the needs of adults in the community who wished to pursue their education while engaged in full-time employment.

To accommodate the needs of an expanding student body, the campus was moved to 629 Main Street in November of 1972, then to its present location at 99 Farm Road in Bangor in May of 2004. In 2012, the College expanded by building a Fitness & Wellness Center for its students and employees, as well as an on-campus cafe.

When President Allen T. Stehle took office in May 1985, he was responsible for introducing the year-round, eight-week modular system for both day and evening classes.

In 1991, Beal College celebrated its 100th anniversary. With more than 120 years of service to Maine citizens, Beal College is recognized today throughout our State for its excellence in education and continues to provide practical, hands-on career training in a small, personal and friendly environment.
Applying to Beal College is easy and the Admissions Office is here to help! Contact us anytime with questions, to set up your campus visit, or for help with your application.

Phone 207-947-4591 • Toll Free 1-800-660-7351  
E-mail: admissions@bealcollege.edu  
Website: www.bealcollege.edu

ADMISSIONS POLICY

Beal College has a rolling admissions policy which means that a candidate will be considered for acceptance as soon as his or her application for admission with application fee (or fee waiver) are received and the applicant has taken all required entrance exams or qualifies for an entrance exam exemption.

HOW TO APPLY:

Step 1: Submit an application for admission with $30 application fee or fee waiver. The application fee is a required one-time-only nonrefundable fee. You may download an application from our website, request a mailed application, or apply online at www.bealcollege.edu/applyonline.

Please submit applications to: Admissions Office  
Beal College  
99 Farm Road  
Bangor, Maine 04401

Application fee waivers are also accepted at Beal College in lieu of the $30 fee from the following:

• College Board SAT
• Financial Hardship request from your high school guidance counselor
• Beal College Open House application fee waiver
• MEOC (Maine Educational Opportunity Center) program
• METS (Maine Educational Talent Search) program
• NACAC (National Association for College Admissions Counseling)

Applications received without the application fee or fee waiver will not be processed. Applications received within seven calendar days of the official start date for any Mod will be considered for the following Mod.

Step 2: Contact the Admissions Office to set up your campus visit. Beal College welcomes and encourages prospective students and their families to make an appointment to tour our campus. The College requires accepted applicants to schedule a campus visit prior to registering for classes. Applicants will not be permitted to register for classes until meeting with Admissions and Student Affairs. Any applicant seeking financial aid must also meet with a member of the Financial Aid Office prior to any applicable financial aid deadlines.
To schedule a college visit, please contact the Admissions Office. Appointments may also be scheduled in-person through the Business Office.

**Step 3: Letter of Recommendation.** Applicants to certificate, diploma, and degree programs are required to submit one letter of recommendation from a professional or personal reference.

The letter should address why the applicant should be considered for admission to Beal College and the program they are choosing to study. Non-Degree applicants and audits are not required to submit a letter of recommendation.

**Step 4: Take the Entrance Exam.** All degree, diploma and certificate-seeking applicants will be required to take the Accuplacer reading comprehension exam unless they qualify for an exemption.

**Exemptions include:**
- Applicants who have achieved a college degree at the associate level or higher. Proof is required by having an official transcript mailed to Beal College from the issuing college/university.
  **Any of the following, achieved in the last five years:**
  - SAT score of at least 460 on the reading/ critical reading/ verbal section. To request your SAT scores, please contact the College Board at (866) 756-7346.
  - Language arts reading score of at least 500 on the GED (General Equivalency Diploma).
  - Advanced Placement (AP) score of 3 or higher in English (language & composition, literature & composition, etc.).
  - Successful completion of a college level English course (must achieve a grade of C or higher). All English classes and course descriptions are subject to the approval of the Admissions Office.

**Welding Technology applicants:** In addition to the above entrance exam policy, all applicants to Beal College’s Welding Technology program are required to take the Accuplacer arithmetic exam unless they qualify for an exemption.

**Exemptions include any of the following, achieved in the last five years:**
- SAT score of at least 460 on the math section.
- Math score of 500 or higher on the GED (General Equivalency Diploma).
- Advanced Placement (AP) score of 3 or higher in math (calculus, statistics, etc.).
- Successful completion of a college level math course (must achieve a grade of C or higher). All math classes and course descriptions are subject to the approval of the Welding Technology Program Director.
Please note: faxed copies and student-submitted copies of documents will not be accepted by Beal College. Official copies of scores (SAT, AP, etc.), transcripts (high school, college, etc.), HiSETs and GEDs must be mailed or electronically submitted to Beal College by the issuing entity or the applicant’s high school or adult education center, college or university, State Department of Education, College Board, etc. to qualify for an exemption. Grades of C- (college/university courses) will not qualify applicants for exemptions.

Passing Scores.
All applicants who take the Accuplacer reading comprehension exam must achieve a score of 60 or higher to be considered for acceptance to Beal College. All Welding Technology applicants who take the Accuplacer arithmetic exam must also achieve a score of 60 or higher to be considered for acceptance to Beal College.

How many times may I take an entrance exam?
Applicants are allowed to take a specific exam up to two times at Beal College and must wait a period of 24 hours before re-testing. There is a $5.00 re-test fee per exam taken at Beal College that must be paid before re-testing. Passing test scores will be considered acceptable for a period of five years should an applicant withdraw his/her application for any reason (includes diagnostic and regular exam versions). If the applicant re-applies after five years, he/she will have to test again. Accuplacer exams taken at other institutions (high schools, high school technical centers, adult education centers, colleges/universities) within the past five years will be considered as long as scores are submitted by that particular institution, not the applicant.

What happens if I do not pass an entrance exam?
Applicants who do not pass all required exams after retesting will be referred to a local adult education center for brush up on skills. In order to be considered for admission to Beal College, the applicant will have to provide proof of passing Accuplacer scores from the adult education center in the applicable content area (reading comprehension, arithmetic, or both). Accuplacer scores must be submitted to Beal College from the adult education center in order to qualify. In some cases, Beal College may permit an Accuplacer-approved proctor from an adult education center to administer a test using Beal College's Accuplacer portal. Please contact the Admissions Office for details.

Please contact the Admissions Office for more information on testing requirements, exemptions or to schedule a test date.

Step 5: Financial Aid.
At Beal College, financial aid is available to those who qualify. Any applicant
who wishes to apply for financial aid at Beal College should start the process by filling out the FAFSA (Free Application for Federal Student Aid) at www.FAFSA.gov. It is in the best interest of the applicant to file the FAFSA as soon as possible – the school code for Beal College is 005204. Applicants who file a FAFSA after applicable financial aid cutoff deadlines may be asked to start the following Mod, unless able to pay school expenses out of pocket or have other sources of funding for college (employer, agency, etc.). Non Degree students and audits are not eligible to apply for financial aid.

Step 6: Request your high school diploma, GED, or HiSET.

High School Diploma.
Candidates for admission who have earned a high school diploma must request that their high school submit a final, official copy of their transcript to Beal College. The transcript should include the applicant’s name and date of graduation. Transcripts must be mailed or electronically submitted from the high school or adult education facility, directly to Beal College. Transcripts carried by an applicant, and faxed copies of transcripts, will not be considered official and will not be accepted. Adequate documentation of a high school diploma means one recognized by the state in which the high school is located. High school transcripts from other countries will be accepted as long as they are reasonably equivalent to a United States transcript and must appear in English to be considered acceptable. Applicants who cannot provide adequate documentation of a high school diploma will be asked to sit for a HiSET or GED.

General Equivalency Diploma (GED).
Applicants who have earned their GED must request an official copy to be mailed or electronically submitted from the state it was issued in, or GED testing site, directly to Beal College. The GED should include the applicant’s name and reflect a passing score. Copies of GEDs carried by an applicant, and faxed copies of GEDs, will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your GED; the applicant is responsible for payment of this fee. GEDs will also be accepted from DiplomaSender.com as well (electronic or mailed copies). The applicant is still responsible for payment if having his/her GED sent from this site.

High School Equivalency Test (HiSET).
Applicants who have earned their HiSET must request an official copy to be mailed or electronically submitted from the state it was issued in, or HiSET testing site, directly to Beal College. The HiSET should include the applicant’s name and reflect a passing score. Copies of HiSETs carried by an applicant, and faxed copies of HiSETs, will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your HiSET; the applicant is responsible for payment of this fee.
**Home- School Applicants.**

Applicants who have earned their high school diploma through home-school education in Maine must provide passing GED or HiSET scores, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved. If an applicant received their high school diploma through home-school education in another state, the Admissions Office will verify whether or not that state issues diplomas for home-schoolers. If that state does not issue diplomas to home-school students, the applicant will be asked to sit for a GED or HiSET, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved.

**Step 7: Locate your immunization records.**

Beal College complies with the State of Maine statute regarding immunization requirements for students attending post-secondary institutions. Requirements are listed below.

All degree, diploma, or certificate-seeking applicants must provide proof of immunization against Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years. All degree, diploma, or certificate-seeking applicants born after December 31, 1956 must provide proof of immunization against measles, mumps, and rubella (MMR). Two doses of MMR are required or proof of immunity through titer testing (blood work) for MMR.

Official documentation must include immunizing agent, dosage, date on which immunization was administered and the signature of the administering official. Proof may also include official stamp of medical facility or proof of immunization printed on medical facility’s company letterhead. In certain cases where immunization is medically inadvisable, a written statement from the applicant’s health provider may exempt the applicant from receiving immunizations. In addition, in cases of sincere religious belief or for moral, philosophical or other personal reasons, a student may submit a statement in writing of their opposition to immunization. Medical exemptions and other written oppositions must be accompanied by a signed letter of opposition form available through the Admissions Office. Applicants may also request to sign a temporary waiver when more time is needed to supply immunization records or the receive the required vaccinations for school.

**Step 8: Budget for textbooks your first Mod.**

All students must pay for textbooks out of pocket their first Mod, unless an agency or someone else is paying for their books. Financial Aid funds
are not sent to Beal College until a student has attended school for at least 30 days. Please plan accordingly: full-time students should plan to spend approximately $200-250 for books their first Mod and part-time students should plan to spend $150-200 for books their first Mod.

**Appointment Policy.** Communication, attendance in class and retention of our student body is of utmost importance to the faculty and staff of Beal College. We care about our students and want to see them succeed. Demonstration of commitment to attending classes is often established by attending appointments that have been scheduled at Beal College prior to beginning your course work. For this reason, the Admissions Office reserves the right to deny or revoke an offer of admission if an applicant or prospective student misses two or more scheduled appointments with any member of the College, or has an established history of missing appointments at the College. Persistent rescheduling of appointments may also result in denial or revocation of an offer of admission. Likewise, any applicant who fails to respond to two or more documented attempts of contact by members of the College may also be subject to revocation of an offer of admission. Applicants who have applied for admission in the past and have a history of not completing the admissions process (ex: registering for classes) may also be denied admission. Prospective students who miss two or more appointments with the Admissions Office may be denied the opportunity to schedule any future appointments and will be seen on a walk-in basis instead.

**Admissions Office Plagiarism Policy.** Beal College does not condone plagiarism. The Admissions Office reserves the right to deny or revoke an offer of admission to Beal College for any applicant found to have committed the act of plagiarism, especially with regard to the essay portion of an admissions application, Mary Beal Scholarship essay, etc. Falsifying information on your application may also result in denial or revocation of an offer of admission.

**Students with Special Needs.** See page 18 for information regarding documentation for special academic consideration or services for a learning and/or physical impairment. Requests for accommodation must be made before beginning classes.

**Re-entering Students.** Students wishing to re-enter Beal College after a period of absence of six or more consecutive MODs (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program from the catalog under which they are re-admitted. Graduates of Beal College who wish to return to complete a new program of study or to continue their education will also be required to submit a new Application of Admission. The application fee is a one-time only fee; re-entering students and graduates do not need to pay the fee a second time, provided that adequate proof exists of prior payment. If a student graduates from a program and wishes to return to another program at the College, there is a minimum of a one Mod
waiting period before he or she can begin the new program. Please contact the Admissions Office for further information.

**Transfer Students.** Students transferring to Beal College from other post-secondary educational institutions need to submit a copy of the transcript from the college or university previously attended. Faxed transcripts, and transcripts that are carried or mailed by a student or applicant, are not considered official and will not be accepted. To be considered official, a transcript must be mailed or sent electronically from the previously attended college or university directly to Beal College. A maximum of 30 credit hours will be accepted toward an associate degree and a maximum of 12 credit hours will be accepted toward a diploma or certificate. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. Please see additional information concerning transfer credits on pages 39-40.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

**Non-Degree Students.** Students who do not wish to enroll in a degree, diploma, or certificate program but want to take individual courses may do so under Non-degree Status. **Students under Non-degree Student Status are required to follow the admissions policies with regard to an Application for Admission, application fee or fee waiver, and high school diploma, GED or HiSET. Non-degree students must meet the prerequisite requirements for courses of their choice.** Non-degree students are not eligible for financial aid as they are not enrolled within a degree, diploma or certificate program. Non-Degree Students are not required to take an entrance exam and are not required to provide immunization records. The Director of Student Affairs is the designated academic advisor for class registration purposes.

Should a Non-degree student wish to declare a degree, diploma or certificate program, all admissions requirements must be met and appropriate forms filed with the Admissions Office. Contact the Admissions Office for further information.

**International Students.** Beal College does not admit international students at this time. Beal College currently accepts applicants who are United States citizens, have dual citizenship (if one is U.S.), are naturalized citizens of the
U.S., are U.S. citizens born abroad, are residents of a U.S. territory, or have a Permanent Card (Green Card) with a valid "A" number.

**Acceptance.** The College will notify the applicant of an acceptance decision as soon as the candidate’s application for admission and application fee (or fee waiver) are received and the applicant has taken the entrance exam or qualifies for an exemption. Applicants should understand that all offers of admission are conditional, pending receipt of required documents for admission, and compliance with the admissions policies as stated above.

**Enrollment Agreement.** Each student who enrolls at Beal College will enter into an Enrollment Agreement with the College. The Enrollment Agreement will clearly outline all program related tuition and fees and identify expectations of both the student and the College. The agreement must be signed by the student and appropriate school officials, and a copy provided to the student.

**Dismissal Policy.** Beal College reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual's conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

**ADVANCED PLACEMENT EXAMINATIONS**

Test results from College Board Advanced Placement examinations with a score of 3 or better will be accepted for consideration by Beal College. Credit may be granted for certain equivalent courses. The student is responsible for submitting the official College Board Advanced Placement results to the Beal College Registrar for consideration. To request copies of your AP scores, please contact:

AP Services  
P.O. Box 6671  
Princeton, NJ 08541-6671  
Toll Free: (888) 225-5427

Advanced Placement courses are recorded on the student's Beal College transcript with a grade of T. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.
ARTICULATION AGREEMENTS

Beal College holds articulation agreements with the following Maine high school technical/vocational centers. Beal College may award credit for all or some of the above to qualified applicants. For more information, please contact the Beal College Admissions Office.

<table>
<thead>
<tr>
<th>Technical Center</th>
<th>Tech Center Program</th>
<th>Beal College Major</th>
<th># of Possible Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Area Technical Center</td>
<td>Health Career Sciences</td>
<td>Allied Health Majors</td>
<td>3 college credits: ZO101</td>
</tr>
<tr>
<td>Hancock County Technical Center</td>
<td>Health Sciences</td>
<td>Medical Assisting</td>
<td>6 college credits: MA101, ZO101</td>
</tr>
<tr>
<td>Hancock County Technical Center</td>
<td>Health Sciences</td>
<td>Health Information &amp; Medical Admin. Spec.</td>
<td>3 college credits: ZO101</td>
</tr>
<tr>
<td>Hancock County Technical Center</td>
<td>Law Enforcement</td>
<td>Criminal Justice</td>
<td>3 college credits: LE101</td>
</tr>
<tr>
<td>Mid-Coast School of Technology</td>
<td>Health Sciences</td>
<td>Allied Health Majors</td>
<td>6 college credits: ZO101, ZO111</td>
</tr>
<tr>
<td>Tri-County Technical Center</td>
<td>Criminal Justice</td>
<td>Criminal Justice</td>
<td>3 college credits: LE101</td>
</tr>
<tr>
<td>Tri-County Technical Center</td>
<td>Health Occupations</td>
<td>Health Information &amp; Medical Admin. Spec</td>
<td>3 college credits: ZO101</td>
</tr>
<tr>
<td>Tri-County Technical Center</td>
<td>Health Occupations</td>
<td>Medical Assisting</td>
<td>6 college credits: MA101, ZO101</td>
</tr>
<tr>
<td>United Technologies Center</td>
<td>Business</td>
<td>Business &amp; Administrative Programs</td>
<td>3 college credits: BA100</td>
</tr>
<tr>
<td>United Technologies Center</td>
<td>Health Occupations</td>
<td>Allied Health Majors</td>
<td>3 college credits: ZO101</td>
</tr>
<tr>
<td>Waldo County Technical Center</td>
<td>Emergency Medical Services</td>
<td>Allied Health Majors</td>
<td>3 college credits: ZO101</td>
</tr>
<tr>
<td>Waldo County Technical Center</td>
<td>Health Sciences</td>
<td>Medical Assisting</td>
<td>3 college credits: MA101</td>
</tr>
</tbody>
</table>
TRANSFER AGREEMENTS

Beal College holds transfer agreements with the following Maine colleges and universities. All transcripts will be reviewed on an individual basis to assess transferability.

<table>
<thead>
<tr>
<th>College or University</th>
<th>&quot;Transfer Into&quot; Major</th>
<th>Beal College Major</th>
<th># of Possible Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husson University</td>
<td>Bachelor of Science in Accounting</td>
<td>Associate of Science in Accounting</td>
<td>60 credits</td>
</tr>
<tr>
<td>Husson University</td>
<td>Bachelor of Science in Business Administration</td>
<td>Associate of Science in Business Management</td>
<td>72 credits</td>
</tr>
<tr>
<td>Husson University</td>
<td>Bachelor of Science in Criminal Justice</td>
<td>Associate of Science in Conservation Law Enforcement</td>
<td>57 credits</td>
</tr>
<tr>
<td>Husson University</td>
<td>Bachelor of Science in Criminal Justice</td>
<td>Associate of Science in Law Enforcement</td>
<td>60 credits</td>
</tr>
<tr>
<td>Saint Joseph's College</td>
<td>Bachelor of Science in General Studies (Accounting Spec.)</td>
<td>Associate of Science in Accounting</td>
<td>69 credits</td>
</tr>
<tr>
<td>Saint Joseph's College</td>
<td>Bachelor of Science in General Studies (Accounting Spec.)</td>
<td>Associate of Science in Business Management</td>
<td>69 credits</td>
</tr>
<tr>
<td>Saint Joseph's College</td>
<td>Bachelor of Science in General Studies (Criminal Justice Spec.)</td>
<td>Associate of Science in Law Enforcement</td>
<td>69 credits</td>
</tr>
<tr>
<td>Saint Joseph's College</td>
<td>Bachelor of Science in Health Administration (additional option: progressive Master's path)</td>
<td>Associate of Science in Medical Assisting</td>
<td>71 credits</td>
</tr>
<tr>
<td>Thomas College</td>
<td>Bachelor of Science in Accounting</td>
<td>Associate of Science in Accounting</td>
<td>60 credits</td>
</tr>
<tr>
<td>Thomas College</td>
<td>Bachelor of Science in Management</td>
<td>Associate of Science in Business Management</td>
<td>60 credits</td>
</tr>
<tr>
<td>Thomas College</td>
<td>Bachelor of Science in Criminal Justice</td>
<td>Associate of Science in Criminal Justice (Conservation Law Enforcement)</td>
<td>60 credits</td>
</tr>
<tr>
<td>Thomas College</td>
<td>Bachelor of Science in Criminal Justice Law Enforcement Concentration</td>
<td>Associate of Science in Criminal Justice (Law Enforcement)</td>
<td>60 credits</td>
</tr>
</tbody>
</table>
CREDIT FOR LIFE EXPERIENCE

Beal College recognizes that students may have gained significant learning through a relevant job or career, professional training, and other life experience. The College will consider granting credit in cases where the student can demonstrate that prior learning or experience is equivalent to specific college courses. The credit awarded will be based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence that proves the knowledge is equivalent to college-level learning.

1. The student must be enrolled as a student at Beal College.
2. The student must complete an essay or narrative explaining how the prior learning relates to the student’s degree program, from what experience it was gained, and what specific courses the student is requesting credit for.
3. The credit requested must be course-equivalent and applicable to the student’s program of study.
4. The student must provide documentation that he or she has actually acquired the appropriate learning that is being claimed.

Documentation may include but is not limited to such things as licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. Documentation must be sufficient to prove college-level learning and course-equivalency and to warrant granting of credit.

The material submitted by the student will be reviewed by a committee including the Program Director, the Academic Advisory Committee, and the Registrar. This committee will determine the number of credits, if any, that can be granted based upon the material submitted.

A non-refundable fee of $125.00 must be paid for each 3-credit course for which life experience is requested before the materials submitted to the committee will be reviewed. The non-refundable fee is assessed each time a student submits material for review, regardless of whether credit is granted at that time or not. A maximum of 20 credits towards an associate degree and a maximum of 9 credits towards a diploma or certificate program may be granted for life experience. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. A grade of EX will be recorded on the student’s transcript for each course for which life experience credit is given. The
PROFICIENCY EXAMS

Courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program. Credit given for life experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

PROFICIENCY EXAMINATIONS

Enrolled students exhibiting proficiency in certain courses offered at Beal College may request a proficiency examination; successful completion with a grade of 80% or better allows the student to bypass the course and receive the three credit hours associated with the course. The nonrefundable fee for the proficiency examination is $125.00 and must be paid prior to taking the exam. A maximum of 20 credits towards an associate degree and a maximum of 9 credits towards a diploma or certificate program may be granted for proficiency exams. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. A grade of PR will be recorded on the student's transcript for each course for which proficiency credit is given. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.

Students wishing to take a proficiency examination may submit a written request to the instructor administering the exam. A proficiency examination may be taken only once and must be taken prior to beginning the course; once a student has attended a class, he or she may not take a proficiency examination. Failure to pass the proficiency examination will result in the student being required to take the course.

Proficiency examinations may be taken in most courses; further information about proficiency examinations may be found on pages 37-38 or by contacting the Student Affairs Office.

AUDITING OF CLASSES

In order to audit a class, a student must be enrolled as a degree, diploma, certificate, or non-degree student. A student may audit any course if space is available. The Audit Fee of $100.00 per course and any applicable lab fees must be paid in full prior to the start of the class and are nonrefundable. Financial aid is not available for audits. Since the student is enrolled in the course solely for faculty expertise, lecture and discussion, the auditing student's participation in quizzes, tests, examinations and the like is not required; therefore, no grade will be assigned nor credit granted for the audited class.

In certain instances where a student has previously received credit at least one year prior for a course, the student may be interested in auditing the course
before continuing on to the next level. Students seeking readmission to the Medical Assisting program after a period of absence of one year who have previously completed any of the Medical Assisting Labs, must audit the last clinical lab taken to prove competency in skills (affective, psychomotor, and cognitive) and safety protocols before proceeding forward to the next lab. In addition, if the student successfully completed all four medical assisting labs more than 5 years prior to reentering, the student must audit all labs in order to complete the Medical Assisting program.

If a student wishes to convert a class that has previously been audited to credit, he or she may take a proficiency exam in the course.

**STUDENTS WITH SPECIAL NEEDS**

Any student requesting special academic consideration or services in relation to a learning and/or physical impairment must complete a Request for Accommodations and provide written documentation from a qualified professional verifying the extent of the impairment prior to beginning classes.

This written documentation must include the following:

- a description of the impairment
- the history of remedial actions taken to date
- the qualified professional’s recommendation to Beal College in handling the student’s special needs.

Please contact the Director of Education for more information.

**NON-DISCRIMINATION POLICY**

Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, marital or parental status, or disability in the operation and administration of its programs and activities, including admission to or employment in its education programs or activities.

The College is committed to compliance with the requirements of federal law, including but not limited to Title IX of the Education Amendment of 1972, 20 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, regarding discrimination on the basis of sex; Title VI of the Civil Rights Act of 1964, regarding discrimination based on race, color and national origin; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Age Discrimination Act.

The President of Beal College is the designated coordinator for Title IX. In addition, the President monitors compliance with Section 504 regulations and other areas of nondiscrimination.

Any inquiries concerning the application of nondiscrimination laws may be referred to the President of Beal College, 99 Farm Road, Bangor, Maine 04401
Complaint procedure:
A student or employee who feels that he or she has been discriminated against or harassed based on race, color, national or ethnic origin, religion, sex, age, marital or parental status, or disability, should contact the President if he or she wishes to file a complaint. Formal complaints must be made in writing and should specify the incidents and details leading to the complaint. The President is responsible for conducting an investigation into the complaint and for taking prompt, appropriate action based on findings, which may include corrective or disciplinary action. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

PROGRAM DIRECTORS
Each Program Director serves as academic advisor to each student in his or her program. Advisors are members of the faculty whose area of instruction matches the program in which the student is enrolled. An appointment can be scheduled with an Advisor for academic consultation.

