



EAGLE GATE COLLEGE PROVO COLLEGE

2019 SCHOOL CATALOG

This catalog applies to the following locations:

Eagle Gate College: Main Campus

5588 South Green Street
Murray, UT 84123
801-333-8100

Provo College: Main Campus

1450 West 820 North
Provo, UT 84601
801-818-8901

**Eagle Gate College:
(Non-Main Campus)**

915 North 400 West
Layton, UT 84041
801-546-7500

Administrative Corporate Office

1401 Dove Street, #340
Newport Beach, CA 92660
888-382-8183

EFFECTIVE DATE: JANUARY 1, 2019 to DECEMBER 31, 2019.

The Colleges reserve the right to change the content and terms and conditions in this catalog at any time without prior notice. Information in this catalog is current at the time of publishing.

Contents

ABOUT EAGLE GATE COLLEGE AND PROVO COLLEGE.....	3
FACILITIES AND INFORMATION.....	5
ADMISSIONS REQUIREMENTS.....	5
GENERAL SCHOOL POLICIES.....	8
FINANCIAL AID	10
Career Loan Programs.....	19
Scholarship Programs	20
Grant Programs	21
Veterans Administration Funding	21
Provisions for Books and Supplies	22
CANCELLATION AND REFUND POLICIES	22
Refunds/Cancellations with VA Funding	22
Return of Title IV Funds	23
Institutional Refund Policy.....	23
ACADEMIC INFORMATION AND STANDARDS.....	24
Distance Education	31
Student Relocation	32
Registration	32
Withdrawal Policy.....	33
Repeating Courses	33
Satisfactory Academic Progress (SAP)	34
Attendance	38

Student Grievances and Appeals	38
Appeals of Academic Suspension.....	42
Honors Program.....	42
STUDENT LIFE	43
CAREER SERVICES	44
GRADUATION REQUIREMENTS	45
OPERATING POLICIES	45
PROGRAMS OF STUDY	50
Summary of Programs	50
MASTER OF SCIENCE IN NURSING ADMINISTRATION and LEADERSHIP	51
BACHELOR OF SCIENCE IN NURSING	52
RN-BSN (Provo College)	54
RN-BSN (Eagle Gate College).....	56
PHYSICAL THERAPIST ASSISTANT (AS Degree).....	58
MEDICAL ASSISTING (Diploma)	60
COURSES	61
ORGANIZATION AND GOVERNANCE	73
PROGRAM DIRECTORS AND FACULTY	74
TUITION AND FEES.....	82
ACADEMIC CALENDARS.....	84
CALIFORNIA STUDENTS ONLY	85

ABOUT EAGLE GATE COLLEGE AND PROVO COLLEGE

Please note: throughout this catalog, “Eagle Gate College” and “Provo College” may be referred to individually as “the school” or “the college”, or jointly as “the schools” or “the colleges”.

Institutional Mission

We are caring professionals who empower individuals to achieve personal excellence through student-centered, market-driven education. This mission is further defined by:

Objectives

- Deliver quality, career-related education, which produces competent graduates who are qualified for entry-level positions in their chosen professions
- Develop professionalism and confidence through career-related education
- Provide a quality environment that includes ethical and moral conduct codes
- Emphasize research and analysis that contributes to an achievement of a high level of independence and critical thinking skills at the graduate level

Governing Values

- Make a positive difference in people’s lives by teaching skills that empower individuals to make meaningful contributions to society
- Live by and teach proper professional behavior
- Adapt to change and create innovation
- Accept those who are associated with the College as members of a team by recognizing that each has a unique contribution to make to that team effort

Strategies

- Commit each associate and student to live by a code of conduct that reflects professionalism
- Design curricula to fit the growing needs of industry through expansion and modification
- Obtain instructors who have the knowledge and experience to provide students with an in-depth and expedient educational experience
- Provide Career Services resources to develop opportunities for employment utilizing the skills obtained at the College

Vision Statement

We are known for giving power to students and associates by teaching cutting-edge, competency-based education, and leadership and personal effectiveness skills to have the career and life they desire.