COUNSELING
Personal, academic and career counseling are available through the staff, academic advisors and professionals in the community. Counseling is designed to help the student adjust to college life, establish personal goals and prepare for successful business and professional activities. All counseling is strictly confidential. All counseling, other than academic and placement counseling, is on a referral-only basis to professionals in the community.

CAREER SERVICES OFFICE
Beal College feels that its obligation to students involves more than providing a quality education. In order to help graduates put their skills to the best possible use, the College provides career development assistance. Through its ongoing professional relationship with businesses, organizations and governmental agencies, the Career Services Office is a valuable resource for students, graduates and alumni.

The College supports and encourages students and graduates and will provide techniques on seeking and securing employment. Students and graduates wishing to have employment assistance are encouraged to register with the Career Services Office as early as possible and to maintain contact throughout their education and career. Career development assistance is available in both one-on-one consultations as well as group forums. Services include assistance in resume writing, interview techniques, job search methods, employment leads, employment trends, development of a professional attitude toward the employment search, and other activities.
Students are responsible for informing the College of their employment information. It should be noted that the College and/or its accrediting agencies may verify employment information with employers.

Although average starting wage information based on data received from employers, graduates, and state and federal published wage information may be available to prospective students, there is no guarantee that a student will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

It should be understood that the career services offered by the College are not an obligation or a guarantee of employment. Additionally, a student's background may disqualify him or her from employment in certain fields.

**ACADEMIC ADVISORY COMMITTEE**
The Academic Advisory Committee is a committee of members of the faculty and administration designated by the President which addresses student problems or concerns. The members of the Academic Advisory Committee consist of those individuals whose areas of expertise match the student problem or concern being reviewed. Areas addressed by the Academic Advisory Committee include the following:

- Academic problem resolution (incorrect grade calculation, instructor problems/concerns, etc.).
- Appeals for academic action taken (probation and suspension).
- Auditing of laboratory classes.
- Cheating and plagiarism offenses.
- Course substitution requests.
- Exceptions granted to changes of programs.
- Directed study requests.
- Prerequisite waiver requests.
- Suspension and reinstatement requests.
- Approval of transfer credits.

The Academic Advisory Committee does not address student questions of a financial nature. Any student concerns or problems of a financial nature must be addressed directly to the Student Accounts / Accounting Office or the Financial Aid Office if applicable.

**COURSE REGISTRATION**
Schedules are released part way through the MOD indicating the course offerings available for the following MOD. Students are notified each mod of the date that he or she will be scheduled to register for classes. Times for registration are based upon the number of courses a student has left to complete in his or her program, with preference given to students nearing
completion. It is recommended that students meet with the Director of Student Affairs or their academic Advisor prior to registration to determine appropriate courses. This will help to ensure that the student stays on track to complete his or her curriculum in a timely manner.

Enrollment in a class is not official until approval is given by the administration. Students will be sent a class schedule for confirmation and will be notified if a registration error occurs. The College reserves the right to cancel any class due to insufficient enrollment.

THE MODULAR SYSTEM

At Beal College, courses are offered in eight-week terms called MODs (short for modular system). Day and evening options are available. Prospective students may begin their studies at one of the six start dates per year.

Student enrollment classifications are as follows:

- **FULL-TIME STUDENT:** 5 or More Credits per MOD
- **HALF-TIME STUDENT:** 2.5 - 4 Credits per MOD
- **LESS THAN HALF-TIME STUDENT:** 2 or Fewer Credits per MOD

PEER TUTORING

Free peer tutoring assistance is available on campus to students desiring additional outside classroom instruction for most classes upon request. Please check with instructors or Director of Student Affairs regarding tutorial assistance and approval. Tutors are not allowed for students enrolled in a directed study course or a medical assisting lab.

EXTERNSHIPS

Many programs require students to complete an Externship, a supervised in-field experience (160 hours for most programs), at or near the end of their program. Students will work closely with their advisor to choose an appropriate site. Once a site is chosen, the student may register for the Externship.

The Externship is a capstone course which gives the student an opportunity to apply skills that have been learned in the classroom. Weekly time sheets, which serve as attendance verification, must be submitted. The Externship must be completed in a timely fashion, usually in one mod but no longer than two mods.

Additional information about Externships can be found on page 36.
CHANGE OF PROGRAM

A student may add, delete or change from one degree, diploma or certificate program to another or from a one-year diploma or program to a two-year degree program by notifying the College of his or her intentions in writing; forms for this procedure are available through the Student Affairs Office. *The catalog in effect at the time of the change will dictate the curriculum requirements.* Any alteration of the original program(s) as declared on the student's Application for Admission made after the student is in attendance is considered a *change of program*, including changes of program due to unsuccessful course repeats or other academic issues. A student is allowed to make a change to the program a maximum of two times. *Since some courses are offered at Beal College in a particular sequence or only one time per year, any change of program may delay a student's expected graduation date a year or more.*

In the event that circumstances would require a change of program in excess of the two change maximum, a student would need to petition both the Academic Advisory Committee (AAC) and the Financial Aid Department for approval prior to the change.

Additional information about Change of Programs can be found on page 50.
THE COLLEGE AND COLLEGE LIFE

Beal College is located at 99 Farm Road on the south side of Bangor, Maine. The campus building houses all activities of the College, including classrooms, library, bookstore, administrative offices, computer centers, fitness center, and cafe.

Students who attend Beal College for the small college atmosphere also enjoy the benefits that the greater Bangor area, located 45 minutes from Bar Harbor and the coast, has to offer. Extensive shopping, airline service, theaters, a symphony, and indoor and outdoor recreational facilities are only a few of the advantages that are available. Beal College students are able to combine the best of two worlds: a small campus setting in an urban environment.

STUDENT BODY
Beal College is comprised of approximately 450 students ranging in age from 17 to 60 years old. Students commute from throughout the state of Maine.

STUDENT ACTIVITIES
Beal College offers and encourages student activities that enhance the college experience. The administration of Beal College coordinates, with student assistance, activities throughout the school year.

THE COLLEGE NEWSLETTER
The Beal College newsletter, *The Link*, is published once per MOD. Students are encouraged to assist in its production as well as to submit articles for publication.

LIBRARY
The Beal College Library serves students with a collection of books, magazines, and audiovisual materials that can be borrowed for four weeks. Other library services available to the college community include free access to the Internet and MARVEL (Maine’s Virtual Library), downloadable audio books, reference service, interlibrary loan, and reserve services. Beal students also have free access to the Bangor Public Library, the largest public library in Maine.

Unreturned and damaged library materials will be charged to the student’s account for replacement cost plus a $5.00 handling charge. The library has no other fines.

BOOKSTORE
Beal College maintains a bookstore that carries all necessary books and supplies as well as collegiate apparel and novelties. The bookstore is open Monday through Thursday during posted hours, with extended hours for textbook sales each MOD.
**Rental Books:**
The Beal College Bookstore rents select book titles, for the general education courses in particular. Rental terms and conditions are available at the business office upon request.

The Beal College rental titles are only available for sale at the bookstore if they are pre-ordered. Please see the Bookstore manager for further information or to order a book.

**Used Books:**
The Beal College Bookstore sells some used books. The Bookstore conducts a book buyback during the last two days of each MOD. During buyback, students may bring in any unwanted textbooks to sell back to the bookstore. Book value is based on the book condition and on supply and demand. Cash paid to students for texts intended for re-sale may be equivalent to one-half of the retail price. For any other books purchased during buyback, the value is determined by the used book company.

Another opportunity to buy and sell used books is through the “Used Book” bulletin board located in the student lounge. Students selling used books are asked to post the book title, edition and ISBN number. This method is student-to-student and buyers are urged to check the posted book list for the edition of the book currently being used prior to any transaction.

**Book Return Policy:**
In order to receive a refund for returned books, the following criteria must be met:

*Before the Mod begins:*
   - If the student dropped his/her classes or a class was cancelled and the book is in the exact condition it was purchased in (still in cellophane, no writing, no highlighting), the book may be returned for 100% of cost.
   - If the book is not in original condition or the student is still enrolled in the class:
     - New books will be repurchased at used price.
     - Used books will be repurchased at a 10% discount for restocking fees.

*Before the end of week two:*
   - New books at used book price.
   - Used books at 15% discount.

*After two weeks, there are no returns.*

Any returns under $50.00 will be refunded in cash. Any returns over $50.00 will be put on the student’s account and the student can submit for a refund at the Business Office.
Please inspect all books upon purchase (especially new books). Any defects must be brought to the bookstore manager’s attention immediately.

**Book expenses for a new or re-entering student's first MOD must be paid for at time of purchase and may not be charged against an expected student loan or other financial aid.**

*Important*: Since Beal College reserves the right to cancel any class due to insufficient enrollment, and since a student's personal circumstances may change, it is advisable that students refrain from writing in or unwrapping their books until: (1) the first day of class, (2) the student is certain he or she will not be dropping the class.

If students wish to purchase required materials through other local bookstores, the book titles, ISBN numbers, and other pertinent information are posted on the bookstore door prior to the start of the MOD.

**BEAL COLLEGE CAFE**
The Beal College Cafe is centrally located on the campus. The Cafe offers a selection of fresh cooked foods, beverages and snacks.

**BEAL COLLEGE FITNESS AND WELLNESS CENTER**
The Beal College Fitness and Wellness Center is equipped with various pieces of equipment including treadmills, elliptical machines, and weight machines. The Center is available to currently enrolled students, faculty and staff after an orientation by Wellness Center staff.

**IDENTIFICATION (I.D.) CARDS**
Each student will be issued a Beal College photo identification card which also serves as a library card. The cards are issued free of charge.

**NAME/ADDRESS/PHONE CHANGES**
It is important that the College be aware of a student’s current name, address and telephone number at all times. If a student changes his or her name, address or telephone number at any time during the academic year, he or she is asked to notify the Business Office so that all records may be updated. The Business Office should be notified if grades or statements should be sent to a special address.

**PARKING**
All automobiles used by students to commute to classes should be registered with the Business Office and should display the Beal College parking sticker. Parking stickers are free from the Business Office. Ample parking spaces are available near the building. Students should not park in either of the areas reserved for visitors or faculty members.
MESSAGES/BULLETIN BOARDS/COURTESY PHONES
Messages received in the office for students will be posted on the bulletin board in the lobby. Students will be notified during class ONLY in the event of an emergency.

The school will post job notices, policy statements and other pertinent information as necessary. Students may post notices that are acceptable to college policy on bulletin boards.

A used book board that students may use to post used text books they would like to sell is located in the hallway off the student lounge.

A courtesy telephone for public use is located in the hallway off the student lounge.

CLASS CANCELLATION POLICY
Classes may be cancelled due to inclement weather or when other adverse conditions on campus present an unsafe environment for students. Day class cancellations will be determined by 6 a.m. Evening class cancellations will be determined by 2 p.m. Make-up classes may be scheduled for any cancelled classes. Some emergencies are not predictable and each will be handled on a case-by-case basis.

Cancellations are announced on WVII-TV (Channel 7), WABI-TV (Channel 5), WFVX-TV (Channel 22 FOX) and WLBZ-TV (Channel 2).

Please listen for cancellations on the following radio stations: AM stations: WZON 620, WABI 910, or WDEA 1370; FM stations: WEZQ 92.9, WKSQ 94.5, WWMJ 95.7, WWBX 97.1, WKIT 100.3, WQSS 102.5, WBFB 104.7, WQCB 106.5, or WBZN 107.3.

Cancellations are also posted online at www.bealcollege.edu.

DELAYED OPENING
Under certain circumstances, the College may choose to delay the start of daytime classes. Delayed openings will be consistently posted on television, radio or online at 10:30 a.m. or 1:30 p.m., due to the constraints of those systems. Delayed openings will be handled as if the College is in full operation for the entire day. For example, if a delayed opening is at 10:30 a.m., students are to report to the class normally scheduled at 10:40 a.m. Regardless of the beginning or end time of the class, if it is normally in session at 10:40 a.m., students will report to that class.

VOTER REGISTRATION
As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to make voter registration forms available to students. The forms are available from the Business Office and in the Student Lounge. We encourage all students to exercise their civic responsibility to vote.
CONSTITUTION DAY
As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to hold an educational program pertaining to the United States Constitution on September 17th of each year.

COMPUTER USE
Upon request, each student will be assigned a user name and password that will allow access to the College computer system. A Beal College e-mail account will also be set up for each student who has computer access.

OPEN COMPUTER LAB HOURS
Computer labs are available for use during non-class hours Monday through Thursday from 8:00 a.m. until 9:00 p.m.; on Fridays from 8:00 a.m. until 4:00 p.m. Supervised lab times will be posted on a mod by mod basis.

Please note:
1. Computer labs are open to currently attending students who need to work on homework only. The computers may not be used for personal correspondence or business matters.
2. Students may not load any software on the computers or attempt to change any software or hardware setups.
3. Students may not bring children into the computer lab.
4. No food or drink is allowed in the computer labs.
5. The use of flash drives or other such devices is prohibited.

DRESS CODE/APPEARANCE
Beal College does not have a formal dress code. However, Beal is a school whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately.

HEALTH SERVICES REFERRAL
In emergency medical situations, 911 will be called. For non-emergency situations, students will be referred to a health provider of their choice.

EMERGENCY NOTIFICATION - ACCIDENTS AND INJURIES
A student involved in an accident or receiving an injury while on the Beal College campus should report the incident immediately to the Business Office. If emergency personnel are required, please give exact details of the accident as to who, what and where to insure an effective response.

CRISIS AND TRAUMATIC LOSS PLAN / SECURITY REPORT
Beal College maintains a Crisis and Traumatic Loss Plan to provide direction, support, coordination of resources and effective communication to students,
staff and community in the event of an incident which might impact the academic and professional environment of the College.

An Annual Security Report is published and distributed to all currently enrolled students, staff, and faculty. The report is also available for any prospective student or prospective employee upon request.

**TIMELY WARNING NOTIFICATION**

In the event that a situation arises, that, in the judgment of the Crisis Team and College officials, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The Crisis Team will follow established procedure to initiate it’s notification to the campus community through the College website (www.bealcollege.edu), its Facebook page, and/or through the College e-mail system.

**CODE OF CONDUCT**

The Administration of Beal College develops academic and social policies with proper regard for the rights of students and others in the Beal College community. All members of the Beal College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

The student is a member of the College community and is expected to know and adhere to the College's policies outlined in the catalog and the written Code of Conduct.

1. Behavior towards others must not be discriminatory on the basis of race, color, national or ethnic origin, religion, sex, age, sexual orientation, marital or parental status, or disability.
2. Behavior towards others must not be threatening, violent, aggressive, abusive or disruptive, either physically or verbally.
3. All individuals must respect the rights of others to a quiet, clean and orderly environment.
4. Any act or behavior that disrupts or interferes with teaching, learning or other functions on campus will not be tolerated.
5. Students shall not engage in acts of dishonesty - such as furnishing false information, altering documents or identification. Scholastic dishonesty will be addressed by the Academic Advisory Committee.
6. Individuals must respect the property of other people and that of the College.
7. Individuals must not behave in ways that put their own or other people's health, safety or welfare at risk. Physical abuse, verbal abuse, profanity,
indecent or abusive language, intimidation, harassment, coercion, or other like conduct will not be tolerated.

8. Individuals must not possess, consume, or distribute illegal substances or alcohol on College premises or arrive on campus under the influence. In addition, students are not allowed to arrive on campus or attend classes under the influence of alcohol or illegal substances.

9. Firearms, knives, BB guns, or weapons of like nature are not allowed on campus with the exception of law enforcement officers or military personnel in full uniform wearing their holstered weapon.

The formal, written Code of Conduct, including the consequences of violating the Code, and the disciplinary process and actions that may be taken for violations are available in the Business Office.

**DISMISSAL POLICY**
Beal College reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual’s conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

**CHEATING/PLAGIARISM**
Beal College does not condone the practice of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, the following: cheating on an examination or a quiz, plagiarism and collusion. Plagiarism includes using the wording and thoughts of another author without the author's approval, representing that author's work as one's own, and not crediting the original author. This includes copying from Internet sources. Any student accused of scholastic dishonesty will be brought before the Academic Advisory Committee and the instructor to analyze and interpret facts as they pertain to the offense.

Disciplinary academic action taken for the offense of scholastic dishonesty may include a grade of zero on an assignment, withdrawal from the course with a grade of "F", suspension, a mandatory program change, expulsion from Beal College or other actions.

**SMOKING AND TOBACCO PRODUCTS**
Beal College is a tobacco-free building; smoking, chewing tobacco, or using electronic cigarettes is not allowed inside the building or in the immediate area outside of the campus building. These activities are allowed only in the designated area outside of the building or in private vehicles.

**ALCOHOLIC BEVERAGES AND DRUGS**
It is our sincere philosophy to help rather than hinder the students' well-being. We feel that alcohol and drugs are, at best, a hindrance and we will not condone or allow the use of either on the Beal College Campus.
Under the Drug-Free Schools and Communities Act (P. L. 101-226), Beal College is required to fully inform its students that it will take all measures necessary to prevent drug and alcohol abuse at the campus.

In addition to federal, state and local law enforcement regulations concerning the use of drugs and alcohol, Beal College also states that any use of drugs or alcohol on the Beal College campus is strictly prohibited. Beal College prohibits the unlawful possession, use or distribution of drugs and alcohol during any academic or school-sponsored social activity.

It will be the policy of the administration of Beal College to report any possession, use or distribution of any illicit drugs to the appropriate law enforcement officials. It should be known to the student that any possession, use or distribution of illicit drugs, depending upon the quantity and type of substance, can carry a felony charge or a misdemeanor charge which can lead to incarceration and/or monetary penalty.

Even though alcohol may be condoned by society, excess consumption of alcohol may lead to felony or misdemeanor consequences. For example, driving while under the influence of alcohol or public intoxication may lead to a felony charge or a misdemeanor charge which can lead to incarceration and/or monetary penalty.

In addition to the above-mentioned criminal penalties, it is the administration’s responsibility to inform the student that the use of illicit drugs or alcohol carries with it the possibility of impaired health. According to the Surgeon General of the United States, medical evidence indicates that alcohol is an addictive drug and the myriad types of illicit drugs may cause addiction and can be potentially fatal. It has also been proven that the use of alcohol and illicit drugs can have devastating health effects on the unborn fetus.

Beal College’s intent is to impose sanctions on students who use, possess or distribute illicit drugs or abuse alcohol while on Beal College premises, including the building, parking areas and the surrounding grounds. Sanctions may include, but are not limited to, the following:

1. Notification to legal authorities,
2. Written warning, and/or
3. Temporary and/or permanent suspension from Beal College.

Upon the Beal College administration learning of a student’s use, possession or distribution of an illicit drug or abuse of alcohol, the student will be referred to one of the following counseling centers:
WITHIN MAINE & LOCAL:
Acadia Hospital - Alcohol & Drug Treatment 973-6100
or 1-800-640-1211
Community Health & Counseling Services 947-0366
Alcohol & Drug Abuse - Prevention & Treatment 1-800-499-0027

In addition to these counseling centers, the following information of national organizations is provided to assist students in obtaining help for drug or alcohol addiction:

1. The National Institute on Drug Abuse Hotline 1-800-662-HELP (4357)
   This hotline is an information and referral service that directs callers to additional treatment centers within the local community.

2. The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600
   This is an information and referral line that distributes Department of Education publications about drug and alcohol prevention programs as well as material from other Federal agencies.

RESOLUTION OF PROBLEMS
The following procedures have been developed to assist a student in the resolution of problems that may be encountered:

Academic Problems
All academic problems relating to a specific class must first be addressed with the student's instructor. If a problem is still unresolved after consulting with the instructor, the student may consult with his or her program advisor regarding the next appropriate steps. All other academic problems which are not course-related must first be addressed with the student's academic program advisor and/or the Director of Education.

If the problem is still unresolved after a consultation as indicated above, the student must make a written request to schedule a hearing with the Academic Advisory Committee. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem.

After a complete examination of information presented at the hearing, the Academic Advisory Committee will make a final determination on the student's problem.

See the section on Appeals and Special Circumstances in this catalog for additional information.
Non-Academic Problems
If a student has a non-academic problem that is related to the student’s educational experience at Beal College, it is strongly recommended that the student address the problem with the appropriate administrative official who can best handle it. All administrators and their related functions are listed in the Beal College catalog.

If the problem is still unresolved after following this procedure, the student must make a written request to schedule an appointment with the President of Beal College. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem.

After a complete examination of all information presented, the President will make a final determination on the student's problem.

Beal College’s accreditation agency, the Accrediting Council for Independent Colleges and Schools (ACICS), requires that all accredited colleges provide ACICS’ address and telephone number for unresolved student complaints, as follows:

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, D.C. 20002-4241

Telephone: (202) 336-6780
Facsimile: (202) 842-2593
e-mail: acics@acics.org
Website: www.acics.org

In addition, the Department of Education under 34 CFR 600.9 requires that the student complaint process for the State be made available to any enrolled or prospective student. Complaints can be addressed to:

The Office of the Maine Attorney General
6 State House Station
Augusta, ME 04333
(207) 626-8800
ACADEMIC STANDARDS

GRADING POLICY

The semester credit hour is the standard unit used by Beal College to measure student achievement and progression toward graduation. A semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. A clock (contact) hour represents 50 to 60 minutes of actual classroom time (i.e., a three credit course meets at least 45 clock hours). Many courses are a combination of lecture, lab and practicum. For a lecture class, there is an assumption that outside reading and/or preparation (homework) will equal approximately two hours for every hour in the classroom.

College credits are granted to students who earn a letter grade ranging from A to D- for completion of course requirements. Students who fail to complete the minimum requirements for a specified course will receive no college credit and a letter grade of F for that course.

Letter grades indicate the following levels of performance:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Numeric Score</th>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Score</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>(95-100%)</td>
<td>IC</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>(90-94%)</td>
<td>*R</td>
<td></td>
<td></td>
<td>Repeat</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>(87-89%)</td>
<td>S</td>
<td></td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>(84-86%)</td>
<td>U</td>
<td></td>
<td></td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>(80-83%)</td>
<td>P</td>
<td></td>
<td></td>
<td>Pass (Audit)</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>(77-79%)</td>
<td>NP</td>
<td></td>
<td></td>
<td>Not Pass (Audit)</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>(74-76%)</td>
<td>PR</td>
<td></td>
<td></td>
<td>Proficiency</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>(70-73%)</td>
<td>T</td>
<td></td>
<td></td>
<td>Transfer</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>(67-69%)</td>
<td>EX</td>
<td></td>
<td></td>
<td>Life Experience</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>(64-66%)</td>
<td>W</td>
<td></td>
<td></td>
<td>Withdrawal</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>(60-63%)</td>
<td>WV</td>
<td></td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>(Below 60%)</td>
<td>WP</td>
<td></td>
<td></td>
<td>Withdrawal Pass</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td>WF</td>
<td></td>
<td></td>
<td>Withdrawal Fail</td>
</tr>
</tbody>
</table>

A credit is considered attempted but not earned if the student is enrolled beyond the add/drop period and receives a grade of F or a W, WP, WF, IC, or *R. Transfer credits applied to a student's program are considered both attempted and earned.

If a student's last date of attendance is within the first, second, third or fourth week of class, a grade of W (Withdrawal) will be entered onto the student’s academic record.

If a student's last date of attendance is within the fifth or sixth week of class, a grade of either WP (Withdrawal Pass) or WF (Withdrawal Fail) will be entered onto the student's academic record, depending upon the student's academic performance up to the time of withdrawal.
If a student's last date of attendance is within the seventh or eighth week of class and the student is dropped, a grade of F will be assigned.

To compute the grade point average (GPA) for a MOD, multiply the grade points earned in each course by the number of credit hours for the particular course, and add the products. The result is the total quality points for the MOD. Divide the total number of quality points by the total number of credit hours for the courses. The grade point average is rounded to two decimal places.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY101</td>
<td>3</td>
<td>A</td>
<td>12.00</td>
</tr>
<tr>
<td>CL219</td>
<td>4</td>
<td>C</td>
<td>8.00</td>
</tr>
<tr>
<td>EH102</td>
<td>3</td>
<td>B+</td>
<td>9.99</td>
</tr>
</tbody>
</table>

Total Quality Points = 29.99

Grade Point Average = \( \frac{29.99}{10} \) = 2.99 GPA

Grades of W, WP, WF, T, PR, EX, and IC carry no points and are not calculated in the cumulative grade point average. They are, however, counted as attempted and/or earned in the calculation of pace of completion.

**INCOMPLETE GRADES**

Instructors are entitled to award a grade of IC (Incomplete) to any student who has completed 75% or more of the course requirements if the student is unable to complete assigned work because of circumstances beyond the student's control, such as illness or family emergency. An incomplete grade will not be given simply because the student has not completed the course work. Incomplete course requirements must be completed within two weeks (10 business days) after the end of the MOD. If the individual instructor has been given documented medical evidence, he or she may extend the deadline not to exceed 20 business days after the end of the MOD. It is the student's responsibility to contact the instructor and to provide medical documentation in order to qualify for the extended deadline. The instructor must inform the Registrar in writing that there are extraordinary documented circumstances. A grade of F is computed into the student's cumulative GPA if he or she does not complete the course requirements within the time limit.