College History

Eagle Gate College was founded in 1979 under the name Intermountain College of Court Reporting. In July 2001 the College was acquired by Bullen and Wilson, LLC, and the name was changed to Eagle Gate College. The name change reflected the broadened scope of the College with the addition of diploma programs in business, computer, and medical fields. In January 2002, the College was approved to offer Associate of Science degrees. In October 2007, the College was approved to offer Bachelor of Science degrees. In September 2004, a non-main campus was established in Layton, Utah, to meet the educational needs of the local population.

Provo College opened in 1984 under the name Dental Careers Institute and was later changed to

Advanced Careers Institute. In December 1989, the College changed its name to Provo College to reflect the broadened scope of the College with the addition of curriculum in court reporting and medical transcription. In April 1992, the school was acquired by the Center for Professional Studies, Inc. and relocated to its current location. In 2005, Provo College was granted approval to change its degree offering from Associate of Applied Science to Associate of Science. In 2013 the College expanded its degree offerings to include Bachelor's degrees.

Accreditation, Approvals and Memberships

Eagle Gate College and Provo College are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The address of ABHES is 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043, (703) 917-9503. The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

The Bachelor of Science in nursing programs at Eagle Gate College are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791. The Bachelor of Science in Nursing programs at Provo College are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The Nursing – Administration and Leadership Master of Science Degree at Eagle Gate College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

The Physical Therapist Assistant Associate Degree Program at Provo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 801-818-8910 or email Susan.Cotterman@ProvoCollege.edu.

Eagle Gate and Provo Colleges meet the requirements of Utah Code Ann. §13-34-107.5 to be registered postsecondary schools required under 34 C.F.R.600.9 to be legally authorized by the state of Utah. Eagle Gate College is licensed by Murray City and Layton City. Provo College is licensed by Provo City.

Eagle Gate College and Provo College have membership in the following organizations:

- National Association of Student Financial Aid Administrators
- Utah Association of Student Financial Aid Administrators
- Rocky Mountain Association of Financial Aid Administrators

Eagle Gate College, Layton non-main campus is registered with the Wyoming Department of Education and is authorized to offer education services in Wyoming.

State Authorization Reciprocity Agreements (SARA) Participant

Eagle Gate and Provo Colleges are participants in the State Authorization Reciprocity Agreement (SARA) initiative. SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs, to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts. For more information and a list of member states, please visit <http://nc-sara.org/>.

Facilities and Information

Locations:

Eagle Gate College – Murray Main Campus is located at 5588 South Green Street (360 West), Murray, Utah, near I-15 and 5300 South.

Eagle Gate College – Layton Non-Main Campus is located at 915 North 400 West, Layton, Utah, near I-15.

Provo College Main Campus is located at 1450 West 820 North, Provo, Utah, near I-15, Utah Valley University and Brigham Young University.

Building and Facilities: All College campuses have well-lighted, air-conditioned classrooms and supporting facilities. College facilities include classrooms, labs and administrative offices.

Eating Facilities: Facilities are equipped with food and beverage machines for student use. Many commercial facilities are located in the vicinity of each campus.

Parking and Public Transportation: Parking facilities are provided at the College for students, faculty, and administration. The facilities are conveniently located close to the freeway and are easily accessible by public transportation.

Housing: The College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity of each campus.

Office Hours: Administrative offices are typically open Monday through Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m. Appointments after hours and at other times may be made by calling in advance.

Photo Identification: Students will receive student photo identification cards at no charge. Students are required to wear Student IDs in plain sight whenever on campus.

Admissions Requirements

In order to be considered for admission, all applicants must:

- Complete an admission application
- Possess a high school diploma or recognized equivalency certificate (e.g. GED). Proof of graduation must be received within 30 days of attendance

Students enrolling in the Medical Assisting, Nursing and Physical Therapist Assistant programs will be required to complete a background check. Students enrolling in programs offered via distance learning or a combination of distance learning and residential must meet all requirements as outlined in the Distance Education section of the catalog.