**COURSE REPETITION**

All courses within a student's program of study that receive a grade of F and courses that receive a deficiency grade, as defined under the Deficiency Grades section, must be repeated. Courses taken that are required to be
repeated by degree, diploma or certificate seeking students may be repeated only once. This means that if the grade earned on the second attempt does not meet the academic standards required by the appropriate program of study, only the following alternatives will be available:

1. If the course in question is required by every program of study, the student will have to register for the course at another institution (AAC approval may be required to ensure equivalency of the course), pass the course with a grade that meets the program’s requirements and transfer the credits earned to Beal College. Until the credits for the course have been transferred, the student will not be able to continue to take any other courses at Beal College as a degree, diploma or certificate seeking student; in other words, the student's status will be that of an indefinite suspension, and his or her financial aid eligibility, if any, will be negatively affected.

2. If the course in question is not required by some other program of study, the student may change his or her current program to that program. This would allow the student to continue taking courses at Beal College and it may not affect the student's financial aid status; contact the Financial Aid Office to determine the effect, if any, of such action.

3. The student may change to Non-degree status and may repeat the course; however, non-degree students are not eligible for financial aid as they are not enrolled in a degree, diploma or certificate program.

Transferred, waived, proficiency or life-experience courses and courses with a satisfactory grade may not be repeated for credit or for the purpose of improving a student's cumulative GPA. If a student enrolls in a course that was previously documented as transferred, waived or proficiency demonstrated, it will be for audit purposes only and subject to the approval of the Academic Advisory Committee and the Program Advisor.

When a course must be repeated (except for externships), only the grade earned the second time will be averaged into the student’s cumulative GPA. The first grade will be shown on the official transcript as an *R regardless of its actual value. However, in the case of repeated externships, both grades will show on the transcript and will be calculated in the student's cumulative GPA.

Another course may not be substituted for a course that must be repeated unless the course in question is no longer offered at the College or other extenuating circumstances exist. In this instance, the substituted course is treated as the second take of the original course.

Certain other restrictions apply to repeating an externship. Please see the section on Deficiency Grades for more information.

**DEFICIENCY GRADES**

Any student receiving a deficiency grade in a course in the major area of
study or in one of the general education courses requiring a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses requiring a grade of C or better are indicated in the specific program’s curricula; deficiency is defined as a grade of C-, D+, D, or D-. Please note that Criminal Justice, Health Information Management, and Medical Assisting students must obtain a grade of C+ or better in major courses of study and a grade of C or better in general education courses of study. As indicated earlier, all courses that receive a letter grade of F must be repeated.

Students may accumulate no more than six credit hours of deficiency work (grade of C-, D+, D, or D-) in the courses of study not designated as requiring a grade of C or better, within their Associate Degree program. Deficiencies in excess of the six credit hour limit must be repeated with resulting grades of C or better.

For externship courses, if a grade of less than C in AD220, HR221, HS220, MX220, or SA220, or a grade of less than C+ in HI220, or MA220 is received, a student will be required to meet with his or her program director for externship counseling to address the student’s deficiency areas prior to being assigned to another site and allowed to repeat the externship. The College reserves the right to deny a student the option of repeating an externship if the College deems it necessary. This option would be exercised in cases including but not limited to a student’s inappropriate behavior at the externship site that would require the student being removed or terminated from the site, dangerous behavior at the externship site, and failure to complete the requirements of the externship.

In certain circumstances, a student may be allowed to repeat an externship by completing an alternative study project determined by the program director and approved by the Academic Advisory Committee (AAC), that will approximate the hours required by a regular externship and including a service learning component. This option is to be used primarily in the case of a repeat for an externship when it is not appropriate to put a student in another site, and not as an alternative to the regular externship. The course would be designated on the transcript as EX220 Externship Alternative. Both courses will be used in the calculation of the student's GPA and both grades will be shown on the student's academic transcript. For MA220, due to program accreditation standards, no alternative to an externship is allowed.

A student may repeat an externship only once. Any unsuccessful course repeat of an externship will result in immediate suspension from the program. As stated in the Course Repetition section, both grades will show on the transcript and will be calculated in the cumulative GPA.
PROFICIENCY EXAMINATIONS

If a student passes a proficiency examination, a grade of PR will be recorded on the student’s academic transcript. This grade indicates that the student has successfully passed the proficiency examination with a grade of 80% or better and earned the three credits associated with the course in question.

A maximum of 20 credit hours toward an associate degree, and a maximum of 9 credit hours toward a diploma or certificate program may be earned through demonstrated proficiency testing. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate.

A grade of PR will be recorded on the student’s transcript for each course for which proficiency credit is given. The courses are not calculated in the student’s cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.

Proficiency examinations may be taken only once and must be taken prior to beginning the course; failure to pass the examination will result in the student being required to take the course. Proficiency examinations may not be taken to replace a deficiency grade, a withdrawal or a drop.

All courses in the catalog are eligible for proficiency testing except for the following classes which are not eligible for proficiency testing:

- AC210 Federal Taxes I
- AD220 Administrative Management Externship
- BA206 Small Business Management & Entrepreneurship
- CL113 Forest Ecology
- CL213 Conservation Law Enforcement Investigations
- CL217 Natural Resource Management
- CL219 Conservation Law Enforcement Patrol Procedures and Field Training
- CT111 Critical Thinking in the Twenty-First Century
- EH --- All EH- Lettered Classes
- EX220 Externship Alternative
- HI220 Externship in Health Information Technology
- HR221 Human Resource Management Externship
- HS220 Human Services Externship
- LE103 Problem Solving and Critical Thinking
- LE104 Professional Law Enforcement Ethics
- LE111 Technical Writing for Law Enforcement Officers
- LE113 Crisis Intervention
- LE117 Law Enforcement Physical Conditioning and Self-Defense Tactics I
WL Lettered Courses: The only welding classes that are eligible for proficiency testing are WL121 Shielded Metal Arc (S.M.A.W.) Basic, WL122 S.M.A.W. Intermediate, and WL124 S.M.A. W.) Structural. All others do not qualify for proficiency testing.

DIRECTED STUDY
Directed study provides a degree- or diploma-seeking student an opportunity to complete a required course outside the usual classroom format. This can occur when the student is unable to take the course at the scheduled time because of a specific hardship or course conflict that is not contributed to by the student. The Academic Advisory Committee (AAC) and Program Director will consider and approve the directed study if the student would be best served by this method of study and denying the directed study would significantly extend the student's anticipated program completion date by more than three mods.

A fee of $225.00, in addition to the tuition for the course, will be charged for each approved directed study. The fee is non-refundable after attendance has been posted in the class.

The student must complete a Directed Study Request form, obtain the signature of a potential instructor, and turn over the form to his/her Program Director, who will supply a recommendation and submit the form to the Academic Advisory Committee. Forms are available in the Business Office. The student will be informed in writing of the approval or denial of the request before the MOD begins.

Approval may be granted provided the student meets the following criteria.
1. Has completed at least 36 credits of the curriculum requirements for the Associate Degree program of study or 18 credits for a Diploma program of study.
2. Has a cumulative grade point average of 3.00 or better.
3. Is not using the directed study to repeat an unsatisfactorily completed course.
4. Has the Program Director’s approval.
5. Has the signature of an instructor who is willing to oversee the directed study.
6. Meets the hardship/course conflict requirement described above.
7. The course is not being offered in the next two mods.

A Directed Study may not be allowed in certain courses if the structure and content of the course does not lend itself well to independent study or if extensive guidance from an instructor may be required.

IMPORTANT: Because the student benefits more from participating in the regular classroom setting, directed studies are the exception and not the rule. In addition, no more than four directed studies will be granted for an associate degree program, and no more than two will be granted for a diploma or certificate program. As it is the mission of the College to provide the best training for the student, a favorable review of the success of the student’s first directed study will permit the student to apply for future directed study formatted classes. Therefore, directed study requests should be made with careful thought to future MODs.

TRANSFER CREDITS
Transfer credits may be awarded for courses completed at other accredited institutions. Students requesting to have credits transferred to Beal College from other post-secondary educational institutions are required to submit an official copy of the transcript from each college previously attended. (See page 12 for more information about official transcripts.) Transcripts must bear the appropriate college seal and signature to be considered official. Only those courses appearing on an official transcript may be considered for transfer purposes. In addition, the student must provide the Registrar with an official description of each course in question. Credits meeting all of the following criteria will be considered for transfer:

1. The course must have a course description which corresponds to the description as outlined in the catalog under which the student begins or resumes his or her program of study.
2. The course must have been completed with a grade of “C” or better.
3. The course must be worth a minimum of three semester credit hours.

IMPORTANT: Credits earned at another accredited academic institution will be transferred to the student’s record, for equivalent courses in the student’s declared program at Beal. For graduation purposes, transfer credits must directly apply to the student’s program of study. In addition, the grades earned in the courses being transferred must match the standards established for the
currently offered programs to which the corresponding credits are applied. For readmitted Beal College students, the catalog in effect at the time of the readmittance will dictate the curriculum requirements. If a student changes to another program, he or she can request that the transcript be re-evaluated for applicable courses in the new program.

Transfer of some courses whose content has substantially changed (for example, computer courses, federal taxes, medical insurance, billing and coding, medical laboratories) may carry a time limit.

Please note that credits for human anatomy and physiology can only be transferred to Beal College as a 6-credit lecture unit for the courses ZO111 and ZO112, Human Anatomy and Physiology I and II. This policy ensures that content of the courses transferred corresponds to the content of courses at Beal College. Exceptions may be made on a case-by-case basis depending on the material covered in the course to be transferred.

A maximum of 30 credit hours will be accepted toward an associate degree and a maximum of 12 credit hours will be accepted toward a diploma. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate.

Transfer credits are recorded on the official transcript with a grade of T. Transfer credits are not computed in the student's grade point average. Transfer credits are, however, counted as both attempted and earned in the calculation of pace of completion.

Students currently enrolled at Beal College may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to Beal College's Registrar.
2. The Registrar's approval must be obtained prior to taking the course in question.
3. Arrangements must be made to have an official transcript of the course grade sent from the other institution to Beal College's Registrar's Office.

IMPORTANT: As stated above, for graduation purposes, transfer credits must directly apply to the student's major program(s) of study, and the grades earned in the courses being transferred must match the standards established for the programs to which the corresponding credits are applied.

ARMED SERVICES COURSES
Beal College recognizes learning acquired in military life. Credit is awarded according to the standards established in the Guide to the Evaluation of Educational Experience in the Armed Services published by the American Council on Education.
Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

GRADE REPORTS
Grade reports are mailed as early as possible after the completion of the MOD. Priority is given in notifying those students who are on academic alert, academic probation or academic suspension.

Grade reports may be held if a student has an outstanding balance for the MOD just completed. Grade reports may also be held if library books have not been returned or if the student has unfulfilled admissions requirements.

HONOR ROLL LIST
Beal College recognizes academic excellence in all students, both full-time and part-time, by publishing Honor Roll lists each MOD.

To qualify for the Full-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least five credit hours with a term GPA of 3.0 or better.
2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/diploma/certificate).

To qualify for the Part-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least two and a half but less than five credit hours with a term GPA of 3.0 or better.
2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/diploma/certificate).

The College posts Honor Roll Lists each MOD on bulletin boards in the school. Honor Roll Lists may also be published in local newspapers. A student who does not want his or her name published may notify the school in writing by checking the appropriate box on the Application for Admission or by letter.
TRANSCRIPT REQUESTS

Any student requiring an official Beal College academic transcript must submit a request in writing to the Registrar’s Office; please see the Release of Student Information Section for Privacy Act information. This written request must include the student’s current name, any other names used while in attendance at Beal College, social security number, the years of attendance, the student’s current mailing address and the address to which the transcript is to be forwarded.

Before an official transcript is released, the student’s account balance must be paid in full. In addition to this requirement, the student must not be in default on a student loan or loans that were received while in attendance at Beal College and the student must have completed all Exit Interview counseling requirements with the Financial Aid Office. The student’s official transcript will not be released until the unpaid balance is paid in full, the defaulted loan balance is paid in full or satisfactory payment arrangements have been made and the exit counseling requirements have been completed. Proof of satisfactory payment arrangements on a defaulted loan balance is to be provided to the Financial Aid Office. If an outstanding balance is paid with cash, a money order, a cashier’s check, or a credit or debit card, the transcript request will be processed within three business days. If an outstanding balance is paid with a personal check, the transcript will be processed in a maximum of twenty business days.

There is no fee for the student’s first request of an academic transcript. A fee of $5.00 per transcript will be charged for each additional transcript copy; this fee must be submitted at the time of the request.

Transcript requests are processed within fifteen business days. If an official transcript request cannot be honored, the student will be notified promptly.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the "Buckley Amendment", seeks to ensure the privacy of the educational records of students enrolled or formerly enrolled in educational institutions.

Photocopies of educational records are available for student review upon written request; for photocopies of educational records not including a ledger card, academic transcript or attendance history, a fee of $0.10 per photocopy is charged.

Third party access to academic records by those individuals who are not faculty or employees of Beal College with an educational interest in the student record will be made only with the written permission of the student. No parental access is allowed to the student academic record without the student’s written permission. Academic records include student information contained within the student academic record.
With the exception of the student's name being listed for academic awards or given to the armed forces in compliance with the Solomon Amendment, it is the policy of Beal College not to release the following information: student's name, address, telephone number, program, dates of attendance and graduation and other nonacademic information. For further information, the Beal College FERPA fact sheet may be obtained.

**ATTENDANCE POLICY**

Except as outlined in the automatic drop policy described below, the attendance policy is formulated on a per course basis at the discretion of the instructor. Although a student is allowed some absences, excessive absenteeism does have adverse effects on student achievement. Any make-up of missed assignments or exams because of a student's absence is also made at the instructor's discretion. Students should refer to each course syllabus for information regarding the consequences of absenteeism and missed assignments and exams.

**Automatic Drop Policy** - Attendance will be taken in each class. A student will automatically be dropped from a course if any one of the following circumstances occurs:

1. A waiting list exists and giving no prior notice to the instructor, the student is absent on the first day of class.
2. The student misses the first two class meetings without notifying the instructor.
3. The student has three consecutive absences, regardless of notification.
4. The student accumulates any combination of absences totaling five complete absences.

With the exception of circumstance number one listed above, the automatic drop policy does not apply to the following courses. The student must adhere to the individual course attendance policy as stated on the class syllabus.

- CL219 Conservation Law Enforcement Patrol Procedures and Field Training
- LE224 Police Patrol Procedures and Field Training
- MA111 Medical Assisting I
- MA112 Medical Assisting II
- MA211 Medical Assisting III
- MA212 Medical Assisting IV

In addition, any combination of absences totaling three complete absences in the allied health courses (HI, MA, MO, or ZO) will result in a student being dropped from the class.
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) policy has been developed in accordance with Federal regulatory requirements, accreditation criteria, and institutional standards. SAP includes both quantitative (pace of completion) and qualitative (grade point average) standards which must be met by students at the College. SAP standards for academics are parallel to SAP for financial aid purposes.

MINIMUM ACADEMIC ACHIEVEMENT AND COMPLETION RATES

Minimum standards of academic achievement and successful course completion rates while enrolled at Beal College apply to all regular degree- and diploma-seeking students attending Beal College, not merely those students who receive financial aid. The mandatory standards are as follows:

A student must maintain a minimum cumulative grade point average (GPA) and a minimum pace of completion rate in order to remain enrolled as a regular student at Beal College. The minimum cumulative GPA and the minimum pace of completion rate is set forth in the following paragraphs. The pace of completion rate is defined as the number of credits satisfactorily completed toward a degree or diploma program divided by the total number of credits attempted.

Attempted credits included in the pace of completion calculation are all those for courses attempted at Beal College, as well as, transfer credits, proficiency credits, and life experience credits.

As noted on page 47, when a student changes from one program to another, all courses will be included in the calculation of cumulative grade point average and pace of completion, not just the courses that apply to the new program. This policy also applies to a student who graduates from one program and returns to another program, or returns to the College after an extended time away or break in enrollment.

<table>
<thead>
<tr>
<th>MINIMUM ACADEMIC STANDARDS GPA and Pace of Completion Rates</th>
<th>Minimum Pace of Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW STUDENTS (at end of first MOD):</strong> 2.0* 50%</td>
<td></td>
</tr>
<tr>
<td><em><em>CONTINUING STUDENTS: 2.0</em> 66.66%</em>*</td>
<td></td>
</tr>
</tbody>
</table>

*2.22 for Criminal Justice, Health Information Management, and Medical Assisting students at the completion of 30 credit hours
**Important:** The pace of completion rate is adversely affected by withdrawals (W, WP or WF), by deficiency grades received in major courses of study, by deficiency grades received in those general courses of study requiring a grade of C or better, and by deficiency grades received in the general courses of study that exceed the maximums allowed by the program (see Deficiency Grades and Graduation Requirements). Students may withdraw from a class prior to the end of the sixth week of classes before a final grade, which may adversely affect the cumulative GPA, is determined.

*However, the course will be calculated as a course attempted for purposes of determining satisfactory academic progress when the pace of completion rate is calculated. A student may have a satisfactory cumulative GPA (2.0 or better) but may have a non-satisfactory pace of completion—this student would be placed on probation and may face possible suspension if the pace of completion rate required is not attained by the end of the probationary period.*

*In addition, an Incomplete (IC) grade that subsequently results in a grade of F, will adversely affect the pace of completion.*

All students who fall below these minimum standards set by the Department of Education, the Accrediting Council of Independent Colleges and Schools (Beal College’s accrediting agency) and by Beal College may not continue as regular students. Students falling below these minimum standards will either be dismissed from the College or be allowed to continue only as Non-degree students; *Non-degree students are not eligible for financial aid.*

*As outlined in the table, a student must maintain both the minimum cumulative GPA and the minimum pace of completion rate in order to maintain satisfactory academic progress and continue as a regular student of Beal College.*

**PROBATIONARY STATUS**

*NEW STUDENTS:* Any new student whose cumulative GPA is 1.50 or less after the first MOD at Beal College will be placed on a probationary status called *Academic Alert*. A new student on academic alert has one MOD to bring the cumulative GPA up to 2.0 or better. If a cumulative GPA of 2.0 or better is not met after this one MOD period, the student may be suspended from the College.

Any new student whose cumulative GPA is below the minimum requirement of 2.0 but above 1.50 (1.51 to 1.99) will be placed on a probationary status called *Academic Probation*. A new student placed on academic probation has two consecutive MODs to bring the cumulative GPA up to 2.0 or better. If a cumulative GPA of 2.0 or better is not met after this two-MOD period, the student may be suspended from the College.

In addition, the new student must attain a minimum pace of completion rate of 50% or better at the completion of the first MOD. By the end of the student’s
second MOD (or third MOD if on academic probation), a minimum pace of completion rate of 66.66% or better is required; those students not meeting these minimum requirements may be suspended from the College.

If at the end of the first mod of a two mod probation, the student has not met minimum academic standards, he or she will be automatically placed on Financial Aid Warning as well as remaining on probation.

CONTINUING STUDENTS: All continuing students, other than new students referenced above, who fall below either or both of the minimum academic standards required for satisfactory progress may be placed on a probationary status called Academic Probation. For purposes of satisfactory academic progress, students must maintain a cumulative GPA of 2.0 or better and a minimum pace of completion rate as outlined in the minimum academic standards chart. Students placed on academic probation have two consecutive MODs in attendance to bring their cumulative GPA up to the required minimum standards of 2.0 or better and the required minimum pace of completion rate to the standards as set forth above. All students failing to do so may be suspended from Beal College.

If at the end of the first mod of a two mod probation, the student has not met minimum academic standards, he or she will be automatically placed on Financial Aid Warning as well as remaining on probation.

A student who drops all of his or her classes during the MOD and may be assumed to have withdrawn from the College, may be placed in a status of Returning Probation and probation will be postponed until the student reenrolls. He or she will immediately be placed on Probation upon reentering the College.

A student will be notified in writing about his or her academic status as it relates to Probation and Suspension.

CRIMINAL JUSTICE, HEALTH INFORMATION MANAGEMENT AND MEDICAL ASSISTING STUDENTS:
Any Criminal Justice, Health Information Management, or Medical Assisting student whose cumulative GPA falls below the required minimum of 2.22 at the completion of the student’s first 30 credit hours will be placed on academic probation. The student will have two MODs to bring the cumulative GPA up to the required minimum standards by repeating those courses with the lowest grades. If the student has not attained the minimum GPA of 2.22 at the end of this two-MOD probationary period, he or she will be dismissed from the program.

FINANCIAL AID WARNING
All students on academic probation who have not met minimum satisfactory academic standards by the end of the first mod of probation will automatically be placed on Financial Aid Warning. If minimum standards are not met by the end of the second mod of probation, the student will be suspended and
will not be eligible to receive further financial aid. A student will be notified in writing about his or her loss of financial aid eligibility. Financial aid eligibility may be re-established on a case-by-case basis after a successful appeal process. For further information on the process for re-establishing financial aid eligibility, see the section on the Appeal Process to Re-Establish Financial Aid Eligibility.

ACADEMIC REINSTATEMENT

If any student is academically suspended from the College, a minimum of two MODs must lapse before he or she may be considered for readmittance to the College as a degree, diploma or certificate seeking student.

Prior to re-admittance, the student must petition the Academic Advisory Committee with a written request for reinstatement; forms for this purpose are available from the Business Office. **A student may not resume studies at Beal College until such time as he or she has received notification from the Registrar for approval of reinstatement.**

A student’s reinstatement request must include the student's reason(s) as to why reinstatement should be granted. If the student feels that significant occurrences outside of his or her control had an adverse impact on satisfactory progress (poor health, family crisis, etc.), documentation to demonstrate such claims should be attached to the reinstatement request form.

The Academic Advisory Committee will review a student’s request for reinstatement based upon all documentation provided by the student and past academic performance. If the student feels that additional clarification is needed, he or she may request to be present at the Academic Advisory Committee meeting to provide such clarification. Failure by the student to provide acceptable documentation for extenuating circumstances will result in a decision being made solely upon past academic performance. The Academic Advisory Committee will decide upon approval or denial of the reinstatement request and the student will be notified. The decision of the Academic Advisory Committee is final and may not be further appealed.

Once a student has been re-admitted to the College as a degree, diploma or certificate seeking student, the student will have two MODs to attain minimum academic standards. Once these standards are attained, the student will remain on a probationary status for an additional two MODs to monitor the student for possible academic regression. Once the additional two-MOD time period of probation has lapsed, the student will be removed from probation and be considered a regularly matriculated student. Should the student not attain minimum standards during the two-MOD probationary period or should the student regress during the additional two-MOD probationary period, the student will be suspended from the College and will not qualify for re-admittance unless he or she is able to transfer the appropriate credits into the program of study from another postsecondary educational institution; the student will also be required to petition the Academic Advisory Committee.
for reinstatement at that time. **Until the student has attained minimum academic standards, the student is not eligible for any type of federal or state financial aid assistance, including grants and loans unless he or she successfully appeals the loss of eligibility.** See the section entitled *Policy for Receiving Title IV Financial Aid* for additional information.

**APPEAL PROCESS TO RE-ESTABLISH FINANCIAL AID ELIGIBILITY**
It may be possible for a student who has lost eligibility for financial aid, to re-establish his or her financial aid eligibility by successfully completing the Appeal Process. The student must make an appeal in writing to the Director of Financial Aid. Appeals are treated on a case-by-case basis and approved by an Appeal Committee. This process is separate from the process for academic reinstatement.

 Appeals will only be considered if extraordinary documented circumstances surround a student's loss of eligibility, such as the death of a close relative, injury or illness of the student, or other special circumstances. The appeal must include documentation regarding why the student failed to make Satisfactory Academic Progress (SAP) and what has changed in the student's situation that will allow him or her to achieve SAP by the end of one payment period (one Mod). Documentation can include but are not limited to such items as an obituary, a letter from a doctor, or other third party, and a signed statement from the student. Once a determination has been made to grant or deny a student's appeal, the student will be notified in writing of the decision.

**FINANCIAL AID PROBATION**
If a student's appeal is approved by the Appeal Committee, the student is placed on Financial Aid Probation for one Mod during which the student must achieve minimum Satisfactory Academic Progress. Financial Aid eligibility will be re-established for the Financial Aid Probation period. An Academic Plan will be developed that identifies the steps needed to meet minimum academic standards. Only in cases where it would be impossible for a student to make SAP within one mod, will the terms of the Financial Aid Probation and the Academic Plan be extended.

**ACADEMIC PLANS**
If a student is placed on Probation, an Academic Plan will be developed that will identify the steps the student will need to take to meet minimum academic standards.

**GRADE APPEALS AND SPECIAL CIRCUMSTANCES**
Any student wishing to appeal the assignment of a final grade received in a course will have no more than sixty calendar days after the end of the term in which the grade was received to appeal. The student must first speak with the instructor who assigned the final grade before making an appeal request.

The appeal request that the student submits to the Academic Advisory
Committee shall consist of a copy of the syllabus for the course in question, copies of all tests, term papers, assignments, etc. that were used for the final grade calculation and a listing of the grades received for said tests, term papers and assignments. If copies of tests are not available due to instructor retention of tests, a listing of the grades received for the tests must be submitted by the instructor in lieu of the copies that the student must submit. The student should also submit his or her own calculation of the grade that he or she feels should have been received based upon the syllabus criteria for grade calculation as well as the calculation that the instructor used to determine the final grade (this may be obtained from the instructor). The student must list his or her reason(s) as to why he or she feels the grade was calculated incorrectly.

The Academic Advisory Committee will review the material submitted by the student and obtain input from the instructor regarding the reasoning for the final grade calculation. Decisions made by the Academic Advisory Committee are final and may not be further appealed.

Any student wishing to appeal any determination regarding academic alert, academic probation or academic suspension, should make an appointment with the Academic Advisory Committee to discuss the matter further. If special circumstances warrant, the student may be permitted to repeat deficiency work in order to reattain minimum academic standards; the special circumstances allowed include poor health, family crisis or other significant occurrences outside the control of the student. These special circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student’s academic progress within the program. The decision of the Academic Advisory Committee is final and may not be further appealed.

*Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish financial aid eligibility; please see the section on the Appeal Process to Re-Establish Financial Aid or contact the Financial Aid Office for further information.*

**MAXIMUM TIME FOR COMPLETION**

A student must complete his or her degree, diploma or certificate program *in no more than* one-and-a-half times the normal program length, or as specified within the time frames for each program, as follows:

**DEGREE PROGRAMS:**

- Accounting ........................................... 98 credits
- Administrative Office Professional ........................................... 93 credits
- Business Management:
  - Business Administration Concentration ........................................... 98 credits
  - Marketing & Sales Concentration ........................................... 98 credits
  - Entrepreneurship Concentration ........................................... 99 credits
Criminal Justice:
   Conservation Law Enforcement Concentration ............ 105 credits
   Law Enforcement Concentration .................................. 102 credits
Health Information Management .................................... 104 credits
Human Resource Management ........................................ 102 credits
Medical Administrative Specialist ................................ 98 credits
Medical Assisting ...................................................... 101 credits
Social and Human Services Assisting .............................. 105 credits
Substance Abuse Counseling ....................................... 107 credits
Welding Technology ..................................................... 107 credits

DIPLOMA / CERTIFICATE PROGRAMS:
   Substance Abuse Counseling Diploma .......................... 57 credits
   Administrative Assistant Certificate ........................... 42 credits

Those students who have been reinstated and who fail to complete the
degree, diploma or certificate program within the maximum time frame may
only receive a certificate of completion; no degree will be awarded.

In cases where a student has had a lapse of enrollment greater than ten
years, the maximum time frame may be reset one time only. However, courses
taken prior to the ten year mark that still apply to the student's program will
be included in calculating satisfactory academic progress and maximum
time frame.

**CHANGE OF PROGRAM**

A student may add, delete or change from one degree, diploma or certificate
program to another or from a one-year diploma or certificate program to a
two-year degree program by notifying the College of his or her intentions in
writing; forms for this procedure are available through the Student Affairs
Office. *The catalog in effect at the time of the change will dictate the
curriculum requirements.* Any alteration of the original program(s) as
declared on the student's Application for Admission made after the student is in
attendance is considered a *change of program*, including changes of program
due to unsuccessful course repeats or other academic issues. A student is
allowed to make a change to the program a maximum of two times. *Since
some courses are offered at Beal College in a particular sequence or only
one time per year, any change of program may delay a student's expected
graduation date a year or more.*

A student will not be allowed to change programs if he or she has completed
46 or more credits towards an associate degree program or 21 or more credits
towards a diploma program. The student must graduate from the first program
before being allowed to return to another program.

When a student changes from one program to another, equivalent courses
on the student's record are applied to the new program. The grades earned
in the courses must meet the standards established for the new program.
See the section on *Transfer Credits* for more information.
With regard to Satisfactory Academic Progress, when a student changes from one program to another, all courses will be included in the calculation of cumulative grade point average and pace of completion, not just the courses that apply to the new program. This policy also applies to a student who graduates from one program and returns to complete another program.

If a student graduates from a program and wishes to return to another program at the College, there is a minimum of a one mod waiting period before he or she can begin the new program.

In the event that circumstances would require a change of program in excess of the two change maximum, a student would need to petition both the Academic Advisory Committee (AAC) and the Financial Aid Department for approval prior to the change.

For students in the Business Management Associate Degree: All students in the Business Management program are required to complete 50 credits of designated major, general education, and related courses of study. In addition, a student must choose one concentration of 6 courses to complete his or her degree. The student may not move from one concentration to another if he or she has completed three courses or more in the concentration. After a student receives a degree in Business Management, if he or she wishes to take any of the courses in the remaining concentrations, the student must do so as a Non-Degree student and financial aid will not be available.

LEAVE OF ABSENCE

Any student who does not intend to enroll for an upcoming MOD but intends to return in a future MOD must complete a Leave of Absence Form prior to the start of the intended leave. Approved leaves of absence must be requested in writing and may not exceed 180 days in a calendar year. Forms to declare a leave of absence are available through the Financial Aid Office and the Student Affairs Office; on this form, the student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 180 days in a calendar year; those students whose leave of absence exceeds the 180 day time period or those students who do not resume studies as indicated will be considered withdrawn.

For Title IV financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education. Please refer to the Withdrawal From School section on page 63 or contact the Financial Aid Office for further information.

Since some courses are offered at Beal College in a particular sequence or only one time per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date until the following year.
EVALUATION POINTS
The progression toward the completion of a degree or diploma will be evaluated at the end of every MOD.

GRADUATION REQUIREMENTS
A Beal College student will be issued an Associate Degree, Diploma, or Certificate only after meeting all of the following requirements:

1. The student must file a written request for graduation with the Registrar by February 15 of the academic year in which the student intends to graduate. Graduation Request Forms are available from the Business Office.

2. The student must have satisfactorily completed the prescribed minimum number of credit hours in his or her program of study.

Associate Degree Programs
- Accounting - 65 Credit Hours
- Administrative Office Professional - 62 Credit Hours
- Business Management
  - Business Administration Concentration - 65 Credit Hours
  - Marketing & Sales Concentration - 65 Credit Hours
  - Entrepreneurship Concentration - 66 Credit Hours
- Criminal Justice
  - Conservation Law Enforcement - 70 Credit Hours
  - Law Enforcement - 68 Credit Hours
- Health Information Management - 69 Credit Hours
- Human Resource Management - 68 Credit Hours
- Medical Administrative Specialist - 65 Credit Hours
- Medical Assisting - 67 Credit Hours
- Social and Human Services Assisting - 70 Credit Hours
- Substance Abuse Counseling - 71 Credit Hours
- Welding Technology - 71 Credit Hours

Diploma Program
- Substance Abuse Counseling Diploma - 38 Credit Hours

Certificate Program
- Administrative Assistant - 28 Credit Hours

3. The student must maintain a cumulative GPA of 2.00 or better (2.22 or better for Criminal Justice, Health Information Management, and Medical Assisting students—see page 44).

Any associate degree, diploma, or certificate seeking student receiving a deficiency grade in a course in the major area of study or in one of the general courses that require a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses that require a grade of C or better are indicated in the course listing for each program. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.
Any associate degree, diploma, or certificate seeking student who has accumulated more than six credit hours of deficiency work in related courses of study that do not require a C or better must repeat such courses with resulting grades of C or better. For these courses, deficiency work is defined as a grade of C-, D+, D or D-; in cases where an F has been received, the course must be repeated. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.

*Important: Medical Assisting* students must obtain a grade of C+ or better in major courses of study and a grade of C or better in general education and related courses of study; *Criminal Justice and Health Information Management* students must obtain a grade of C+ or better in major courses of study and follow the guidelines listed above for all other courses.

4. All accounts must be paid in full including tuition, textbooks and all fees. All library books and other Beal College materials must be returned.

5. The graduation fee must be paid in full. The graduation fee is mandatory and is not refundable, regardless of whether or not a student participates in the graduation ceremonies.

A Graduation Banquet and Commencement Ceremonies are held in the spring for students who have applied to graduate. It is possible that a student may participate in graduation ceremonies, but still have classes remaining to complete. The student will not be considered graduated until he or she has completed all requirements of the program. In most cases, a student who will not be able to complete his or her program by the end of August will be asked to wait until the following year to participate in graduation ceremonies.

A student who is unsure of his or her expected date of completion should contact the Director of Student Affairs or the Registrar to determine the completion date.
Beal College believes that no student should be denied the opportunity to pursue his or her educational interests because of a lack of financial resources. An interview with the Financial Aid Office can help to assess financial needs and educational costs involved. Students will be advised of the various educational grants, loans and scholarships that are available to qualified individuals. All students are encouraged to apply for federal and state financial aid.

Some financial aid is available in the form of grants and scholarships; these types of financial aid do not have to be repaid. Other types of financial aid include student loans that must be repaid with interest. Since Beal College is not able to meet the entire financial needs of its students through grants and scholarships, student loans are an important means for financing one’s education. The Federal Direct Loans (subsidized and unsubsidized), and the Federal PLUS Loan, are an important means of financing an education at favorable interest rates and repayment terms for qualified individuals.

Financial aid is awarded at Beal College on the basis of documented financial need; financial need is determined as being the difference between the cost of attending college and the Expected Family Contribution (EFC), the amount that can be expected to be contributed by the student and his or her parents, if the student is considered a dependent student. The EFC is determined by the Department of Education.

Financial aid eligibility for federal and state funding sources (grants and loans) is determined through the use of the Free Application for Federal Student Aid (FAFSA). The Department of Education’s needs analysis equation determines the amount of parental/student contribution based upon the annual income and accumulated assets. Allowances are made for the number of dependents, the number of children attending post-secondary educational institutions and other relevant factors. This information provides Beal College with information regarding the financial strength of a student and his or her parents, if applicable. Changes in the financial condition from one year to the next may be taken into account if the student is eligible to be considered to have documentable special conditions, as per federal regulation; supporting

FINANCIAL AID PAPERWORK REQUIREMENTS

1. Beal College Financial Aid Information Form
2. **Free Application for Federal Student Aid (FAFSA)** must be completed online.
3. Additional documentation may be required as determined by federal regulations and the Beal College Financial Aid Office.
documentation must be provided by the student, and parents if applicable, to support these considerations.

To apply for financial aid through Beal College, the Financial Aid Office encourages students to apply early in order to meet deadlines set by the various agencies. All admissions requirements must be met and a student must be accepted into a degree/certificate-granting program at Beal College before a student is considered for federal and state financial aid. Non-degree students are not eligible for federal or state financial aid.

To determine a student’s award, a student must first submit all required financial aid paperwork so that an accurate assessment may be made of the student’s, and parents’ if applicable, financial strength. If a student feels he or she will need financial aid assistance, the forms described on page 50 must be completed and submitted to the Financial Aid Office at the earliest possible time before the intended enrollment date.

Once a financial need is established according to federal guidelines, Beal College will put together a financial aid award package. This package may include one or more of the types of assistance outlined below. Beal College currently participates in the following federal and state financial aid programs:

**FEDERAL PELL GRANT**
An entitlement grant (no repayment) provided by the federal government for students who demonstrate a financial need as determined by the Department of Education.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**
This is a college-administered program of funds provided by the Department of Education and Beal College. Federal SEOG awards (no repayment) are awarded to those students receiving Pell Grants, depending upon the financial need and the availability of federal funds. Grant amount is $1000 per award year.

**MAINE STATE GRANT PROGRAM (MSGP)**
Students who are residents of Maine may apply for this need-based grant (no repayment) by filing the FAFSA prior to May 1, 2014 for the 2013/2014 award year. The maximum award for the 2014/2015 award year is $1000.

**DIRECT SUBSIDIZED LOANS**
Funds for this Federal Family Education Loan program (repayment, with interest) are provided by the Department of Education. The loans are insured by the federal government. The student must first file and complete on-line the FAFSA to determine eligibility; the student must also complete on-line a promissory note and loan entrance counseling. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

The Direct Subsidized Loans are made to students who qualify based upon financial need and other factors. The federal government pays the interest while the student is in school attending at least half-time, during the grace period, or in deferment period. Once need is determined, the loan amounts that may be borrowed in any full academic year is a maximum of $3500 for
Grade Level One (30 credits) and $4500 for Grade Level Two (30 credits); for less than a full academic year, loan amounts are subject to federal proration regulations. The interest rate for this loan program is a fixed rate of 4.66%. Repayment for amounts borrowed under this loan program begins six months after a student has graduated or stops attending school at least half-time.

**DIRECT UNSUBSIDIZED LOANS**

Like the Direct Subsidized Loans, these loans are also insured by the federal government. The student must follow the same application procedures as outlined above to determine eligibility for the Direct Subsidized Loan first. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

The Direct Unsubsidized Loans are not based upon need and the student is responsible for paying all of the interest on the loan, even while in school. The student may be eligible to borrow a combined total under both the Direct Subsidized and Unsubsidized Loan programs not to exceed the annual loan limits outlined in the section titled Direct Subsidized Loans. Independent students and dependent students whose parents cannot borrow under the Direct PLUS Loan program may borrow an additional amount of a Direct Unsubsidized Loan not to exceed $6000 for a full academic year; for less than a full academic year, loan amounts are subject to federal proration regulations. The combined total amount borrowed cannot exceed the cost of education less any financial aid received. The interest rate for this loan program is variable with a cap of 4.66%. Repayment of the principal amount borrowed begins six months after a student has graduated or stops attending at least half-time. Interest accrues in all statuses from the day it was disbursed until the date it is paid in full.

**DIRECT PLUS LOAN**

The parent of a dependent student may apply for a Direct PLUS Loan (repayment, with interest) up to the amount of the unmet cost of education. Unmet costs for the Direct PLUS Loan are determined as the difference between the cost of education and the estimated financial aid to be received for the loan period, including the Direct Loan. The Direct PLUS Loan program is not interest-subsidized and repayment begins immediately after the disbursement of the loan proceeds. The Department of Education must perform a credit analysis on the parent applying for the Direct PLUS Loan. Parents may apply online at www.studentloans.gov. Parents will need the pin number they used when filing the parent information on the FAFSA. The interest rate for this loan program is variable with a cap of 7.21%. A student must be continuously enrolled at least half-time for the parent to retain eligibility for this loan program.

*Please refer to the policy outlined on page 59 for Title IV Financial Aid eligibility for grants and loans with regard to satisfactory academic progress.*
VETERANS EDUCATIONAL BENEFITS
The College is approved by the Maine State Approving Agency for Veterans Education Programs for the education of military personnel, veterans and their dependents under the Veterans Administration Educational Assistance programs. VA application forms may be obtained at the Beal College Financial Aid Office; forms are also available through the Veterans Administration Office. Contact your local Veterans Administration Office to determine your eligibility for any of the VA educational assistance programs. Calls may be directed to the VA Office in Buffalo, New York at 1-888-442-4551.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

VA application forms may be found on the Veterans Administration Website (www.gbill.va.gov). Veterans are encouraged to visit the website for up-to-date information about eligibility requirements and available benefits.

ACADEMIC SCHOLARSHIPS
Beal College offers academic scholarships (no repayment) to current degree students who have achieved specific grade point averages after completing 33 credit hours at Beal College.

Any student taking eight credits or more in a MOD will be awarded a $50 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.60 or better; or, the student will be awarded a $30 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.40 to 3.59.

Any student taking five credits in a MOD will be awarded a $25 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.60 or better; or, the student will be awarded a $15 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.40 to 3.59.

Scholarships are renewable at the beginning of each subsequent MOD for qualifying students. A student must maintain his or her cumulative grade point average to retain eligibility. Scholarship candidates are determined after all grades have been submitted. Scholarships are automatically credited to the student’s account. A maximum of 600 scholarships will be awarded per academic year.

MARY BEAL SCHOLARSHIP
The Mary Beal Scholarship, established in 1991 to commemorate Beal College’s 100th year, is awarded to Maine high school seniors; each year, up to five $500 scholarships are awarded. The Admissions Office sends applications to high school guidance counselors and high school senior applicants. In addition to being a Maine high school senior, the applicant must intend to enroll at Beal College in the summer or fall of that year, be in good academic standing, have filed a Free Application for Federal Student Aid by April 12,
2015 and have applied for admissions by May 1. The completed application and the required essay must be received by the Financial Aid Office by April 12th; essay topics change yearly and are indicated in the application materials. Scholarship winners, chosen by a Scholarship Committee, comprised of community members, whose decision is based upon the quality, content and grammar of the essay as well as financial need and past academic performance, will be notified by the beginning of June each year.

Scholarships are awarded after successful completion of two MODs and will be applied to the student's account toward third MOD charges. The student must maintain a minimum cumulative grade point average of 2.25.

**BANGOR ADULT EDUCATION SCHOLARSHIPS**
Each year, Beal College offers three course charge waivers to graduates from the Bangor Adult Education GED Program. Recipients for the waivers are chosen by the Director of Bangor Adult Education and guidance counselor, based upon filling out an application indicating their college goals and indicating that they have applied or intend to apply to Beal College. The course charge waiver includes the tuition for an entry-level course, laboratory fee and the textbook costs associated with the course. Recipients of the waiver may choose from selected introductory courses; a listing of courses and an application for the scholarship is available from the Director of Bangor Adult Education.

**ALTERNATIVE LOANS**
Alternative loans are credit-based, private loans offered by lenders that can be used to supplement other financial aid received. Rates and terms of alternative loans vary. Typically, interest begins to accrue immediately after disbursement. Alternative loan applications are available from the Financial Aid Director.

**CREDIT BALANCE REFUNDS**
Aid, in the form of grants and loans, is applied to the student's account as it is received from the various sources (federal funds, lending institutions, state assistance programs, private scholarships, etc.). If a credit balance results from the receipt of loan, grant or scholarship funds, the excess of funds will be refunded to the student. If the credit balance results from an overpayment from an assistance program (TRA, TAA, or ASPIRE, etc.), the excess will be refunded to the sponsor agency. If the credit balance results from an overaward of federal or state financial aid, the excess will be refunded to the applicable aid program. If a student receives a credit balance refund, he or she is responsible for all new charges incurred until further loans, grants and/or scholarship proceeds are received and credited to his or her account. Please contact the Student Accounts Office for further information concerning the refund of credit balances.
The following criteria outlines the policy for students who receive financial aid assistance in the form of federal grants, federal loans and Maine State grant assistance.

1. A student must be enrolled in a degree, diploma or certificate program at Beal College in order to be considered for financial aid. Non-degree students are not considered to be enrolled within a degree, diploma or certificate program and therefore do not qualify for financial aid.

2. A student must complete his or her program of study within one and one-half times the normal length of the program as specified below:

**DEGREE PROGRAMS:**
- Accounting ...........................................98 credits
- Administrative Office Professional .........................93 credits
- Business Management:
  - Business Administration Concentration ...............98 credits
  - Marketing & Sales Concentration ......................98 credits
  - Entrepreneurship Concentration ....................99 credits
- Criminal Justice:
  - Conservation Law Enforcement Concentration ........105 credits
  - Law Enforcement Concentration .....................102 credits
- Health Information Management .........................104 credits
- Human Resource Management .............................102 credits
- Medical Administrative Specialist .......................98 credits
- Medical Assisting .......................................101 credits
- Social and Human Services Assisting ....................105 credits
- Substance Abuse Counseling ...............................107 credits
- Welding Technology .......................................107 credits

**DIPLOMA / CERTIFICATE PROGRAMS:**
- Substance Abuse Counseling Diploma ....................57 credits
- Administrative Assistant Certificate ...................42 credits

Students are eligible for most forms of financial aid if attending on at least a half-time basis with 2.5 or more credits per MOD; students not enrolled at least half-time may lose eligibility for financial aid, including federal loans.

3. The progress toward the completion of a degree, diploma or certificate will be checked at the end of every MOD. At the end of each MOD, a student’s progress is reviewed for qualitative (pace of completion) and quantitative (cumulative GPA) minimum standards. If a student has not completed the required minimum pace of completion and cumulative GPA as outlined on pages 44-46, the student will have his or her financial aid eligibility affected.
If a student is on academic probation or academic alert, the student is eligible for Title IV assistance until such time as he or she is suspended from the College. Once a student is academically suspended, Title IV funds will only be reinstated after the student meets the minimum academic program requirements (2.00 cumulative GPA for all programs except for the Criminal Justice, Health Information Technology, and Medical Assisting programs which require a 2.22 cumulative GPA at the completion of 36 credit hours and a minimum percentage of completion rate of 66.66%) except as noted in Criteria #4 below.

4. A student who has lost eligibility for Title IV assistance due to academic suspension may appeal the loss of eligibility by following the appeal process. Appeals must be made in writing and must provide documentation regarding unusual medical or personal circumstances to the Financial Aid Director for review. Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish eligibility for Title IV aid - an appeal must also be made to the Financial Aid Director. After review of all documentation submitted, a decision for approval or denial of the appeal request will be sent to the student.

5. A student who has been granted an appeal will be placed on Financial Aid Probation for one payment period and an Academic Plan will be developed that shows the steps a student must make to achieve satisfactory academic progress.

6. A student who withdraws from a course (W, WP or WF) or receives a deficiency grade in a course (see pages 34-35) may receive aid when the course is repeated only for the second attempt. No Title IV aid, including grants and loans, will be disbursed for the third or more attempt of the course.

7. No Title IV aid will be disbursed if the student retakes a course merely to increase the cumulative grade point average if the grade initially received met the minimum standards set for the program.

8. No Title IV aid will be disbursed for courses taken by the student which are not required by the student’s program of study.

Under Federal Law 34 CFR Part 682, the Department of Education mandates that the following information be provided to students: Beal College participates in a teachout program. Should Beal College discontinue offering academic programs, enrolled students could complete their programs at one or more participating colleges.
PAYMENT OF BILLS

Tuition and all other fees are billed prior to the start of each MOD. All charges are due upon receipt of the bill. If full payment is not received at this time and the student has not submitted all necessary documentation or completed the application process for a Federal Loan at least two weeks prior to the start of the MOD, the student must make payment arrangements before he or she may attend classes.

If a student's Federal Loan or parent's Federal PLUS Loan application is denied, the student is responsible for all changes incurred and must make alternate payment arrangements with the Student Accounts Office.

Book expenses for a new or re-entering student's first MOD must be paid for at time of purchase and may not be charged against an expected student loan or other financial aid.

BEAL COLLEGE BUDGET PAYMENT PLAN

The Beal College Budget Payment Plan requires the total balance of the current MOD's charges to be paid in two equal payments. This Budget Plan cannot be used to pay for an Audit Fee. The first payment is due on or before the first day of class. The second payment is due the fifth week of the MOD. No reminders are sent; the student is responsible for making timely payments. There is no fee for this plan unless payment is late; Budget Plan Late Fees are listed in the Expense section on page 66. Under certain circumstances, the College reserves the right to require payment in full before the start of classes.

Please Note: Current charges must be paid in full before the student may attend classes in a subsequent MOD.

CREDIT BALANCE REFUND POLICY

If receipt of a loan disbursement, grant award or scholarship results in an excess of monies received over charges due, the credit balance will be refunded to the student (or parent if a PLUS loan is the fund source). However, the student may submit a written authorization to direct the College to leave the excess on account to be used to offset future charges or until the funds are requested. (This authorization may be rescinded at any time by submitting a Credit Balance Refund Request Form.)

Once all of a credit balance has been issued to the student and/or parent, any books needed thereafter will be on a cash basis and the student will be responsible for all tuition, lab fees and other charges (less applicable financial aid) incurred until other loan, grant or scholarship funds are received and credited to the student's account.

Refunds are processed within 14 days of the date that the excess funds are received or that the student submits a request. Please note: All refund checks are mailed to the student's address on file. To ensure that any refund check
is received in a timely manner, the student must notify the College promptly of any address change.

**REFUNDS**
Refunds will be made within 30 days from the date that the College is notified in writing by the student (official withdrawal) or within 30 days from the date the College determines that the student is no longer in attendance.

A student must be currently attending classes in order to request a credit balance refund of Title IV funds. If a student has withdrawn and a credit balance remains on the student's account, the credit balance will be refunded according to the schedule of refunds outlined in the Withdrawing From School section.

**LEAVE OF ABSENCE**
All leaves of absence must be made in writing; forms are available through the Financial Aid Office and the Student Affairs Office. Those students not completing a Leave of Absence Form will be considered withdrawn from the College and appropriate refund calculations will be determined by the Student Accounts Office.

Approved leaves of absence must be requested in writing and may not exceed 180 days in a calendar year. The student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 180 days in a calendar year; those students whose leave of absence exceeds the 180 day time period or those students who do not resume studies as indicated will be considered withdrawn. For Title IV financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education.

Since some courses are offered at Beal College in a particular sequence or only one time per year, a leave of absence - either approved or unapproved - may delay the student's expected graduation date until the following year.