There are no age requirements for college admission. However, students must be at least 18 years of age by the time the clinical/externship component of their coursework is scheduled to begin. The signature of a Parent/Guardian is required for students under 18 years of age at the time of enrollment.

Due to individual state regulations, students who reside outside the state of Utah may not be eligible to enroll in on-ground or online education courses or programs for which the College is not approved. Out-of-state students should check with their Admissions Representative to determine if online courses are offered for their state. Students who relocate while enrolled at Eagle Gate College/Provo College may be unable to complete their studies if they move to a state where Eagle Gate College/Provo College is not currently authorized to offer an online option for a program. A student who is considering relocation while enrolled should contact his/her Academic Dean/Program Director and/or Campus Director to discuss how relocation could alter their eligibility. It is the student's responsibility to inform the College of his/her relocation.

Program-Specific Admissions Requirements

Bachelor of Science in Nursing (BSN) Program

Applicants to the BSN program must achieve a total TEAS exam score of 47 percent or higher to be admitted to the BSN program. Applicants who meet this minimum TEAS score and enroll into the program are also required to take an eight-week SmartPrep online course to be taken during the first half of Semester 1. This SmartPrep course is designed to strengthen skills in Reading, Math, Science and English and can better prepare the student for progression into Semester 2 of the program. Please note that for those students scoring 58.7 or above on the TEAS exam, the SmartPrep online course is optional but recommended. Please note that if an applicant has previously taken a TEAS exam, the TEAS exam score is applicable if taken within twenty-four (24) months of the tentative program start date. TEAS exam taken at any authorized ATI-proctored location will be valid for review according to the Admission Requirements.

Students who are required to take the SmartPrep online course must pass the course prior to progressing to Semester 2 of the program. If a student does not pass the SmartPrep course on the first attempt, one (1) retake attempt is allowed during the second eight (8) weeks of Semester 1. If a student does not pass the SmartPrep course on the second attempt, the student cannot progress to Semester 2 and will be dropped from the BSN program.

Applicants to the BSN program who do not score 47 percent or higher on the TEAS exam must take the SmartPrep course prior to attempting the TEAS exam again. Applicants may attempt the TEAS exam a maximum of three (3) times within a calendar year.

For specific details on the SmartPrep online course (e.g., course subjects, minimum passing score, etc.), please speak with your Assistant Dean.

Associate of Science in Physical Therapist Assistant Program

Meet one of the following criteria:

- Submission of TEAS exam scores: students must have a minimum overall TEAS score of 59% and a minimum Reading TEAS score of 69.8% in order to be eligible to apply. The exam may be taken twice per application period.
- Submission of ACT Scores: students must have a minimum overall composite score of 19, a minimum reading score of 20 and a minimum science score of 19 in order to be eligible to apply.
- Meet the requirements as outlined in the Distance Education section of the catalog.

- Negative chemical/drug screening.

RN-BSN Online Program

- Students must have graduated from an accredited Registered Nursing Program, with a GPA of 2.0 or higher, and hold or acquire an unencumbered nursing license in the state in which they will practice during practicum before beginning Nursing Core Courses.
- The following general education courses must have been successfully completed with a grade of C or higher and will be transferred into the program for a total of 17 semester credits: Anatomy and Physiology (8 semester credits), College Math or Algebra (3 semester credits), English 1 or equivalent of College English (3 semester credits), and Chemistry (3 semester credits).
- Meet the requirements as outlined in the Distance Education section of the catalog.

MSN Program

- Hold a Bachelor of Science Nursing Degree from a school accredited by an agency recognized by the Council for Higher Education Accreditation or the U. S. Department of Education. An academic transcript to evidence the baccalaureate must be submitted prior to matriculation in the program.
- Must have had a minimum of 2.5 GPA earned on a 4.0 scale in BSN program
- Current, active unrestricted Registered Nursing license in the student's state of residence.
- Meet the requirements as outlined in the Distance Education section of the catalog.