**ADD/DROP POLICY**
Any student wishing to add or drop a course after registration must complete an Add/Drop Form at the office of the Director of Student Affairs before any adjustment of tuition or academic record can be made. Courses cannot be added after the first week of class.

**PLEASE NOTE:** A $40.00 administrative drop fee will be charged for each course dropped after the student attends one or more class sessions.

A student who stops attending a class but remains enrolled in other classes during the enrollment period may receive a refund of tuition based upon the following schedule:
If the student:  Percentage of tuition refunded:
Never attends the class................................................................. 100%
Attends in the first week ............................................................. 75%
Attends in the second week ......................................................... 50%
Attends in the third to the eighth week ...................................... 0%

*The agencies which provide funding for a student's education are informed of all changes in a student's schedule; this may affect the student's future eligibility for agency funding.*

**WITHDRAWAL FROM SCHOOL**

The student who drops all of his or her classes for the Mod is considered to be withdrawn even though he or she intends to resume classes at a later date. For these students, the following refund calculation is used:

<table>
<thead>
<tr>
<th>If the student withdraws:</th>
<th>Percentage of tuition refunded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first scheduled day of classes</td>
<td>................................. 100%</td>
</tr>
<tr>
<td>After the first scheduled day of classes through the first 10% of the enrollment period (first week)</td>
<td>................................. 90%</td>
</tr>
<tr>
<td>After the first 10% through the first 25% of the enrollment period (second week)</td>
<td>................................. 50%</td>
</tr>
<tr>
<td>After the first 25% through the first 50% of the enrollment period (third or fourth week)</td>
<td>................................. 25%</td>
</tr>
<tr>
<td>After the first 50% of the enrollment period (fifth through eighth week)</td>
<td>................................. 0%</td>
</tr>
</tbody>
</table>

The Higher Education Amendments of 1998 regulate the way in which the Return of Title IV federal financial aid is handled when a student withdraws from the College. This policy governs all grant programs (Pell, FSEOG) and loan programs (Direct Subsidized, Unsubsidized and Parent PLUS).

This policy governs the student's Title IV funds only and assumes that a student "earns" approved federal financial aid in proportion to the number of days in the term prior to the student's complete withdrawal and determines the amount, if any, that the student and/or the College must return.

If a student completely withdraws from the College during a term, the College must calculate, according to a formula determined by the Department of Education, the portion of the total scheduled financial assistance that the student has earned and is entitled to retain. This earned portion is calculated on a percentage basis - the number of days the student attended is divided by the total number of days in the MOD. For example, if a student completes 20
calendar days and the MOD covers 54 calendar days, he or she has earned 37% of the approved federal aid that he or she was originally scheduled to receive for the term. This means that 63% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

If the student receives (or the College receives on the student's behalf) more federal financial aid than he or she has earned, the unearned funds must be returned to the applicable grant and/or loan program.

*This policy does not affect the student's charges - the Beal College Withdrawal Policy, listed above, is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal College.

For students withdrawing from all classes at Beal College, the following refund percentages for tuition and unearned financial aid are used:

<table>
<thead>
<tr>
<th>Student Withdraws:</th>
<th>Percentage of Tuition Adjustment</th>
<th>Percentage of Unearned Financial Aid*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>90%</td>
<td>98%-86%</td>
</tr>
<tr>
<td>Week 2</td>
<td>50%</td>
<td>84%-73%</td>
</tr>
<tr>
<td>Week 3</td>
<td>25%</td>
<td>71%-60%</td>
</tr>
<tr>
<td>Week 4</td>
<td>25%</td>
<td>58%-47%</td>
</tr>
<tr>
<td>Week 5</td>
<td>0%</td>
<td>45%-0%</td>
</tr>
<tr>
<td>Week 6-8</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*The percentages for unearned financial aid are approximate and may vary from Mod to Mod since calendar days are used to determine the amount of unearned Title IV financial aid that must be returned to the applicable lender or aid program.

For example, a student who attends 20 days and then completely withdraws would be charged for 75% of his or her tuition plus fees and book charges, if applicable. However, this student would only be entitled to 37% of his or her scheduled federal aid and would be responsible for any additional charges.

However, if the student remained in school for 33 calendar days or longer of a MOD that covers 54 days, (60% of the term), federal regulations would consider that he or she has earned 100% of federal aid and the student would owe no repayment as a consequence of withdrawing from school (except
in the case of Direct Loan proceeds which must be repaid according to the terms of the loan).

If it is determined that a portion of the financial aid received on a student's behalf is unearned, Beal College must return all or a portion of the unearned amount on the student's behalf in the following order:

1. Direct Unsubsidized Loan Program
2. Direct Subsidized Loan Program
3. Direct Parent PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Any other Title IV program (x 50% for grant funds)
7. Other federal, state, private, or institutional aid programs; and
8. The student

Any grant funds that the student is required to return to federal programs (after a 50% grant protection reduction) are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay or fails to make arrangements to repay an overpayment, the student will lose his or her eligibility to receive federal financial aid in the future.

Copies of the Department of Education's worksheets used to determine the unearned portion of Title IV funds are available from the Financial Aid Office.

The Beal College refund policy follows those guidelines established by the Department of Education and agreed to by the higher education community and the Accrediting Council for Independent Colleges and Schools (ACICS).
TUITION AND EXPENSES  
(Effective July 1, 2014)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit</td>
<td>208.00</td>
</tr>
<tr>
<td>Entrance Exam Retest Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Budget Plan Late Fee: (If payment is late by more than 4 business days.)</td>
<td>15.00</td>
</tr>
<tr>
<td>Application Fee (one-time, mandatory, non-refundable)</td>
<td>30.00</td>
</tr>
<tr>
<td>Administrative Drop Fee</td>
<td>40.00</td>
</tr>
<tr>
<td>Proficiency Examination Fee (non-refundable)</td>
<td>125.00</td>
</tr>
<tr>
<td>Life Experience Credit Fee per course (non-refundable)</td>
<td>125.00</td>
</tr>
<tr>
<td>Auditing Fee (per course plus any lab fees if applicable; non-refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Comprehensive Fee (one-time, mandatory, non-refundable)</td>
<td>100.00</td>
</tr>
<tr>
<td>Graduation Fee (mandatory)</td>
<td>130.00</td>
</tr>
<tr>
<td>Directed Study Fee (per course plus tuition and any lab fees; non-refundable)</td>
<td>225.00</td>
</tr>
<tr>
<td>Welding Equipment Kit</td>
<td>325.00</td>
</tr>
<tr>
<td>Books/Supplies (yearly estimate)</td>
<td>1400.00</td>
</tr>
<tr>
<td>Lab/User/Materials Fee (per course)</td>
<td></td>
</tr>
</tbody>
</table>

These fees are mandatory and non-refundable after a class has been attended.

- CL213, LE101, LE103, LE111, LE113, LE223 .................................................. 25.00
- AD220, EX220, HI220, HR221, HS220, MA220, MX220, SA220 (Insurance Fee) ........... 35.00
- AC115, AC116, AC207, AC210, BA204, BA206, BC101, CS103, CS104, CS108, CS202, CS207, HI101, HI103, HI212, HI215, MA101, MO202, MO207, MO210, MO216, SS101, SS102, SS205 .................................................. 85.00
- CS209 ................................................. 125.00
- MA220 (Certification Exam Fee) ................................................. 130.00
- HI220 (Certification Exam Fee) .................................................. 235.00
- LE117, LE118 ................................................. 250.00
- LE224 ................................................. 300.00
- MA111, MA112, MA211, MA212 .................................................. 310.00
- CL219 .................................................. 400.00

No student may attend classes without first paying in full, making Budget Plan arrangements or completing the financial aid application process (all required paperwork submitted to the Financial Aid Office-- incomplete files will not be considered).

Please refer to Pages 61- 65 for information regarding payment of bills, budget payment plans, credit balance refunds and refunds.

All costs are subject to change.
COURSE NUMBERING AND PREREQUISITES

Courses are numbered at Beal College according to the following criteria:

100-199 Level Courses: Courses which are typically taken during the student's first year - these courses may be prerequisites for the 200 level courses taken during the student's sophomore year;

200-299 Level Courses: Courses which are typically taken during the student's second year.

Prerequisites refer to lower level courses which must be successfully completed prior to entering higher level courses. For successful completion, a student must attain a passing grade as indicated in the student's program of study. Note that some courses require a grade of C or C+. Courses with prerequisites are indicated in the program outline by the letter P. Please refer to each course description for a list of the courses which must be completed prior to registering for the course. Prerequisites may be waived with the permission of the program advisor and the Academic Advisory Committee.

A student will follow the curriculum requirements for a program, including prerequisites, of the catalog in effect at the time he or she began the program. If a student upgrades to a new catalog, he or she will follow the new catalog.

GENERAL EDUCATION COURSES

CT111  Critical Thinking in the Twenty-First Century
EC201  Microeconomics
EC202  Macroeconomics
EH102  Speech
EH111  College Composition
EH113  Narrative & Descriptive Writing
HY101  Government
HY103  U.S. History 1865 to the Present
MS110  Algebra
PY101  General Psychology
PY202  Lifespan Development
PY210  Human Relations
SC101  Introduction to Sociology

APPLIED GENERAL EDUCATION COURSES

For Occupational Associate Degree in Welding Technology only:
MS113  Technical Mathematics
PROGRAMS OF STUDY

Academic Associate Degree Programs

Accounting ......................................................... 69
Administrative Office Professional ........................................... 70
Business Management .......................................................... 71
Criminal Justice: Conservation Law Enforcement Concentration .................. 72
Criminal Justice: Law Enforcement Concentration .................................. 73
Health Information Management .................................................. 74
Human Resource Management .................................................. 75
Medical Administrative Specialist .............................................. 76
Medical Assisting ................................................................. 77
Social and Human Services Assisting ........................................... 78
Substance Abuse Counseling ...................................................... 79

Occupational Associate Degree Programs

Welding Technology .............................................................. 80

Diploma Programs

Substance Abuse Counseling Diploma .......................................... 81

Certificate Programs

Administrative Assistant ............................................................. 82
ACCOUNTING

The Accounting program is designed to give the student an in-depth knowledge of accounting principles and their application in today's business environment. Specialized courses including Federal Taxes, Managerial Accounting and Computerized Accounting are included to provide the student with a wider range of business knowledge. Professional opportunities for accountants are in public accounting, management accounting, tax accounting, private accounting and general accounting.

*Please refer to course descriptions for all required prerequisites for this course.*

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

### Major Courses of Study
**Requiring a Grade of C or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC111 P</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AC112 P</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC115 P</td>
<td>Computerized Accounting</td>
<td>2</td>
</tr>
<tr>
<td>AC201 P</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AC202 P</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC203 P</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC207 P</td>
<td>Computerized Accounting II</td>
<td>2</td>
</tr>
<tr>
<td>AC210 P</td>
<td>Federal Taxes I</td>
<td>3</td>
</tr>
<tr>
<td>BA101</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BA205 P</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA208 P</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BA209 P</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA210 P</td>
<td>Ethics in Business</td>
<td>3</td>
</tr>
<tr>
<td>CS103 P</td>
<td>Introduction to Computers and Word</td>
<td>2</td>
</tr>
<tr>
<td>CS104 P</td>
<td>Introduction to Spreadsheets and</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graphic Presentations</td>
<td></td>
</tr>
<tr>
<td>CS108 P</td>
<td>Introduction to Database and</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Publishing Concepts</td>
<td></td>
</tr>
<tr>
<td>CS202 P</td>
<td>Advanced Spreadsheet Applications</td>
<td>2</td>
</tr>
<tr>
<td>MS101</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Courses
**Requiring a Grade of C or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT111</td>
<td>Critical Thinking in the Twenty-First Century</td>
<td>3</td>
</tr>
<tr>
<td>EC201 P</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EC202 P</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MS110</td>
<td>Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

### Related Courses of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC101</td>
<td>College Success</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 65

*It should be understood that the College does not guarantee employment in the accounting field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.*
**ADMINISTRATIVE OFFICE PROFESSIONAL**

The Administrative Office Professional program prepares students to be effective and efficient administrative professionals. The program blends traditional office skills, such as planning, supervising, organizing, bookkeeping and document preparation with current computer technology and applications including keyboarding, word processing, electronic spreadsheets, and database management. The program also includes general education courses to round out the student's education and leads to employment as administrative office professionals in a variety of settings.

*Please refer to course descriptions for all required prerequisites for this course.*

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

### Major Courses of Study
**Requiring a Grade of C or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC111 P</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AC116</td>
<td>QuickBooks for the Administrative Professional</td>
<td>2</td>
</tr>
<tr>
<td>AD220 P</td>
<td>Administrative Management Externship</td>
<td>3</td>
</tr>
<tr>
<td>BA100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA105</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BA205 P</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA209 P</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA210 P</td>
<td>Ethics in Business</td>
<td>3</td>
</tr>
<tr>
<td>CS103 P</td>
<td>Introduction to Computers and Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
<td>2</td>
</tr>
<tr>
<td>CS108 P</td>
<td>Introduction to Database and Publishing Concepts</td>
<td>2</td>
</tr>
<tr>
<td>CS202 P</td>
<td>Advanced Spreadsheet Applications</td>
<td>2</td>
</tr>
<tr>
<td>CS207 P</td>
<td>Advanced Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>MK101</td>
<td>Superior Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MS101</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>Elementary Keyboarding</td>
<td>2</td>
</tr>
<tr>
<td>SS102 P</td>
<td>Intermediate Keyboarding</td>
<td>2</td>
</tr>
<tr>
<td>SS205 P</td>
<td>Office Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

### General Education Courses
**Requiring a Grade of C or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT111</td>
<td>Critical Thinking in the Twenty-First Century</td>
<td>3</td>
</tr>
<tr>
<td>EH102</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH113</td>
<td>Narrative &amp; Descriptive Writing</td>
<td>3</td>
</tr>
<tr>
<td>PY210</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

### Related Courses of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC101</td>
<td>College Success</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 62

It should be understood that the College does not guarantee employment in the administrative office professional field. A student’s or graduate’s background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
BUSINESS MANAGEMENT

The objectives of the Business Management program are to provide the student with a broad foundation of business theory and the basic professional skills and mental discipline necessary for decision-making in today’s changing business world. Emphasis is placed on helping the student gain a basic knowledge in planning, organizing, managing and controlling a business. Theory is combined with practical application with importance placed on projects which enable the student to research, analyze and solve actual business problems.

Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

Major Courses of Study
Requiring a Grade of C or Better
In All Concentrations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC111 P</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AC115 P</td>
<td>Computerized Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BA100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA104</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BA105</td>
<td>Human Resource Management</td>
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</tr>
<tr>
<td>BA208 P</td>
<td>Business Management</td>
<td>3</td>
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<tr>
<td>BA209 P</td>
<td>Management Communications</td>
<td>3</td>
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<tr>
<td>BA210 P</td>
<td>Ethics in Business</td>
<td>3</td>
</tr>
<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
<td>2</td>
</tr>
<tr>
<td>MK101</td>
<td>Superior Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MS101</td>
<td>Business Mathematics</td>
<td>3</td>
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General Education Courses
Requiring a Grade of C or Better
In All Concentrations

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CT111</td>
<td>Critical Thinking in the Twenty-First Century</td>
<td>3</td>
</tr>
<tr>
<td>EC201 P</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EC202 P</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>MS110</td>
<td>Algebra</td>
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Related Courses of Study
In All Concentrations

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<tbody>
<tr>
<td>BC101</td>
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Business Administration Concentration

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>AC112 P</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC203 P</td>
<td>Managerial Accounting</td>
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<tr>
<td>BA205 P</td>
<td>Organizational Behavior</td>
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<tr>
<td>BA206 P</td>
<td>Small Business Management and Entrepreneurship</td>
<td>2</td>
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<tr>
<td>CS108 P</td>
<td>Introduction to Database and Publishing Concepts</td>
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</tr>
<tr>
<td>CS202 P</td>
<td>Advanced Spreadsheet Applications</td>
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TOTAL CREDITS: 65

Marketing and Sales Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BA204 P</td>
<td>Fundamentals of E-Commerce</td>
<td>2</td>
</tr>
<tr>
<td>BA211 P</td>
<td>Marketing and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BA212 P</td>
<td>Introduction to Selling</td>
<td>3</td>
</tr>
<tr>
<td>BA216 P</td>
<td>Consumer Behavior</td>
<td>3</td>
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<tr>
<td>CS108 P</td>
<td>Introduction to Database and Publishing Concepts</td>
<td>2</td>
</tr>
<tr>
<td>CS209 P</td>
<td>Creative Suite Print Design</td>
<td>2</td>
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TOTAL CREDITS: 65

Entrepreneurship Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BA204 P</td>
<td>Fundamentals of E-Commerce</td>
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<tr>
<td>BA206 P</td>
<td>Small Business Management and Entrepreneurship</td>
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</tr>
<tr>
<td>BA211 P</td>
<td>Marketing and Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BA212 P</td>
<td>Introduction to Selling</td>
<td>3</td>
</tr>
<tr>
<td>BA213 P</td>
<td>Innovation and Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BA215 P</td>
<td>Venture Creation &amp; Management</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS: 66

It should be understood that the College does not guarantee employment in the business management field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
CRIMINAL JUSTICE
CONSERVATION LAW ENFORCEMENT CONCENTRATION

The Conservation Law Enforcement Concentration of the Criminal Justice program is designed to prepare a student to obtain employment in the field of conservation law enforcement as well as other related occupations in the criminal justice system. The Conservation Law Enforcement Concentration emphasizes the administrative and interpersonal skills required of the law enforcement professional and provides a strong foundation in the social, ethical and legal issues confronted by officers in the performance of their duties.

*Please refer to course descriptions for all required prerequisites for this course.*

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

**Major Courses of Study Requiring a Grade of C+ or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CL111</td>
<td>Conservation and Environmental Law Enforcement</td>
<td>3</td>
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<tr>
<td>CL112</td>
<td>Fish and Wildlife Taxonomy</td>
<td>3</td>
</tr>
<tr>
<td>CL113</td>
<td>Forest Ecology</td>
<td>3</td>
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<tr>
<td>CL213 P</td>
<td>Conservation Law Enforcement Investigations</td>
<td>3</td>
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<tr>
<td>CL217</td>
<td>Natural Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CL219 P</td>
<td>Conservation Law Enforcement Patrol Procedures and Field Training</td>
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<tr>
<td>LE101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>LE103</td>
<td>Problem Solving and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>LE104</td>
<td>Professional Law Enforcement Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LE111</td>
<td>Technical Writing for Law Enforcement Officers</td>
<td>3</td>
</tr>
<tr>
<td>LE112</td>
<td>Rules of Evidence</td>
<td>3</td>
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<tr>
<td>LE113</td>
<td>Crisis Intervention</td>
<td>3</td>
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<tr>
<td>LE117</td>
<td>Law Enforcement Physical Conditioning and Self-Defense Tactics</td>
<td>2</td>
</tr>
<tr>
<td>LE118 P</td>
<td>Law Enforcement Physical Conditioning and Self-Defense Tactics II</td>
<td>2</td>
</tr>
<tr>
<td>LE216 P</td>
<td>Advanced Law Enforcement Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PL123</td>
<td>Criminal Law</td>
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**General Education Courses Requiring a Grade of C or Better**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EH102</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH113</td>
<td>Narrative &amp; Descriptive Writing</td>
<td>3</td>
</tr>
<tr>
<td>HY101</td>
<td>Government</td>
<td>3</td>
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<tr>
<td>PY101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Related Courses of Study**

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<tr>
<td>BC101</td>
<td>College Success</td>
<td>2</td>
</tr>
<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 70

***PL-lettered courses are available evenings only***

The Criminal Justice program will provide the opportunity to seek entry-level positions in various fields of criminal justice and private security. Working professionals in various fields of law enforcement may consider this program as a means of increasing their knowledge in their field or to continue their education as a means for advancement.

Additional police academy training may be required for law enforcement jobs and the applicant may be disqualified from employment as a law enforcement officer by failing a mandatory physical fitness test, criminal background and general background examination, polygraph examination and psychological and medical screening. The College does not guarantee that any student will be placed in any public law enforcement or private security job, or placed at all.
CRIMINAL JUSTICE
LAW ENFORCEMENT CONCENTRATION

The Law Enforcement Concentration of the Criminal Justice program is designed to prepare a student for a career in the criminal justice system and provides the opportunity for currently employed criminal justice professionals to further their education. The Law Enforcement Concentration emphasizes the technical, administrative and interpersonal skills required of the criminal justice professional with a strong foundation in the social, ethical and legal issues confronted by officers in the performance of their duties.

\( P\)-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

### Major Courses of Study

**Requiring a Grade of C+ or Better**

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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>LE101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>LE103</td>
<td>Problem Solving and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>LE104</td>
<td>Professional Law Enforcement Ethics</td>
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</tr>
<tr>
<td>LE118 P</td>
<td>Law Enforcement Physical Conditioning and Self-Defense Tactics II</td>
<td>2</td>
</tr>
<tr>
<td>LE216 P</td>
<td>Advanced Law Enforcement Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LE221 P</td>
<td>Community Oriented Policing</td>
<td>3</td>
</tr>
<tr>
<td>LE222 P</td>
<td>Careers in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>LE223 P</td>
<td>Criminal Investigations and Forensics</td>
<td>3</td>
</tr>
<tr>
<td>LE224 P</td>
<td>Police Patrol Procedures and Field Training</td>
<td>6</td>
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<tr>
<td>PL112</td>
<td>Constitutional Law***</td>
<td>3</td>
</tr>
<tr>
<td>PL123</td>
<td>Criminal Law***</td>
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### General Education Courses

**Requiring a Grade of C or Better**

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<tr>
<th>Course Code</th>
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<tbody>
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<td>EH102</td>
<td>Speech</td>
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<tr>
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<td>College Success</td>
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<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
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</tr>
</tbody>
</table>

**TOTAL CREDITS** 68

***PL-lettered courses are available evenings only

The Criminal Justice program will provide the opportunity to seek entry-level positions in various fields of criminal justice and private security. Working professionals in various fields of law enforcement may consider this program as a means of increasing their knowledge in their field or to continue their education as a means for advancement.

Additional police academy training may be required for law enforcement jobs and the applicant may be disqualified from employment as a law enforcement officer by failing a mandatory physical fitness test, criminal background and general background examination, polygraph examination and psychological and medical screening. The College does not guarantee that any student will be placed in any public law enforcement or private security job, or placed at all.
HEALTH INFORMATION MANAGEMENT

The objectives of the Health Information Management program are to provide students with the knowledge and skills necessary to be effective and efficient in the Health Information Management field. Health Information Technicians are responsible for ensuring the quality of health records and healthcare data by verifying completeness, accuracy, and proper entry into computer systems. These skills can be applied in a variety of settings including but not limited to hospitals, nursing homes, mental health facilities, public health agencies and insurance companies. Graduates of the Health Information Management program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

### Major Courses of Study Requiring a Grade of C+ or Better

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HI101</td>
<td>Introduction to Health Information Technology</td>
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<tr>
<td>HI103 P</td>
<td>Fundamentals of Law for Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HI210 P</td>
<td>ICD-10-CM/PCS Coding &amp; Classification Systems</td>
<td>3</td>
</tr>
<tr>
<td>HI212 P</td>
<td>Health Care Information Systems &amp; Management</td>
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</tr>
<tr>
<td>HI214 P</td>
<td>Health Care Data Analysis &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HI215 P</td>
<td>Health Care Reimbursement Methodologies</td>
<td>3</td>
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<tr>
<td>HI216 P</td>
<td>Healthcare Quality Improvement Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>HI218 P</td>
<td>Applied Health Information Management</td>
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</tr>
<tr>
<td>HI220 P</td>
<td>Externship in Health Information Technology</td>
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<tr>
<td>MO204 P</td>
<td>CPT Coding</td>
<td>3</td>
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<tr>
<td>MO205 P</td>
<td>ICD-9-CM Coding</td>
<td>3</td>
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<td>MO207 P</td>
<td>Advanced Coding</td>
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<tr>
<td>MO213 P</td>
<td>Pathophysiology with Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>MO214 P</td>
<td>Pathophysiology with Pharmacology II</td>
<td>3</td>
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<td>ZO101</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>ZO111 P</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
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<tr>
<td>ZO112 P</td>
<td>Human Anatomy and Physiology II</td>
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### General Education Courses Requiring a Grade of C or Better

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### Related Courses of Study

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA208</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 69

Health Information Management students are required to submit a Student Health Profile form, completed by a health care provider, documentation of tuberculosis testing and the Hepatitis B vaccine series, prior to sitting in HI101. The Hepatitis B vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

Please note: certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
HUMAN RESOURCE MANAGEMENT

The Human Resource Management program is designed to prepare students for entry level careers in the field of human resource management or to add to one’s education as a human resource professional. This degree offers human resource theory and concepts along with practical skills necessary to enhance professional performance. Students will experience an application-oriented, real-world focused education through a degree program that provides a strong foundation in business along with a general education curriculum designed to support student academic and professional success.

*Please refer to course descriptions for all required prerequisites for this course.*

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

**Major Courses of Study**

Requiring a Grade of C or Better

<table>
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<tr>
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<td>P Principles of Accounting I</td>
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<td>BA100</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BA104</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>BA105</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BA110</td>
<td>Motivational Interviewing for the Business Professional</td>
<td>3</td>
</tr>
<tr>
<td>BA208</td>
<td>P Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BA209</td>
<td>P Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA210</td>
<td>P Ethics in Business</td>
<td>3</td>
</tr>
<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
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<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
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<td>CS108</td>
<td>P Introduction to Database and Publishing Concepts</td>
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<tr>
<td>HR202</td>
<td>P Compensation and Payroll</td>
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</tr>
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<td>HR203</td>
<td>P Employee Benefits</td>
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</tr>
<tr>
<td>HR204</td>
<td>P Employee Training &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>HR210</td>
<td>P Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>HR221</td>
<td>P Human Resource Management Externship</td>
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<tr>
<td>MK101</td>
<td>Superior Customer Service</td>
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<tr>
<td>MS101</td>
<td>Business Mathematics</td>
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**General Education Courses**

Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EH102</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>EH113</td>
<td>Narrative and Descriptive Writing</td>
<td>3</td>
</tr>
<tr>
<td>PY101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PY210</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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**Related Courses of Study**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BC101</td>
<td>College Success</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits**  

68

It should be understood that the College does not guarantee employment in the human resource management field. A student’s or graduate’s background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
The Medical Administrative Specialist program is designed to prepare individuals for careers as entry level medical office assistants for diverse health care delivery systems including private medical practices, clinics, public health departments, or hospitals. This program gives the student experience in outpatient medical coding and inpatient medical coding. On completion of this program, the student will be prepared for the Certified Medical Administrative Specialist (CMAS)(AMT) Certification, Certified Professional Coder (CPC)(AAPC), Certified Coding Associate (CCA)(AHIMA), and Certified Coding Specialist (CCS)(AHIMA) exams.

**P-Please refer to course descriptions for all required prerequisites for this course.**

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

### Major Courses of Study Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HI210</td>
<td>ICD-10-CM/PCS Coding &amp; Classification Systems</td>
<td>3</td>
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<tr>
<td>HI215</td>
<td>Health Care Reimbursement Methodologies</td>
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<tr>
<td>MO202</td>
<td>Medical Insurance, Billing and Coding</td>
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</tr>
<tr>
<td>MO203</td>
<td>Medical Ethics and Law</td>
<td>3</td>
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<tr>
<td>MO204</td>
<td>CPT Coding</td>
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</tr>
<tr>
<td>MO205</td>
<td>ICD-9-CM Coding</td>
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<tr>
<td>MO207</td>
<td>Advanced Coding</td>
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<tr>
<td>MO210</td>
<td>Medical Office Procedures</td>
<td>2</td>
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<tr>
<td>MO213</td>
<td>Pathophysiology with Pharmacology I</td>
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<tr>
<td>MO214</td>
<td>Pathophysiology with Pharmacology II</td>
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<tr>
<td>MO216</td>
<td>Electronic Information Systems in Healthcare</td>
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<tr>
<td>MX220</td>
<td>Medical Office Externship</td>
<td>3</td>
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<td>SS101</td>
<td>Elementary Keyboarding</td>
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<tr>
<td>SS102</td>
<td>Intermediate Keyboarding</td>
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<tr>
<td>ZO101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ZO111</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ZO112</td>
<td>Human Anatomy and Physiology II</td>
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### General Education Courses Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>EH113</td>
<td>Narrative and Descriptive Writing</td>
<td>3</td>
</tr>
<tr>
<td>HY101</td>
<td>Government</td>
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<tr>
<td>PY101</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
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### Related Courses of Study

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA105</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
<td>2</td>
</tr>
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</table>

**TOTAL CREDITS 65**

Documentation of tuberculosis testing and the Hepatitis B vaccine series is required prior to MX220. This process may take up to 6 months to complete. Please note: certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student.

*It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.*
MEDICAL ASSISTING

The associate degree program in Medical Assisting prepares competent entry-level medical assistants for technical, clinical and administrative positions in physicians’ offices, hospitals and clinics. Medical Assistants are involved in both patient care and administrative areas of a medical practice.

Graduates from this Medical Assisting program are eligible to sit for national certifying exams, provided they meet all eligibility criteria.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

P-Please refer to course descriptions for all required prerequisites for this course.

<table>
<thead>
<tr>
<th>Major Courses of Study Requiring a Grade of C+ or Better</th>
<th>General Education Courses Requiring a Grade of C or Better</th>
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<tbody>
<tr>
<td>MA101 P Introduction to Medical Assisting 3</td>
<td>CT111 Critical Thinking in the Twenty-First Century 3</td>
</tr>
<tr>
<td>MA111 P Medical Assisting I 3</td>
<td>EH111 College Composition 3</td>
</tr>
<tr>
<td>MA112 P Medical Assisting II 3</td>
<td>EH113 Narrative &amp; Descriptive Writing 3</td>
</tr>
<tr>
<td>MA211 P Medical Assisting III 3</td>
<td>HY103 U.S. History 1865 to the Present 3</td>
</tr>
<tr>
<td>MA212 P Medical Assisting IV 3</td>
<td>PY101 General Psychology 3</td>
</tr>
<tr>
<td>MA220 P Medical Assisting Externship 3</td>
<td>PY202 Lifespan Development 3</td>
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<tr>
<td>MO202 P Medical Insurance, Billing and Coding 2</td>
<td>SC101 Introduction to Sociology 3</td>
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<tr>
<td>MO203 Medical Ethics and Law 3</td>
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</tr>
<tr>
<td>MO210 P Medical Office Procedures 2</td>
<td></td>
</tr>
<tr>
<td>MO216 P Electronic Information Systems in Healthcare 2</td>
<td></td>
</tr>
<tr>
<td>SS101 Elementary Keyboarding 2</td>
<td></td>
</tr>
<tr>
<td>ZO101 Medical Terminology 3</td>
<td></td>
</tr>
<tr>
<td>ZO111 P Human Anatomy and Physiology I 3</td>
<td></td>
</tr>
<tr>
<td>ZO112 P Human Anatomy and Physiology II 3</td>
<td></td>
</tr>
<tr>
<td>ZO201 P Pharmacology 3</td>
<td></td>
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</tbody>
</table>

Medical Assisting students are required to submit a Student Health Profile form and documentation of tuberculosis testing, completed by a health care provider, prior to sitting in MA101.

The Hepatitis B vaccine series is required for students participating in Medical Assisting classes. The vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

Please note: certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
SOCIAL AND HUMAN SERVICES ASSISTING

The Social and Human Services Assisting program is designed to prepare students for the challenging and diverse field of human services. The students will be introduced to the many theories and therapies designed to address challenges faced by the targeted population who need assistance.

The goal of human services employment is to enhance the quality of life for those members of our society requiring such services. The overall objective of this academic program of study is to provide the student with the skills required for employment in the human services field.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

Major Courses of Study
Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HS101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HS102 P</td>
<td>Common Behavioral Health Problems</td>
<td>3</td>
</tr>
<tr>
<td>HS103 P</td>
<td>Psychosocial Rehabilitation</td>
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<tr>
<td>HS104</td>
<td>Ethics and Boundaries for Helping Professionals</td>
<td>3</td>
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<tr>
<td>HS112</td>
<td>The Challenge of Adolescence</td>
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<tr>
<td>HS113</td>
<td>Vocational Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>HS114</td>
<td>Crisis Identification and Resolution</td>
<td>3</td>
</tr>
<tr>
<td>HS201 P</td>
<td>Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HS202 P</td>
<td>Behavioral Health and Aging</td>
<td>3</td>
</tr>
<tr>
<td>HS203 P</td>
<td>Special and Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>HS204 P</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HS205 P</td>
<td>Group Process</td>
<td>3</td>
</tr>
<tr>
<td>HS206 P</td>
<td>Substance Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HS207 P</td>
<td>Trauma, Sexual Abuse, and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HS220 P</td>
<td>Human Services Externship</td>
<td>3</td>
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General Education Courses
Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CT111</td>
<td>Critical Thinking in the Twenty-First Century</td>
<td>3</td>
</tr>
<tr>
<td>EH102</td>
<td>Speech</td>
<td>3</td>
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<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>HY101</td>
<td>Government</td>
<td>3</td>
</tr>
<tr>
<td>PY101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PY202</td>
<td>Lifespan Development</td>
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</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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Related Courses of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BC101</td>
<td>College Success</td>
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</tr>
<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
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</table>

TOTAL CREDITS 70

It should be understood that the College does not guarantee employment in the social and human services field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.
SUBSTANCE ABUSE COUNSELING

The objectives of the Substance Abuse Counseling Associates Degree program are to provide students with an academic foundation for a career in substance abuse services. Coursework in the substance abuse degree program includes general education classes in combination with substance abuse and human services courses to prepare students in areas such as case management, crisis intervention and vocational rehabilitation, as well as substance abuse counseling services. These skills can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this academic program of study is to provide the student with both the academic and practical skills required for employment in a variety of settings in the substance abuse field.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

Major Courses of Study
Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HS101</td>
<td>Introduction to Social and Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HS103 P</td>
<td>Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>HS113</td>
<td>Vocational Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>HS114 P</td>
<td>Crisis Identification and Resolution</td>
<td>3</td>
</tr>
<tr>
<td>HS201 P</td>
<td>Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HS203 P</td>
<td>Special and Diverse Populations</td>
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</tr>
<tr>
<td>HS204 P</td>
<td>Case Management</td>
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</tr>
<tr>
<td>HS205 P</td>
<td>Group Process</td>
<td>3</td>
</tr>
<tr>
<td>HS207 P</td>
<td>Trauma, Sexual Abuse and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>SA101</td>
<td>Introduction to Substance Abuse Counseling</td>
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</tr>
<tr>
<td>SA102 P</td>
<td>Ethics and Boundaries in Substance Abuse Counseling</td>
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</tr>
<tr>
<td>SA103</td>
<td>Motivational Interviewing</td>
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<td>SA104 P</td>
<td>Multicultural Counseling in Substance Abuse</td>
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<td>SA201 P</td>
<td>Addiction and the Family</td>
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<td>SA202 P</td>
<td>Co-occurring Disorders</td>
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<td>SA203 P</td>
<td>Motivational Interviewing II</td>
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<td>SA204 P</td>
<td>Substance Abuse for Substance Abuse Counseling</td>
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<td>SA220 P</td>
<td>Substance Abuse Counseling Externship</td>
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General Education Courses
Requiring a Grade of C or Better

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CT111</td>
<td>Critical Thinking in the 21st Century</td>
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<tr>
<td>EH102</td>
<td>Speech</td>
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<td>EH111</td>
<td>College Composition</td>
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<tr>
<td>PY101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
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Related Courses of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS101</td>
<td>Elementary Keyboarding</td>
<td>2</td>
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</tbody>
</table>

TOTAL CREDITS 71

It should be understood that the College does not guarantee employment in the substance abuse counseling field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.
WELDING TECHNOLOGY

Welding Technology is an occupational associate degree curriculum designed to include courses in basic, intermediate, and advanced welding. The beginner courses offer training in metallurgy, basic welding techniques utilizing the shielded metal arc welding process. The intermediate and advanced curriculum offers training in advanced welding processes, pipefitting, and pipe welding processes utilizing the gas metal arc welding and gas tungsten arc welding processes. Students will also take required classes in Flux-Cored Arc Welding, Blueprint Reading, and Quality Control to prepare them for employment in several welding industries. Graduates of this program will find employment opportunities in a variety of manufacturing and construction industries, including but not limited to, bridge and building construction, metal fabrication, shipbuilding, power generation, petro-chemical industry, paper industry, and more.

Graduates of the Welding Technology program will have the opportunity to test for two nationally recognized AWS (American Welding Society) certifications: AWS - Structural Stick Certification and AWS - Flux Cored Certification.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

Major Courses of Study
Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PF231</td>
<td>Pipefitting Fundamentals</td>
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<tr>
<td>PF232 P</td>
<td>Practical Pipefitting</td>
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<tr>
<td>WL111</td>
<td>Introduction to Metallurgy</td>
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<tr>
<td>WL121</td>
<td>Shielded Metal Arc Welding (S.M.A.W.) Basic</td>
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<tr>
<td>WL122 P</td>
<td>S.M.A.W. Intermediate</td>
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<td>WL123 P</td>
<td>S.M.A.W. Advanced</td>
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<td>WL124 P</td>
<td>S.M.A.W. Structural</td>
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<td>WL125 P</td>
<td>S.M.A.W. Pipe I</td>
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<tr>
<td>WL126 P</td>
<td>S.M.A.W. Pipe II</td>
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<tr>
<td>WL131 P</td>
<td>Flux-Cored Arc Welding (F.C.A.W.)</td>
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<tr>
<td>WL141</td>
<td>Blueprint Reading and Drafting for Welders</td>
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<tr>
<td>WL201</td>
<td>Gas Metal Arc Welding (G.M.A.W.) Basic</td>
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</tr>
<tr>
<td>WL202 P</td>
<td>G.M.A.W. Advanced</td>
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</tr>
<tr>
<td>WL211</td>
<td>Gas Tungsten Arc Welding (G.T.A.W.) Basic</td>
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<td>G.T.A.W. Advanced</td>
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<td>G.T.A.W. Pipe</td>
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<td>WL221 P</td>
<td>Quality Assurance/Quality Control</td>
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General Education Courses
Requiring a Grade of C or Better

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CT111</td>
<td>Critical Thinking in the Twenty-First Century</td>
<td>3</td>
</tr>
<tr>
<td>EH111</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>MS113</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PY101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BC101</td>
<td>College Success</td>
<td>2</td>
</tr>
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</table>

Related Courses of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

TOTAL CREDITS 71

It should be understood that the College does not guarantee employment in the welding field. A student’s or graduate’s background may disqualify him or her from employment in certain organizations or for certain positions.
SUBSTANCE ABUSE COUNSELING DIPLOMA

The objectives of the Substance Abuse Counseling program are to provide students with the knowledge and skills necessary to be effective and efficient in the Substance Abuse Counseling field. Substance Abuse Counselors work to provide support to individuals and groups entering and living the recovery process. These skills can be applied in a variety of settings including day programs, counseling programs, re-entry centers, detention facilities and hospitals.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

_Please refer to course descriptions for all required prerequisites for this course._

<table>
<thead>
<tr>
<th>Major Courses of Study Requiring a Grade of C or Better</th>
<th>General Education Courses Requiring a Grade of C or Better</th>
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<tbody>
<tr>
<td>HS205 P Group Process</td>
<td>PY101 General Psychology</td>
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<tr>
<td>HS207 P Trauma, Sexual Abuse and Recovery</td>
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<tr>
<td>SA101 P Introduction to Substance Abuse Counseling</td>
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<td>SA102 P Ethics and Boundaries in Substance Abuse Counseling</td>
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<td>SA103 P Motivational Interviewing</td>
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<td>SA104 P Multicultural Counseling in Substance Abuse</td>
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<td>SA201 P Addiction and the Family</td>
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<td>SA202 P Co-occurring Disorders</td>
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<td>SA203 P Motivational Interviewing II</td>
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<td>SA204 P Substance Abuse for Substance Abuse Counseling</td>
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<td>SA220 P Substance Abuse Counseling Externship</td>
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<td>OR</td>
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<tr>
<td>HS204 P Case Management</td>
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</table>

TOTAL CREDITS 38

It should be understood that the College does not guarantee employment in the substance abuse counseling field. A student’s or graduate’s background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.
ADMINISTRATIVE ASSISTANT CERTIFICATE

The Administrative Assistant Certificate program prepares students to be effective and efficient administrative assistants. The program blends traditional office skills such as customer service, planning, organizing, bookkeeping and document preparation with current computer technology and applications including keyboarding, word processing, electronic spreadsheets, and database management. The program leads to entry level employment as administrative assistants in a variety of settings.

Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 33-53 for more information.

Major Courses of Study
Requiring a Grade of C or Better

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC116</td>
<td>QuickBooks for the Administrative Professional</td>
<td>2</td>
</tr>
<tr>
<td>AD220 P</td>
<td>Administrative Management Externship</td>
<td>3</td>
</tr>
<tr>
<td>BA100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA209 P</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>CS103</td>
<td>Introduction to Computers and Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>CS104</td>
<td>Introduction to Spreadsheets and Graphic Presentations</td>
<td>2</td>
</tr>
<tr>
<td>CS108 P</td>
<td>Introduction to Database and Publishing Concepts</td>
<td>2</td>
</tr>
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<td>Advanced Spreadsheet Applications</td>
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<td>CS207 P</td>
<td>Advanced Word Processing</td>
<td>2</td>
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<tr>
<td>MK101</td>
<td>Superior Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>SS101</td>
<td>Elementary Keyboarding</td>
<td>2</td>
</tr>
<tr>
<td>SS205 P</td>
<td>Office Procedures</td>
<td>2</td>
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</tbody>
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TOTAL CREDITS 28

It should be understood that the College does not guarantee employment in the administrative field. A student’s or graduate’s background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.
COURSE DESCRIPTIONS

AC111 Principles of Accounting I  3 Credit Hours
Principles of Accounting I introduces the student to the principles and practices of accounting and its interrelationship with other aspects of the business world. Emphasis is placed on the functional approach as well as the analytical approach to business transactions utilized in the development of financial statement presentation. This course covers the business cycles of sole proprietorship and merchandising companies.  Prerequisite: MS101 or MS110

AC112 Principles of Accounting II  3 Credit Hours
As a continuation of AC111, this course introduces the student to the many different forms of business organization (sole proprietorship, partnership and corporation) and the accounting problems identified with these different forms. The student is also provided with opportunities to analyze inventory, study fixed asset depreciation and prepare statements of cash flow.  Prerequisite: AC111

AC115 Computerized Accounting  2 Credit Hours
This course will provide the student with a working knowledge of a computerized double-entry accounting system. The student will serve as a practicing accountant for a simulated retail company and handle all business transactions from journalizing to the preparation of financial statements.  For the 2014-2015 academic year, QuickBooks Pro 2012 is used. Lab fee.  Prerequisite: AC111

AC116 QuickBooks for the Administrative Professional  2 Credit Hours
This course will introduce the student to the terminology of accounting and the use of a computerized accounting system. Common transactions will be learned for merchandising and service businesses, including the medical office. Sales, deposits, bill paying and bank reconciliations will be handled as well as the creation of standard financial reports. The goal of the course is to enable students to assist with the daily accounting functions of a business.  For the 2014-2015 academic year, QuickBooks Pro 2012 is used. Lab fee.

AC201 Intermediate Accounting I  3 Credit Hours
Intermediate Accounting I is a continuation of the study of accounting principles and practices. The contents of the balance sheet and its relationship to the income statement are studied in-depth. Publications of the Financial Accounting Standards Board as they relate to the valuation of assets and the presentation of liabilities are introduced.  Prerequisite: AC112

AC202 Intermediate Accounting II  3 Credit Hours
Intermediate Accounting II, an in-depth study of business financing alternatives, is presented with emphasis on bonds, stocks and leases and their presentation on the balance sheet. Analytical tools for the measurement of accounting data are introduced as well as a study of the statement of cash flows.  Prerequisite: AC112 and AC201

AC203 Managerial Accounting  3 Credit Hours
This course introduces the student to the use of, rather than the construction of, accounting records and financial statements from the internal standpoint. The topics covered encompass analysis and interpretation of financial data, cost-volume profit changes, ratios, trends, budgets, decision-making and product costing.  Prerequisite: AC112
AC207 Computerized Accounting II  
2 Credit Hours
This course continues to develop the skills learned in Computerized Accounting. It focuses on the independent handling of transactions related to selling, buying, inventory, sales tax, and banking. The student will further their knowledge of preparing financial statements, as well as handling payroll, petty cash, and special entries. Lab fee. **Prerequisite: AC115**

AC210 Federal Taxes I  
3 Credit Hours
This course introduces the student to the IRS Tax Code. It covers the basic 1040 form and various schedules essential to its completion. Course content includes such topics as tax determination, gross income inclusions and exclusions, self-employment and itemized deductions. Tax publications are used to assist the student in researching tax problems and completing tax forms. Lab fee. **Prerequisite: AC112**

AD220 Administrative Management Externship  
3 Credit Hours
This course provides supervised field experience in an approved business, service or professional office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of tasks. Lab fee. **Prerequisite: Completion of 60 credit hours.**

BA100 Introduction to Business  
3 Credit Hours
The Introduction to Business course familiarizes students with what a business is, how it operates, and how it is managed. This basic course includes discussions of the economic setting of business, the structure of business, business finances, management, ethical and social responsibilities, marketing, and physical distribution of goods and services. The information from this course acts as a foundation for more specialized courses in business. Students will utilize their critical thinking and problem solving skills with realistic business problems they will likely encounter in their professional lives.

BA101 Business Law I  
3 Credit Hours
The objective of this course is to provide the student with an overview of law as it applies to business. The course will explain the basics of the legal system and legal process. The student will gain an in-depth understanding of the fundamentals of contract law and learn how to apply these concepts to particular situations. The student will then learn how the fundamentals of contract law can assist in understanding other aspects of business law.

BA104 Principles of Marketing  
3 Credit Hours
This course is designed to give the student a basic understanding of the role of marketing in an organization. Topics include assessing the marketplace, capturing value, developing marketing strategies, segmentation, targeting, positioning, product strategy, and branding. Students will create a marketing plan, as well as become familiar with marketing and advertising techniques of national companies.

BA105 Human Resource Management  
3 Credit Hours
The purpose of this course is to provide the student with a foundation in current practices relating to the utilization and management of human resources. It covers such topics as recruiting, job interviewing, personnel testing, compensation and benefits, equal employment opportunity, affirmative action, job design and analysis, training and development, performance appraisals and labor relations.
BA110 Motivational Interviewing for the Business Professional

This course is designed to introduce the student to Motivational Interviewing (MI) techniques, and application of these techniques in a variety of business settings. Focus will be on understanding the core concepts of theories of change and Motivational Interviewing, and learning the specific interviewing skills associated with MI. Students will learn how to utilize the MI skills in domains such as employee engagement, coaching employees in areas of job performance, and in dealing with difficult employee challenges.

BA204 Fundamentals of E-Commerce

This course provides an introduction to electronic commerce and its impact on business, with balanced coverage of both technology and business topics. Course content includes business strategies for electronic commerce, specifically selling, marketing, and business-to-business opportunities, Internet technology, security, legal, ethical, and tax issues surrounding electronic commerce. Lab fee. **Prerequisite: Any 100 level BA course**

BA205 Organizational Behavior

In this course, the student will study the individual, the group, and the organizational system with a focus on their independent and cooperative behaviors in the workplace. A wide range of issues will be examined including attitudes, emotions, values, perceptions, decision making and motivation. Communication, leadership, teamwork, power, politics, conflict, and negotiation are also studied. Additionally, differences in organizational culture, change, and stress management are explored. **Prerequisite: Any 100 level BA course**

BA206 Small Business Management & Entrepreneurship

This course will study the special challenges of small business and entrepreneurship. Students will develop a business plan initially considering various ways to start or acquire a business. Students will also study a wide range of entrepreneurial and small business issues including obtaining customers, marketing considerations, sources of finance, and growth strategies. Lab fee. **Prerequisite: AC111 and BA100**

BA208 Business Management

This course is designed to provide students with the skills necessary to become effective supervisors and managers utilizing the five functions of management, which are planning, organizing, staffing, leading, and controlling. Topics include decision making and problem solving, communication and motivation, appraising and disciplining employees. **Prerequisite: Any 100 level course**

BA209 Management Communications

Communication technologies are reshaping how managers communicate in the workplace. With a focus on the skills and strategies needed to reflect current business practices in the 21st century, this course examines all the tools necessary to successfully navigate through the complexity of today's business communication environment. Emphasis is placed on listening and on a strong workplace orientation, building critical skills in both oral and written communication, from memos and letter writing to research proposals, presentations and reports. The construction of multimedia presentations, e-mails, job applications, resumes and cover letters, interviewing, and telephone technique are also covered. Case studies provide the student with an opportunity to participate in decisions managers have had to make on a variety of issues/problems and the effect that listening, relationship, and communication had on these outcomes. **Prerequisite: Any 100 level course**
BA210 Ethics in Business 3 Credit Hours
This course further develops the application of ethical behavior in a business environment. Through the use of case studies and analysis, the course explores and prepares the student for the professional work place and illustrates and relates how a corporation's code of ethics transfers to day-to-day, operational decision making. A global emphasis also allows students to see the impact of ethical decisions from a global perspective. Topics include the ethics of human conduct, decision making, morality, behavior, equality, human rights, legal aspects, and the environment. Prerequisite: Any 100 level BA course.