Criminal Background Check

A student who is entering a career program should be aware that future employers may elect or be required to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in "direct contact services" with clients or residents. Many employers have hiring requirements that prohibit any person convicted of a felony from being employed in clinical settings. Therefore, Eagle Gate College and Provo College may not accept a student with a disclosed felony conviction for enrollment. Additionally, enrollment for students may not be granted for programs where the background check identifies a conviction, pending case or deferral for certain misdemeanor crimes.

A student's inability to obtain criminal background clearance at any time throughout their enrollment may prohibit externship or clinical site placement, program completion or placement after graduation.

Admission Procedures

Eagle Gate College and Provo College provide educational opportunities to people interested in participating in the programs offered. The College is committed to providing education in careers matched to its students' interests and abilities.

Applicants should request an appointment for a personal interview with an admissions representative from the College to gain a better understanding of the institution and to view its facilities and equipment.

The Colleges reserve the right to defer admission of potentially eligible candidates to the next term if credentials are submitted after established deadlines or if enrollment limits have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification to those already enrolled.

Eagle Gate College and Provo College are equal opportunity institutions; students are admitted and treated without regard to race, gender, sexual orientation, color, age, religion, national and ethnic origin,

marital status, or handicap/disability.

Matriculated Students

A student is considered matriculated when the student is officially admitted to the College and has declared a major field of study that will lead to the awarding of a degree or diploma.

Non-matriculated Status

Students who are enrolled in courses with no degree or diploma objective are considered non-matriculated. If the non-matriculated student is admitted to matriculated status, all appropriate credits earned while on non-matriculated status will apply toward program requirements.

Re-entering Students

Students who previously attended Eagle Gate College or Provo College and are petitioning to re-enter are considered re-entering students. A student can be considered for reinstatement into the College if they have been withdrawn from the College and she/he has been out of school less than twelve (12) months from the last date of attendance. Re-entering students must apply for reinstatement through the Academic offices and meet all current standards for admission. Students who have been out of school more than twelve (12) months must contact the Admissions department to be enrolled into their course of study. Students who re-enter the College may be required to enter a new version of the previous program (if applicable). Students who have been out of school more than twelve (12) months will be required to retake any program core course with a clinical or lab component. All students who have an outstanding account balance may be required to pay that balance prior to re-starting classes.

GENERAL SCHOOL POLICIES

Student Conduct

The College seeks to create an inviting and wholesome learning community characterized by the integrity and honesty of its students, faculty, and staff. All persons associated with the College are expected to abide by a school-wide honor system which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds, and in off-campus learning settings; be they professional or academic. Students can expect to be treated in a professional manner by fellow students, faculty and staff. Students are also expected to treat fellow students, faculty and staff in the same professional manner.

All those who participate in academic or administrative activities associated with the College agree to:

- Obey the law.
- Be honest in all their interactions and dealings with others and respect and protect other's property as though it were their own.
- Abide by all College policies.
- Be respectful of others and use appropriate verbal and body language.
- Smoke in designated areas only.

Disciplinary action, up to and including dismissal from the College, may be taken in accordance with College policy.

Academic Integrity

True learning takes place when students do their own work honestly, without copying from other students or other sources. The College enforces the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students to become productive members of the workforce.

It is considered a breach of the Academic Integrity policy for students to employ any form of deception in the completion of academic work, including but not limited to:

- Copying or attempting to copy work, ideas, or projects from any other person or media
- Allowing another person to copy or borrow original work in any form
- Allowing another person to copy answers on a quiz or test or to communicate with another person during a quiz or a test
- Providing answers for a quiz or test to others after having taken said quiz or test
- Representing the work of another team member as one's own
- Committing plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other person, printed material, or web site

When a violation of the Academic Integrity policy occurs, disciplinary action will be taken. Students found in violation of the Academic Integrity policy may be required to meet with the Academic Dean/Program Director. Depending on the severity of the violation or repeated occurrences, violations may result in an "F" grade for an assignment, project, assessment, or the course itself, or may result in dismissal from the College. Violations of the Academic Integrity Policy are documented and made a permanent part of a student's record. Students should see the Academic Dean/Program Director with questions about the Academic Integrity policy.