BA211 Marketing & Advertising 3 Credit Hours
This course covers a broad range of advertising theory and practice. Students will gain an understanding of advertising and other marketing communications that are designed to inform and persuade audiences. Topics include: advertising strategy, Integrated Marketing Communications (IMC), media selection, the creative process and execution of advertising campaign. Prerequisite: Any 100 level BA Course

BA212 Introduction to Selling 3 Credit Hours
This course focuses on the selling process. Personal selling is a vital part of business and marketing and the fundamentals will be explored in the class. Topics include: establishing and building sales relationships, knowledge of buying behavior and the techniques of prospecting, planning sales calls, making sales calls, having a strong sales presentation, closing the sale, and building a long term partnership. Prerequisite: Any 100 level BA course

BA213 Innovation and Entrepreneurship 3 Credit Hours
This course prepares students for developing a mindset for thinking creatively, using innovation, recognizing opportunities and generating entrepreneurial ideas. Students will prepare a business idea pitch. Other topics include the creative search for ideas, the innovation process, opportunity analysis, the environmental scan, and creating a business pitch. Prerequisite: Any 100 level BA course

BA215 Venture Creation & Management 3 Credit Hours
This course teaches entrepreneurs to state their business passion in practical terms with methods for analyzing their market and competition, setting achievable goals and focusing on a strategic business plan. Understanding effective business planning is the cornerstone of success; this course explores issues around venture creation, determining resources needed, acquiring funding to start-up the venture and building a road map for success. The course will also focus on identifying opportunities for a new venture, the process of starting it, and growing a new business. Prerequisite: Any 200 level BA course

BA216 Consumer Behavior 3 Credit Hours
The primary goal of this course is to learn how and why consumers behave the way that they do. By examining the ways that consumers make decisions, how they find and evaluate alternatives, how they use products, what they do when they're satisfied, and what happens when they are not, we will learn how to predict how consumers will respond to different marketing activities. We will examine how major firms utilize consumer research in their own strategies and how to apply it in your own business by helping us to make more insightful business decisions. Prerequisite: Any 100 level BA course
BC101 College Success  2 Credit Hours
This course is designed to introduce the student to a variety of skills necessary for a successful college and career experience. Topics to be discussed include: computer skills, time management skills, writing skills, research and library methods, and study skills. Lab fee.

CL111 Conservation and Environmental Law Enforcement  3 Credit Hours
This course will provide the student with a historical overview of the major federal laws that have shaped environmental policy and the federal and state agencies that enforce them. The student will be exposed to the preparation of environmental impact statements. The student will also receive an overview of international conservation and environmental law enforcement policy.

CL112 Fish and Wildlife Taxonomy  3 Credit Hours
The student will receive both classroom and field instruction in the identification of game and non-game fish and wildlife species. In addition to the identification of these game and non-game species, the student will receive an overview of their natural history and behaviors.

CL113 Forest Ecology  3 Credit Hours
This course will focus on the relationships between living organisms and their environment. Topics of study will include population dynamics, community distributions, biologic succession, and the role of ecology in forest and wildlife communities. The biological principles and environmental factors governing the natural establishment and development of forest trees and stands will also be studied.

CL213 Conservation Law Enforcement Investigations  3 Credit Hours
This course will introduce students to the basic concepts and procedures related to the collection, handling, examination and classification of physical evidence. The student, upon the presentation of simulated crime scenes as directly related to conservation law enforcement, will be required to investigate and to submit reports in both a written and oral format. Lab fee. Prerequisite: LE101

CL217 Natural Resource Management  3 Credit Hours
This course will provide a basic introduction to natural resource management as related to conservation law enforcement. Natural resources include both renewable resources such as soil, forests, water, and wildlife, and nonrenewable resources such as oil, metals, and minerals. Current issues dealing with the conservation and management of wildlife will provide most of the examples for illustrating concepts that are generally applicable to the entire field. This course takes an integrated view of the field in that sound natural resource management requires an understanding of the interactions between natural and social processes. Consequently, the course will focus on concepts dealing with natural (e.g. ecology) and social (e.g. economics, politics, and planning) processes. In addition, rather than focusing on traditional sub disciplines in isolation (such as water, soil, forest, fisheries, and energy), this course will take a broader, integrated "systems" approach to natural resource management that explore the linkages among different elements of a system.

CL219 Conservation Law Enforcement Patrol Procedures and Field Training  5 Credit Hours
Students are introduced to the techniques of performing Conservation Law Enforcement field work, including map and compass usage, vehicular and foot patrol
techniques, search and rescue procedures incorporating an introduction to the Incident Command System and the effective use of law enforcement resources as they relate to conservation law enforcement. The course includes a two-week practical field training experience that allows students to apply their knowledge in simulated situations in the field. One week of field training will be held in the summer months and one week during the winter months to gain experience in the public use of natural resources. Conservation law enforcement problems during each season are addressed. Lab fee.  Prerequisite: LE101

CS103 Introduction to Computers and Word Processing  2 Credit Hours
Utilizing a hands-on format, this course is designed to introduce students to computers and word processing software. Topics include physical components of a computer, general word processing skills, document processing, formatting documents, mail merge, and using templates. Lab fee. Keyboarding skills are recommended for this course. For the 2014-2015 academic year, Microsoft® Word 2010 will be the software package used.

CS104 Introduction to Spreadsheets and Graphic Presentations  2 Credit Hours
Utilizing a hands-on teaching format, this course is designed to give the students a working knowledge and understanding of spreadsheet and graphic presentation software. Topics include designing and editing spreadsheets, working with formulas and functions, creating charts, developing, and editing a presentation. Students will be required to give an oral presentation using graphic presentation software as a supplement. Lab fee. CS103, Keyboarding and math skills are recommended for this course. For the 2014-2015 academic year, Microsoft® Excel 2010 and Microsoft® PowerPoint 2010 will be the software packages used.

CS108 Introduction to Database and Publishing Concepts  2 Credit Hours
This hands-on course will familiarize the student with both basic database principles, organization, and functions as well as the basics of desktop publishing. Students will be taught effective design of database systems as well as the skills required to create and manipulate table queries, forms, and reports. Additionally, students will learn newsletter and brochure creation and the handling of texts and graphics. Lab fee. For the 2013-2014 academic year, Microsoft® Access 2010 and Microsoft® Publisher 2010 will be the software packages used. Prerequisite: CS103

CS202 Advanced Spreadsheet Applications  2 Credit Hours
The purpose of this hands-on course is to familiarize the student with more advanced information/data systems management. Spreadsheet topics that will be covered include functions, decision making, macros, worksheet and workbook linking, importing and exporting, nested functions, and formal data reports. Lab fee. For the 2014-2015 academic year, Microsoft® Excel 2010 will be the software package used. Prerequisite: CS104

CS207 Advanced Word Processing  2 Credit Hours
This course is designed to aid the student in developing a mastery of the word processing tools in the Microsoft® Word program. Hands-on exercises combined with class lecture aid the student in developing advanced word processing skills. Topics covered in the course include the use of styles, macros, graphics, mail merge, templates, workgroup collaboration and long document processing. Lab fee. Prerequisite: CS103
CS209 Creative Suite Print Design  
This class introduces basic graphic design skills in Adobe Creative Suite by integrating Photoshop, Illustrator and InDesign together. This is a project based class where we will create logos, business cards, brochures, flyers, and more. Topics include: visual design, utilization of effective images, alignment, contrast, proximity, repetition, print layout, and preparing projects for professional printing. Lab fee. For the 2014-2015 academic year, Adobe® CS5 will be the software package used. Prerequisite: CS108

CT111 Critical Thinking in the Twenty-First Century  
This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making. The student will learn to distinguish between rational thoughts and feelings, evaluate arguments, identify assumptions, examine evidence, clarify by asking questions, systematically analyze arguments and viewpoints, as well as make reasonable judgments.

EC201 Microeconomics  
This course will introduce students to the principles of economics including specific economic issues that affect individuals and groups of individuals and how they make choices. Students will learn to understand and apply the economic perspective, to reason accurately and objectively about economic matters, and how their actions affect the people around them. Emphasis will be placed on personal and business decisions regarding price, how determinations regarding goods and services are made, and how these choices influence decision making. Topics include the mechanics of supply and demand, market equilibrium, elasticity, competition, monopoly, income inequality, opportunity costs, scarcity, cost-benefits, and comparative advantage. Prerequisite: MS101

EC202 Macroeconomics  
This course introduces students to the concepts and tools of macroeconomic theory and looks at the economy from a broader perspective by evaluating its overall performance. Students will learn about the market system including circular flow, limits, alternatives and choices, how people get the things they want and need, analysis of how these things are distributed, and the economy of the aggregate. The performance of the economy as a whole will be evaluated, exposing students to the principles of macroeconomics including business cycles and different monetary approaches. Topics include growth and productivity, the evolution of real wages, capital formation, policy stabilization, labor markets, fiscal policy, exchange rates and globalization. Prerequisite: MS101

EH102 Speech  
This basic speech course is designed to present the principles and basic skills for effective speaking and to provide an appreciation of the values and uses of spoken communication. Students will learn to present informative and demonstration speeches, and speeches for special occasions.

EH111 College Composition  
This course introduces the essentials of prose writing, generation of ideas, organization and the writing process. Grammatical accuracy, sentence structure and use of supporting details are stressed. Students practice these concepts first by reading and analyzing prose models and then by writing paragraphs and translating to longer essay themes of various lengths using the following strategies: narration, description, definition, process, divide and classify, cause and effect, compare and contrast, and
argument. A research paper demonstrating proper referencing and documentation is also included. **Computer or keyboarding skills recommended.**

**EH113 Narrative & Descriptive Writing**  
This course will provide students with opportunities to hone their descriptive and analytical writing skills. Emphasis will be placed on concreteness of observation and clarity of expression as students work to translate their impressions of an incident, scene, or media artifact into the written word. In addition to the assigned papers, students will be responsible for maintaining a journal containing their observations and descriptions of episodes from television, film or real life. **Computer or keyboarding skills are recommended.**

**EX220 Externship Alternative**  
This course is an alternative study project for students who need to repeat a regular externship. The project will be determined by the program director and will include a service learning component. Lab fee. **Requires approval by the AAC and Program Advisor.**

**HI101 Introduction to Health Information Technology**  
This course is designed to introduce students to the principles of health information management. The development, content and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing; numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record. Lab Fee. **Student Health Profile form, Tuberculosis testing, and Hepatitis B vaccine series must be completed prior to sitting in class.**

**HI103 Fundamentals of Law for Health Information Management**  
This course introduces general legal principles, confidentiality, ethics, healthcare legislation, and regulations related to the maintenance, use and disclosure of health information. The course also addresses documentation standards, risk management, and utilization review in various healthcare settings. Lab Fee. **Prerequisite: HI101**

**HI210 ICD-10-CM/PCS Coding & Classification Systems**  
Introduction to the ICD-10-CM/PCS system, includes a brief history of its development and characteristics, and basic information. Emphasis is on the structure, characteristics and applications in detail to include procedures in the medical and surgical sections and ancillary sections. Also included are ICD-10-PCS definitions and coding guidelines of all seven characters: section, body system, root operation, body part, approach, device and qualifiers. **Prerequisite: MO205**

**HI212 Health Care Information Systems & Management**  
Includes information systems and technology, introduction to health care information systems, fundamentals of information systems, information systems for managerial and clinical support, information security, and applications of emerging information technologies. Practice time will be spent utilizing several different software applications related to health records. Health information abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. Lab Fee. **Prerequisite: HI101 and CS104**
HI214 Health Care Data Analysis & Statistics 3 Credit Hours
This course covers the basic principles of compiling and computing statistics for health care facilities. It includes an introduction to health care data, indexes, registries and their correlation with compiling statistics. The calculation of rates and percentages used by health care facilities, including DHHS and PPS rules and regulations, will be emphasized. Manual and automatic techniques of maintaining data will be discussed along with data display techniques. Prerequisite: HI101 and MS110

HI215 Health Care Reimbursement Methodologies 3 Credit Hours
This course is a study of Prospective Payment Systems (PPS) and other reimbursement methodologies: Inpatients Diagnostic Related Groups (DRG’s), ambulatory patients, Ambulatory Payment Classification (APC) and the Outpatient Prospective Payment Classification System (OPPS), skilled nursing facilities Resource Utilization Groups, version III (RUG-III), home health Home Health Reimbursement Groups (HHRG) and inpatient rehabilitation facilities (IRF) Minimum Data Set for Post Acute Care (MDS-PAC). Lab Fee. Prerequisite: MO204

HI216 Healthcare Quality Improvement Methodologies 3 Credit Hours
This course will emphasize current philosophy and methodology in conducting an effective utilization review and quality assurance program for a health care facility. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be stressed. Prerequisite: HI101

HI218 Applied Health Information Management 3 Credit Hours
Throughout participation in the Health Information Management (HIM) program, the student learns universal skills in HIM practice. These skills also include critical thinking, written and oral communication, use of graphical software applications, and supervision techniques as a means to enhance professional development skills. In this capstone course, the student will review the HIM concepts learned through the program and will prepare for externship participation and application of learned skills for use in various healthcare settings. Communication and management in healthcare will be emphasized in addition to project management and presentation skills. Prerequisite: Completion of 60 credit hours (major courses of study must be included) or permission of advisor

HI220 Externship in Health Information Technology 3 Credit Hours
This course provides supervised field experience in an approved clinical setting. At the site, the student is required to complete a minimum of 160 hours applying the skills and knowledge of the program. Students will reinforce learning experiences obtained through classroom presentations, projects and laboratory exercises, make the transition from theory to practice under the supervision of experienced practitioners, observe employee relationships, interact with professionals in the healthcare field, and apply the principles of Health Information Technology. Lab fee. Prerequisite: Immunization documentation, completion of 60 credit hours (including major courses of study).

HR202 Compensation and Payroll 3 Credit Hours
Across various industries, human resource professionals work to organize and analyze aspects of employment that deal with elements of compensation provided by an employer to its employees for work performance. Social and economic realities are forcing companies to rethink how people are paid and the impact it makes on business. This course examines the strategic choices in managing compensation in
the context of current theory, research, and real-business practices, along with both new developments as well as established approaches to compensation decisions. **Prerequisite: Any 100 level BA Course.**

**HR203 Employee Benefits** 3 Credit Hours
Employee benefits (compensation other than hourly wage, salary, or incentive payments) are an increasingly important element of employee compensation packages, and one that gives employers a competitive edge in attracting and retaining the best qualified employees. However, issues related to employee benefits are not always well understood, perhaps due in part because of the vast array of regulations that govern employee benefits practices. This course promotes a better understanding of real-life employee benefits practices. This relevancy will hold enormous value to those students who plan to be human resource professionals. **Prerequisite: BA105**

**HR204 Employee Training & Development** 3 Credit Hours
This course addresses issues surrounding innovative training and development practices to assist a company in building a workforce that is dynamic, creative, possesses current skills, and can quickly and efficiently learn new skills to meet the ongoing challenges of a competitive marketplace. Students will strike a balance between research and real company practices by learning the fundamentals of training and development such as needs assessment, transfer of training, learning environment design, methods, and evaluation. Additionally, relevant examples of the most up-to-date developments in training, including the strategic use of new technologies are discussed and analyzed. **Prerequisite: BA105**

**HR210 Employment Law** 3 Credit Hours
This course addresses law and employment decisions from a managerial perspective, explores the legal environment in which businesses operate and studies the interaction between the legal system and business. It is intended to inform students on how to manage effectively and efficiently with an understanding of the legal ramifications of their decisions. Students are shown how to analyze employment law using concrete examples of management-related legal dilemmas. The methods of arriving at resolutions are emphasized, so the student can reach sound and principled decisions based on the legal considerations required by law. **Prerequisite: BA210**

**HR221 Human Resource Management Externship** 3 Credit Hours
This course is designed to provide students with significant experience in human resource management. The externship provides students with an opportunity to apply their educational background to HR management issues confronted by cooperating firms. At the site, students are required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of duties and functions. **Prerequisites: Completion of 60 credits (business and human resource courses must be included).**

**HS101 Introduction to Human Services** 3 Credit Hours
This course is an introduction to the role of community organization to human service practice, and how agencies interact with and influence local communities. This course will also portray the history and development of human services, provide the student with an understanding of how past realities and challenges inform the continuing form and function of contemporary human services systems and provide a sound foundation in the responsibility, ethics and law in the delivery of human services. A special emphasis will be placed upon the ethical practice decisions necessary when engaging with a client.
HS102 Common Behavioral Health Problems 3 Credit Hours
This course is an introduction to observing and analyzing behavioral symptoms in persons requiring rehabilitative services. The course will also introduce intervention techniques that can mitigate existing behavioral health problems. Diagnostics, behavioral management approaches and crisis intervention techniques will be presented. As most behavioral health problems are fixed in childhood, this course will focus on the essential treatment strategies for the psychology of children, their parents and families. Prerequisite: PY101 or HS101

HS103 Psychosocial Rehabilitation 3 Credit Hours
This course will examine a model of psychosocial rehabilitation as an essential principle of all behavioral health care. The application of psychosocial rehabilitation techniques as applied to client services will be explored. Prerequisite: HS101 and PY101

HS104 Ethics and Boundaries for Helping Professionals 3 Credit Hours
This class will provide students with an overview of ethical and boundary considerations in the helping professions. The class will teach an ethical base for helping relationships, review ethical standards and ethical dilemmas, and teach various ethical decision-making models relevant to working in the helping professions. This class will review appropriate boundaries of professional relationships and the importance of supervision and helper self care.

HS112 The Challenge of Adolescence 3 Credit Hours
This course will examine the social and developmental experience of the adolescent. There will be a focus on the families' role in terms of the adolescent's ability to develop trust and meaningful relationships with peers and others in life. Special emphasis will be placed upon educational pressures, concerns dealing with deviance and long-term issues that adolescents must confront in contemporary American culture.

HS113 Vocational Rehabilitation 3 Credit Hours
This course will introduce the student to those in our communities who present with physical, cognitive and mental health challenges. The student will learn the history and focus of rehabilitation for this special population and the contributions they make to our lives as they live and work in our communities. Students will learn how to assist them in their decision making skills, develop case work strategies for working with their families, and learn the resources in their communities while developing working relationships with other professionals.

HS114 Crisis Identification and Resolution 3 Credit Hours
The student is instructed in specialized engagement techniques and modalities to human service work in crisis situations. Students will be able to define crisis situations, consider ethical and legal issues related to the practice of crisis work, and learn the components of sound ethical decision making. The student will be exposed to an array of crisis programs and modalities used by local providers, striving towards best practice in crisis related work. Students will be introduced to a variety of crisis strategies and techniques to use in crisis situations. Students will be expected to understand and apply techniques through the process of in-class role plays.

HS201 Interviewing and Counseling 3 Credit Hours
This course will examine the techniques of effective interviewing skills and reporting requirements during client interviews. Current research and theory in learning and motivation will be examined and students will participate in field-based scenarios that
will demonstrate effective interviewing techniques. **Prerequisite: Any 100 level HS course**

**HS202 Behavioral Health and Aging**  
3 Credit Hours  
This course provides students with a greater understanding of residential treatment approaches in behavioral health. A more extensive analysis is given of populations and diagnostic groups as well as various fiscal, legal, political and other systems impacting delivery service. This course will also discuss human developmental changes that occur over the life span and how these changes will affect individual, familial and community vulnerabilities, health and functioning. **Prerequisite: Any 100 level HS course**

**HS203 Special and Diverse Populations**  
3 Credit Hours  
This course will address behavioral symptoms in various special populations and the care, treatment and rehabilitation approaches relevant to each. Beyond a general introduction to various groups served, students will become familiar with several diverse populations with special care and rehabilitation needs. The course will also focus on unique care environments created to respond to the behavioral health needs of these various groups. **Prerequisite: Any 100 level HS course**

**HS204 Case Management**  
3 Credit Hours  
This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination and disengagement. **Prerequisite: Any 100 level HS course**

**HS205 Group Process**  
3 Credit Hours  
This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships. **Prerequisite: Any 100 level HS or SA course**

**HS206 Substance Abuse**  
3 Credit Hours  
This course provides students with an introduction to the delivery of substance abuse service to various populations. It reviews the physical, psychological and social impacts of substance abuse as well as the strategies used to care for various populations. **Prerequisite: Prerequisite: Any 100 level HS course**

**HS207 Trauma, Sexual Abuse and Recovery**  
3 Credit Hours  
This course introduces the students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual. **Prerequisite: Any 100 level HS or SA course**

**HS220 Human Services Externship**  
3 Credit Hours  
This course provides supervised field experience in an approved agency. The student is required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of tasks associated with social and human services assisting and service delivery. Lab fee. **Prerequisite: Completion of 60 credit hours (human services, psychology, and sociology courses must be included.)**
HY101 Government 3 Credit Hours
This course is designed to further the student’s understanding of modern-day government at the federal level. The objective is to instill an awareness of the importance of effective participation in government by its citizens.

HY103 U.S. History 1865 to the Present 3 Credit Hours
This survey course examines the history of the United States since 1865. It focuses on the pivotal events and cultural changes in American society during this era. Topics include the Industrial Revolution, the emergence of the United States as a world power, the Progressive Movement, the resurgence of conservatism, the social rights movements and the series of wars and conflicts that have dominated the modern era. The course will include a balance of memorization and analysis.

LE101 Introduction to Criminal Justice 3 Credit Hours
The student will examine the role and function of traditional and conservation law enforcement agencies in a strictly controlled and political structure. The student will learn appropriate professional behavior and relevant techniques in dealing with the community, other law enforcement agencies and the media. Students will also examine the various agencies in the criminal justice system from a social, historical and administrative point of view. Lab fee.

LE103 Problem Solving and Critical Thinking 3 Credit Hours
Criminal Justice students will be introduced to the three phases of analysis of information. Students will be given practical problems to test their ability to draw accurate conclusions from the analytical process and report results in both oral and written formats. Lab fee.

LE104 Professional Law Enforcement Ethics 3 Credit Hours
This course will provide a detailed study of ethical theories and their application to real-life situations facing the law enforcement officer. This course will provide the student with a better understanding of the moral and ethical dilemmas confronting the law enforcement officer and how to develop techniques in dealing with these dilemmas.

LE111 Technical Writing for Law Enforcement Officers 3 Credit Hours
This course is designed to introduce the student to the many reports that are required of a law enforcement officer and how to properly draft them. The student will draft arrest reports, search warrants, criminal complaints, daily activity reports and other technical reports required by the law enforcement officer. This course will use sample report forms used by the Maine Criminal Justice System. Lab fee.

LE112 Rules of Evidence 3 Credit Hours
The knowledge of the rules of evidence is essential to the proper presentation of testimony in court by a law enforcement officer. The officer must be able to present facts to a judge or jury in a manner that conforms to evidentiary rules. The student will be exposed to the three categories of evidence: direct evidence, circumstantial evidence and demonstrative evidence.

LE113 Crisis Intervention 3 Credit Hours
This course will provide a professional framework for the appropriate handling of a number of crisis situations, including domestic disputes, rape, suicide, substance abuse and child molestation. Emphasis is placed upon communication skills, the defusing of violent or emotional situations and effective counseling and referral techniques. Lab fee.
LE117 Law Enforcement Physical Conditioning and Self-Defense Tactics  
2 Credit Hours  
This course will provide instruction in physical conditioning, nutrition and wellness. The student will follow an individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive instruction and will have to demonstrate proficiency in self-defense tactics and physical restraint and control techniques, including handcuffing. Lab fee.

LE118 Law Enforcement Physical Conditioning and Self-Defense Tactics II  
2 Credit Hours  
This course will be a continuation of LE117. The student will continue to increase their level of physical fitness and will receive additional training in nutrition and wellness concepts for the law enforcement officer. The student will follow their individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive advanced instruction in self-defense tactics, compliance, and control and handcuffing techniques. Lab fee.  
Prerequisite: LE117

LE216 Advanced Police Patrol Procedures  
3 Credit Hours  
This course is a continuation of the patrol procedures courses. Students will further develop their skills in effectively performing field criminal investigations, interviewing and interrogation, collecting forensic evidence, and report writing. This course will also cover motor vehicle stops, self-defense, handcuffing techniques and firearms familiarization training.  
Prerequisite: CL219 or LE224

LE221 Community Oriented Policing  
3 Credit Hours  
This course will examine the history of community oriented policing and look at the major community initiatives that have to be undertaken to reduce social issues in communities. This course will look at developing and implementing diverse strategies and tactics that are essential to professional law enforcement agencies and personnel in today's challenging societal frameworks. Students will analyze historical and current community policing models through problem-solving and critical thinking techniques. The student utilizing a group process model will assist law enforcement agencies in the development of new community policing models that could be adopted by area law enforcement agencies.  
Prerequisite: LE101, LE103 and LE224.

LE222 Careers in Criminal Justice  
3 Credit Hours  
This course will provide the student with an overview to the many careers that are available in the criminal justice profession. Criminal justice offers a wide variety of opportunities in uniformed police work, the court system, adult and juvenile corrections, and community corrections. Work in these fields may include uniform policing, criminal investigations, forensics, working with adults and juvenile offenders, and the business community. The hiring process will be explored and the student will receive experience in oral board techniques as well as receiving a thorough understanding of all aspects of the hiring process and how to successfully navigate them.  
Prerequisite: LE101

LE223 Criminal Investigations and Forensics  
3 Credit Hours  
This course will introduce students to the basic concepts and procedures related to the collection, handling, examination and classification of physical evidence. The course will involve crime scene processing and sketching, and preparing evidentiary items for trial. The student, upon presentation of simulated crime scenes, will be required to investigate the situation and to submit reports in both written and oral formats. Lab fee.  
Prerequisite: LE101

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LE224 Police Patrol Procedures and Field Training  

Students will examine appropriate investigative strategies, interrogation and arrest procedures, the limits of police authority and discretion and the effective use of law enforcement resources as they relate to the role of traditional law enforcement. This course includes a hands-on field training experience. The student will apply knowledge to simulated situations in the field. The simulations will mirror activities which traditional law enforcement officers would encounter during day-to-day functions. Lab fee. **Prerequisite: LE101**

MA101 Introduction to Medical Assisting  

This course is designed to introduce the Medical Assisting student to the concepts of professionalism, communication, workplace dynamics and confidentiality. The history of the profession, credentialing, supervising employees, and working with both patients and other allied health professionals will be discussed. Students will job shadow a medical assistant on the job. Students will also get CPR and First Aid Certification. Lab Fee. **Prerequisite: ZO101. Student Health Profile form and Tuberculosis testing must be completed prior to sitting in class. Hepatitis B vaccine series is recommended.**

MA111 Medical Assisting I  

This course presents the student with basic clinical and laboratory procedures most often performed in a medical office. Vital signs, heights and weights, draping, examination positions, urinalysis, OB-GYN, and pediatric examination are covered in practical application. In the laboratory, hands-on skills are developed; universal precautions and quality control are emphasized. OSHA guidelines and CLIA regulations are introduced. Lab fee. **Prerequisite: MA101, ZO201, documentation of Healthcare Provider CPR and First Aid, 36 credits toward graduation and a GPA of 2.22**

MA112 Medical Assisting II  

In this course, the student continues hands-on clinical and laboratory skills, including venipunctures, capillary punctures, complete blood counts, blood chemistry, coagulation and immunological testing. Assisting with various medical exams are covered in both practical application and theory. Students demonstrate to a patient how to use and maintain a glucose monitoring device. Eye testing and hearing testing are also included. OSHA guidelines and CLIA regulations are reviewed. Standard precautions and quality control continue to be practiced. Lab fee. **Prerequisite: MA111 and a GPA of 2.22**

MA211 Medical Assisting III  

This course provides the theory and practical application of drug administration (including injections). Dosage calculations, charting, immunizations, schedules for pediatrics and controlled substances will be taught in both theory and practical application. Also included is medical microbiology where the student is introduced to the most common infectious microbes. It includes infection and quality control, specimen collection and the laboratory techniques and materials used to isolate and identify certain bacteria, parasites and fungi. Lab fee. **Prerequisites: MA112 and a GPA of 2.22**

MA212 Medical Assisting IV  

This course provides the student with the theory and practical application of electrocardiograms, holter monitors, pulmonary function test, pulse oximetry, and metered dose inhalers. Minor surgery includes sterile technique, autoclaving, assisting...
with surgical procedures and identifying surgical instruments. Nutrition and geriatric are also included. Lab fee. **Prerequisites:** MA211, and a GPA of 2.22

**MA220 Medical Assisting Externship**
3 Credit Hours
This course is a field experience without remuneration in an approved medical facility affiliated with the medical assisting program. The student is required to complete 160 hours assisting both clinical and administrative areas. It gives the student an opportunity to apply learned skills and knowledge in a health care setting under professional supervision. Lab fee. **Prerequisite:** Immunization documentation, completion of 60 credits including MA211, MO202, and MO210, and a GPA of 2.22

**MK101 Superior Customer Service**
3 Credit Hours
In this course, the student will learn the importance of front line resourcefulness in providing superior customer service. Students will develop the skills necessary in understanding the customer, dealing with the angry customer, processing complaints in a positive manner, and the practical aspects of building customer relationships through total quality service.

**MO102 Medical Mathematics**
3 Credit Hours
This course provides a strong foundation in the essential math processes that are employed by health occupations workers in all areas of health care. Exercises are presented in a word problem format with concrete examples of how the math process is used in different health care careers. Basic applications with whole numbers, fractions, and decimals, common graphs, charts, and gauges that are likely to be encountered in the health care field, will be demonstrated.

**MO202 Medical Insurance, Billing and Coding**
2 Credit Hours
This course focuses on understanding the diverse medical insurances including Medicare, Medicaid and Blue Shield. The student will strive for accuracy in completing medical insurance forms and in medical billing. Towards that goal, ICD-9 and CPT coding will be used to identify diagnoses and medical procedures. Lab fee. **Prerequisites:** ZO112 or concurrent enrollment

**MO203 Medical Ethics and Law**
3 Credit Hours
In this course, the student will develop an understanding of legal standards, medical ethics and bioethics. Treating patients with sensitivity and understanding, professional conduct and confidentiality will be emphasized.

**MO204 CPT Coding**
3 Credit Hours
This course is designed to provide students with an understanding of CPT coding guidelines, format, and notes to locate and correctly sequence codes for all services and procedures performed during an encounter. The student will assign Level II HCPCS codes correctly for services not found in CPT, attach modifiers to procedure or service codes when applicable, and appropriately assign CPT code(s) for procedures and/or services rendered during the encounter. Special emphasis will be given to Evaluation and Management codes. **Prerequisite:** ZO112 and MO214

**MO205 ICD-9-CM Coding**
3 Credit Hours
This course is designed to provide students with an understanding of ICD-9-CM instructional notations and conventions to locate and assign the correct diagnostic codes and sequence them correctly and to recognize when more than one code is required to adequately classify a given condition. The student will apply knowledge of current approved ICD-9-CM Coding Guidelines to assign and sequence the correct diagnosis, select the appropriate principal diagnosis for episodes of care in which
determination of principal diagnosis is not clear, and apply knowledge of the Prospective Payment System to confirm DRG assignment which ensures optimal reimbursement. **Prerequisite: ZO112 and MO214**

**MO207 Advanced Coding** 2 Credit Hours

This is an advanced coding course which presents more complex cases using medical record reports. Students must read and interpret data utilizing prior learned skills from MO204 and MO205. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate DRG (diagnosis related groups) payments for prospective payment systems. The student will expand on and apply the principles of reimbursement and coding derived from Introduction to Hospital Coding and Intermediate Hospital Coding at an advanced level. The student will use the AHA "Official Inpatient Coding Guidelines" to accurately identify and sequence the principal diagnosis and procedure. Coding discussions will include determining which diagnoses or procedures should be included as secondary. Lab fee. **Prerequisite: MO202 (or concurrent enrollment with MO202), MO204, MO205, and HI210**

**MO210 Medical Office Procedures** 2 Credit Hours

In this course, special emphasis is placed on work in the medical office: scheduling of appointments, receptionist duties, oral and written communications, records management, banking services, and office management. Hands-on training includes computerized appointment scheduling and patient billing. Lab fee. **Prerequisites: EH111, SS101, and ZO112**

**MO213 Pathophysiology with Pharmacology I** 3 Credit Hours

This course involves a study of diseases, their progress and symptoms. Students will learn how disease affects the various systems in the body. The first of two courses in a series, this course will focus on the cell, mechanisms of self-defense, cellular proliferation and will begin the study of the disease process on specific body systems. Body systems covered in this section include the neurological system, the endocrine system, the hematological system, the cardiovascular and lymphatic systems. **Prerequisite: ZO112**

**MO214 Pathophysiology with Pharmacology II** 3 Credit Hours

This course involves a study of diseases, their progress and symptoms. Students will learn how disease affects the various systems in the body. The second of two courses in a series, this course will focus on the study of the disease process on specific body systems. Body systems covered in this section include the cardiovascular and lymphatic systems, the pulmonary system, the reproductive system, the digestive system, the muscular and integumentary systems. **Prerequisite: MO213**

**MO216 Electronic Information Systems in Healthcare** 2 Credit Hours

This course introduces the electronic health record through practical applications and guided exercises. The student will learn the history, theory, and benefits of electronic health records, along with understanding electronic orders, privacy and security and coding/reimbursement in the EHR environment. Lab fee. **Prerequisite: SS101, ZO112**

**MS101 Business Mathematics** 3 Credit Hours

The student is introduced to the mathematical problems of the business office. Course content includes a thorough review of the fundamental processes and a study of whole numbers, fractions, decimals, banking, solving for the unknown, percents, discounts, markups and markdowns, payroll, simple interest, notes, and compound interest and present value.
MS110  Algebra 3 Credit Hours
This course includes a study of the fundamental algebraic processes. Topics will include real and rational numbers, radicals, monomials and polynomials, solution of first- and second-degree equations, inequalities, systems of linear equations in two and three unknowns, graphing of functions in Cartesian Coordinates, logarithms, determinants, and word problems.

MS113  Technical Mathematics 3 Credit Hours
Course emphasizes arithmetic review, ratio, proportion, variation, power of roots, percent, metric system, unit conversions, signed numbers, basic algebraic expressions, algebraic operations, simple equations, inequalities, applied plane and solid geometry review (perimeter, area, and volume), graphing, and right triangle trigonometry.

MX220  Medical Office Externship 3 Credit Hours
This course provides supervised field experience in an approved medical office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge. Lab fee. Prerequisites: Completion of 60 credit hours. Documentation of tuberculosis testing and the Hepatitis B vaccine series is required (vaccination series may take up to 6 months to complete).

PF231  Pipefitting Fundamentals 3 Credit Hours
This course offers the student an introduction to pipefitting theory, nomenclature, materials, calculations, layout and templates. It offers the student the opportunity to develop skills necessary to successfully fit pipe including the safe use of hand and power tools. Lab fee.

PF232  Practical Pipefitting 3 Credit Hours
This course presents the student with the opportunity to develop skills in above ground piping with focus on multiple and rolling offsets, field measurements and the safe use of ladders, and rigging. Pipe hanger systems, salvage and disassembly will be examined and practiced. Assembly and salvage of socket welds will be introduced. Lab fee. Prerequisites: PF231

PL112  Constitutional Law 3 Credit Hours
This course will provide an introduction to the original provisions of the United States Constitution and its subsequent amendments, the related historical perspectives and the legal and social pressures that contribute to its development and modification. Emphasis will be placed on the many topical provisions and the far-reaching implications of the U.S. Constitution as well as on the nature and extent of limitations of the major powers granted.

PL123  Criminal Law 3 Credit Hours
This course will examine various aspects of the history and development of criminal law and will address procedural and substantive issues often encountered in this area. Particular emphasis will be placed on both case law and statutory provisions with attention given to state and federal codes and processes.

PY101  General Psychology 3 Credit Hours
The student, introduced to the nature and objectives of psychology, develops an appreciation of psychological research and findings. This course focuses on individual development--heredity and environment, conditioning processes, conflict and anxiety
and defense mechanisms. Consideration is also given to interaction through social
processes (group dynamics) in terms of dealing with reality and eventual self-
actualization.

**PY202 Lifespan Development**  
3 Credit Hours  
This course is designed to assist the student in gaining a general, foundational
knowledge of human development across the lifespan. The student will look closely
at the three spheres of development essential to this process: physical, cognitive, and
social. Students will draw from their own experiences as well as be introduced to the
most current understanding and literature regarding development.

**PY210 Human Relations**  
3 Credit Hours  
This course will present key elements of human relations in organizations. Students
will learn the importance of clear, concise organizational and individual communication
dynamics. Students will develop the ability to apply the concepts of critical thinking,
develop the individual skills necessary to be successful and learn how personal
behavior impacts growth. Human developmental issues will be addressed, along
with attitudes, self-concepts and personal values. Team building, conflict resolution,
motivational skills and leadership will be emphasized.

**SA101 Introduction to Substance Abuse Counseling**  
3 Credit Hours  
This course provides students with an introduction to substance abuse and addiction.
The course will review substances of abuse and other addictions. Students will
learn theories of addiction and introductory substance assessment and counseling
techniques. It will review the physical, psychological and social implications of
substance abuse for various populations.

**SA102 Ethics and Boundaries in Substance Abuse Counseling**  
3 Credit Hours  
This class will provide students with an overview of ethical and boundary considerations
in substance abuse counseling. The class will teach an ethical base for counseling,
review ethical dilemmas, and teach various ethical decision-making models relevant
to substance abuse counseling.

**SA103 Motivational Interviewing**  
3 Credit Hours  
This course is designed to provide the student with an introduction to Motivational
Interviewing (MI) and its application in addiction counseling through a didactic and
experiential process. Focus will be on the eight stages in learning Motivational
Interviewing as well as a concentration on an openness to a way of thinking and working
that is collaborative and honors clients self direction. Students will begin by exploring
cognitive-behavioral treatment and client-centered counseling skills as described by
Carl Rogers to provide a supportive atmosphere in which clients can safely explore
their experiences and ambivalence regarding substance use and abuse.

**SA104 Multicultural Counseling in Substance Abuse**  
3 Credit Hours  
This course will focus on the competency of multicultural and special population
considerations in substance abuse counseling. This course will examine the student's
own cultural development and assumptions in working with diverse populations,
increase awareness of the role drugs and alcohol play in various cultures, and examine
best practice methods of treatment incorporating gender and cultural issues.
SA201 Addiction and the Family 3 Credit Hours
This course will identify the effects of substance abuse on the family and will explore current treatment approaches with affected others. Family role identification within a family systems perspective and addiction models will be explored. Additionally, students will review historical and cultural issues that help define family responses to substance abuse and appropriate best practice models for interventions with family members. Prerequisite: Any 100 level SA course.

SA202 Co-occurring Disorders 3 Credit Hours
Students will cover the most common co-occurring disorders, including Alcohol Dependency, Bipolar, Schizophrenia, Depression, Anxiety, and Polysubstance Dependency. Characteristics of the disorders as well as modalities of treatment options which will also include psychotherapy and pharmacological options will be discussed. The student will also gain a basic understanding of the DSM IV-TR. Prerequisite: Any 100 level SA course.

SA203 Motivational Interviewing II 3 Credit Hours
This course is designed to build on the foundation and the skills the student has already learned and practiced in the prerequisite course, through an experiential process. Focus will be on a brief refresher of the eight stages of MI, the spirit of MI, and how to use MI for various populations in both current addiction and/or the recovery process. Students will be involved in extensive role plays. Prerequisite: SA103

SA204 Substance Abuse for Substance Abuse Counseling 3 Credit Hours
This course will explore common substance abuse disorders and introduce students to the twelve core functions of substance abuse counseling. Students will learn basic assessment skills and DSM diagnostic criteria for substance disorders. Students will review different treatment modalities and review SAMSHA levels of care. Prerequisite: SA101

SA220 Substance Abuse Counseling Externship 3 Credit Hours
This course is designed to link student classroom learning with professional experience. The student will work with on-site supervision at a substance abuse agency (or other appropriate substance abuse placement) to gain 160 hours of practical and observational experience in the field of substance abuse counseling. Lab fee. Prerequisite: Completion of 24 credit hours in the program

SC101 Introduction to Sociology 3 Credit Hours
This course introduces the student to the study of society and the interaction of individuals within a society. Major areas of study include the concepts and theory of sociology, culture, social structure and social change.

SS101 Elementary Keyboarding 2 Credit Hours
This is a basic course in which the student reviews keyboarding skills and is introduced to Microsoft Word® 2010 commands. Emphasis is on speed and accuracy development in addition to an introduction of the basic processing of standard business forms and documents. Lab fee.

SS102 Intermediate Keyboarding 2 Credit Hours
The purpose of this course is to help the student increase proficiency in using Microsoft Word® 2010 in the processing of more advanced business forms and documents that
include special functions and features. Further emphasis is placed on the development of speed and accuracy. Lab fee. **Prerequisite: SS101**

**SS205 Office Procedures**  
2 Credit Hours  
Special emphasis is placed on responsibilities of the office professional including receptionist duties, oral and written communications, postal procedures, records management, travel and meeting arrangements, organization of business data, financial/legal responsibilities and supervisory skills. Lab fee. **Prerequisite: SS101 or CS103**

**WL111 Introduction to Metallurgy**  
3 Credit Hours  
The student will study ferrous and nonferrous metals from the ore to the finished product. Emphasis will be placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Lab fee.

**WL121 Shielded Metal Arc Welding (S.M.A.W.) Basic**  
3 Credit Hours  
This course provides the student with the opportunity to develop attitudes in welding safety, skills in arc welding fundamentals, operation of welding machine power sources and accessories, electrode classification and selection. It provides training for skill development necessary to make welds in all positions using E6010 and E7018 electrodes is also included. Students will become proficient with oxy fuel torches and be issued a torch safety certificate. Lab fee.

**WL122 S.M.A.W. Intermediate**  
3 Credit Hours  
This course provides the student with the opportunity to develop skills making multi-pass fillet welds on inside corner joints. It also provides training to develop the manual skills necessary to make quality stringer and weave beads in all positions using E7018 on 3/8" mild steel plate. Students will also become proficient in the plasma arc cutting process. Lab fee. **Prerequisite: WL121**

**WL123 S.M.A.W. Advanced**  
3 Credit Hours  
Provides the student with the opportunity to develop skills making multi-pass groove welds on 3/8" mild steel plate using open root technique. Students will learn how to properly fit up and weld open root in all positions with E6010 and E7018 electrodes. Lab fee. **Prerequisite: WL131**

**WL124 S.M.A.W. Structural**  
3 Credit Hours  
This course introduces the student to requirements of the American Welding Society, Structural Welding Code D1.1, and AWS 3-89 Standard for AWS Certified Welders with AWS Structural Certification in mind. The student has the opportunity to develop skills to make quality groove welds on 3/8" thick plate steel with backing strap, using 1/8" diameter E7018 electrodes in the 1G (flat), 2G (horizontal), 3G (vertical up), and 4G (overhead) positions. Lab fee. **Prerequisite: WL122**

**WL125 S.M.A.W. Pipe I**  
3 Credit Hours  
This course offers the student the opportunity to develop skills in pipe nomenclature, weld quality, uphill pipe procedures, preheating and inter-pass temperatures. It offers training to develop the manual skills necessary to perform proper joint fit-up and tacking procedures. It also offers the opportunity to develop skills to produce quality multi-pass welds on schedule 40 mild steel pipe in the 2G and 5G positions, using E6010 and E7018 electrodes. Lab fee. **Prerequisite: WL123**
WL126  S.M.A.W. Pipe II  
This course offers the student the opportunity to develop skills in pipe welding, determination of weld quality, uphill pipe procedures, and applying and maintaining preheat and inter-pass heat treatments. This manual skill development is necessary to produce quality multi-pass welds on schedule 40 and schedule 80 mild steel pipe, in the 5G and 6G positions using E6010 and E7018 fillers and cover passes. It offers the student training to qualify a welder in accordance with Section 4, Maine Boiler Rules, and A.S.M.E. Boiler and Pressure Vessel Code, Section IX for welder qualifications. Lab fee. **Prerequisite: WL125**

WL131 Flux-Cored Arc Welding (F.C.A.W.)  
This course provides the student with the opportunity to develop skills using the semi-automatic, flux-cored arc welding process. Emphasis on the proper use of semi-automatic equipment, operations, machine adjustments and recognition of weld quality will be introduced. It provides training to develop the manual skills to make quality multi-pass welds in all positions. Air carbon arc gouging is also a process that is briefly introduced. Course prepares students for the AWS Flux-cored Structural Certification test. Lab fee. **Prerequisite: WL124**

WL141 Blueprint Reading and Drafting for Welders  
Blueprint Reading and Drafting for Fitters and Welders teaches the meanings of views, lines, sizes, dimensions, and welding terms; emphasizes welding symbols and blueprint reading; and develops basic drawing skills by means of practice with these symbols and with basic orthographic projection exercises.

WL201 Gas Metal Arc Welding (G.M.A.W.) Basic  
Course provides the student with the opportunity to develop skills in welding safety, gas metal arc welding fundamentals, gas metal arc equipment and adjustment, metal transfer and shielding gases. Emphasis will be placed on spray transfer process. It also provides the student the opportunity to develop the manual skills necessary to make high quality gas metal arc welds in all positions on mild steel plate 1/16” to 3/8” thick, single and multi-pass welds, using the short circuit transfer method. Lab fee.

WL202 G.M.A.W. Advanced  
Course offers the student the opportunity to develop skills and proper attitudes in welding safety and the gas metal arc welding process. Instruction includes fundamental types of equipment and the basic theory and practice of metal transfer. This course offers training to develop the manual skills necessary to produce quality fillet welds on stainless or mild steel plate in all positions. Lab fee. **Prerequisite: WL201**

WL211 Gas Tungsten Arc Welding (G.T.A.W.) Basic  
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students will be able to perform G.T.A.W. fillet and groove welds. Lab fee.

WL212 G.T.A.W. Advanced  
This course provides the student with advanced skills in the Gas Tungsten Arc Welding process. Expanding on the skills learned in WL211 and also adding proficiency in various welding positions and directions. Lab fee. **Prerequisite: WL211**

WL213 G.T.A.W. Pipe  
Course offers the student the opportunity to develop skills in the Gas Tungsten Arc Welding process on mild steel pipe, preparations for welding stainless steel
pipe, and advanced procedures. Students will also develop the skills necessary to produce quality open root groove welds on mild steel pipe and quality groove welds on stainless steel pipe in the 6G position. This course also provides the opportunity for skill development in walking the cup technique to deposit the root and hot passes and incorporating the S.M.A.W. process with E7018 low hydrogen electrodes for completing the weld. Identification of pipe welding defects is also included. Lab fee. Prerequisite: WL212

WL221  Quality Assurance/Quality Control  
3 Credit Hours
This course develops skill in the recognition and application of quality standards in the technical field of welding. Information is presented to explain the relationship between costs and weld quality and the necessary elements that must be considered to develop a quality assurance and quality control program. Development of welding procedures, qualification of procedures, the technical representation of welding discontinuities and defects, and destructive and non-destructive testing are also introduced. Lab fee. Prerequisite: WL111

WL240  G.T.A.W. and G.M.A.W. Welding of Aluminum  
3 Credit Hours
This course provides the student with the skills necessary to safely setup and shutdown both G.M.A.W. and G.T.A.W. welding equipment for use on aluminum; also provides the student with the skills necessary to produce stringer beads, in all positions, using both processes. Emphasis will be placed on the pulse process for welding of aluminum. Lab fee. Prerequisites: WL202 and WL212

ZO101 Medical Terminology  
3 Credit Hours
This course is designed to give the student a written and oral vocabulary of the medical language. Emphasis is placed on spelling, speaking, building, and defining medical terms through study of medical root elements, suffixes, prefixes and combining forms. Audiovisual aids, case histories and surgical reports help develop this course. Major body system terminology will be presented, as well as diagnostic procedures and basic pharmacological terminology.

ZO111 Human Anatomy and Physiology I  
3 Credit Hours
In this course, basic bio-organization and six areas of the body systems are studied. The gross and microscopic structures and function of integumentary system, skeletal system, muscular system, nervous system, endocrine system, and special senses are explored. Emphasis is placed on the diseases and diagnostic procedures related to each of these systems. Prerequisite: ZO101

ZO112 Human Anatomy and Physiology II  
3 Credit Hours
This course is a continuation of ZO111. The remaining body systems are studied. The gross and microscopic structures and function of the male and female reproductive systems, cardiovascular system, lymphatic system, respiratory system, digestive system, and urinary system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each system. Prerequisite: ZO111

ZO201 Pharmacology  
3 Credit Hours
This course presents the student with general concepts of pharmacology and drug administration throughout the life span. Basic information about drug classifications, drug side effects, drug interactions, the use and abuse of drugs and drug reactions is covered. Emphasis is placed on the mechanism of action and effect of commonly prescribed drugs for each body system. The metric and apothecary systems, dosage applications/calculations, prescription translation, and charting will also help develop the course. Prerequisites: MO102 and ZO112.
Under the Student Right-to-Know Act, Beal College is required to disclose certain information about graduation and transfer-out rates to current and prospective students.

Graduation and transfer-out rates are calculated using a cohort of full-time, first-time degree or diploma seeking students. Beal College uses a full-year cohort of students entering the institution between September 1 and August 31 and who attend at least one day of class. A first-time student is defined as one who attended any post-secondary institution for the first time during this reporting period. Transfer-out rates are determined from information supplied to Beal College by the student through surveys or other means. This rate only reflects transfers by students that are documented using the above methods and may not reflect the actual transfer-out rate since students may leave the institution without documenting their transfer status.

Please contact the Director of Education for additional information or answers to questions about this report.

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<th>Male</th>
<th>Female</th>
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## CONSUMER INFORMATION

In compliance with the requirements of the Department of Education, Beal College provides Gainful Employment disclosure information for all of its academic programs. Disclosures about the programs, related occupations, costs, debt at program completion, completion rates, placement rates, and other information can be found at [www.bealcollege.edu](http://www.bealcollege.edu).

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<tr>
<th>Program Name</th>
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<td>12 Months</td>
<td>$1,400.00</td>
<td>$6,790.00</td>
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</tbody>
</table>
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XIRINACHS, SUSAN  Program Director, Early Childhood Education
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