Student Health and Safety

The College is committed to providing an environment that protects the health and safety of all students. Students should immediately report to a College staff or faculty member any instance where the student feels he/she has been threatened, harmed, harassed, discriminated against, or otherwise mistreated at the campus. The College will take appropriate measures in accordance with applicable campus procedures to ensure student safety and address any issues brought forth.

As a part of the campus safety program, students are required to wear Student IDs in plain sight whenever on campus. The campus issues Student IDs to all students upon matriculation at the College. Lost Student IDs will be replaced at no cost to students. A Campus Security Report is published and distributed annually. The most current annual report is posted on campus and on the College website.

Drug-Free Schools Policy

The use of illicit drugs and abuse of alcohol are dangerous to students, associates, and the general welfare of the College. The College maintains a drug and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

Standards of Conduct: As a matter of policy, the College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and associates on its property and at any school activity.

Sanctions: Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of associates), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities may be notified.

Legal sanctions, health risks of drug and alcohol abuse, as well as drug and alcohol counseling information and resources are detailed in the complete Drug-Free Schools Policy available from the Academics department or any College associate.

FINANCIAL AID

The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current and former students and their families. Information include federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents, and processes all financial aid awards. The focus of the FA Office is helping students attend school by alleviating or eliminating financial barriers, and maximizing all available resources to help meet each student's financial needs. FA staff assist students in a variety of ways throughout the enrollment process and while attending school. The College recognizes that each student is an individual with unique needs and barriers. The FA Office strives to provide information to increase awareness of available financial resources, and to provide information on how to access resources by reaching out to students, parents, and the general public. The FA Office recognizes that financial barriers are not always long term and significant, but can also be short term and only involve small amounts of funds.

Overview

Financial Aid is money that can be used to cover the costs associated with attending college. Financial Aid funds are provided by U.S. taxpayers to ensure that all those who want a college education have the financial ability to pay for their college expenses. This money can be in the form of grants, scholarships and federal loans. All loans and some grants must be repaid.

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff at our Financial Aid Office are available to answer questions and provide special assistance as needed.

All financial aid at the college is administered in accordance with the policies and procedures of the U.S. Department of Education. The basis of such programs is that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the families and/or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by an analysis of financial strength: income and net assets, which the family may have versus the allowable expenses. Educational expenses that are considered a basis for establishing student need include nonresident tuition, fees, books and supplies, room, board, transportation, and personal expenses. The Financial Aid office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey and local cost data.

Our Financial Aid Office is always available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal

processes and has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue and make suggestions for resolution. The FSA Ombudsman contact information is listed below:

Online: <http://studentaid.gov/repay-loans/disputes/prepare>
Telephone: 877.557.2575
Fax: 606.396.4821
Mail: FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633

Eagle Gate College and Provo College participate in the following financial aid programs:

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant Program (FSEOG)
- Federal Work Study
- Federal Direct Loan Programs: Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS Loan
- Institutional Loans
- Career Loans
- Scholarships

Private Lending Options

Private loans are available to students through various lending institutions to help pay educational expenses. Private loans, which are not insured by the federal government, have repayment terms that vary depending on the lender from which you borrow. The college encourages students to explore federal and state grants and loans, and to consider the anticipated monthly loan payments along with expected future earnings before considering a private education loan. Federal student loans are required by law to provide a range of flexible repayment options and loan forgiveness benefits, which private student loans are not required to provide. Generally, private loans require that the borrower is a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. International students are eligible with a creditworthy cosigner (who must be a U.S. Citizen or permanent resident) and appropriate U.S. Citizenship and Immigration Service documentation. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower. Most lenders expect you to have a qualified co-borrower before they will approve the loan. Interest rates and repayment terms vary between private lenders.

We do not make any recommendations regarding private lender selection for students who decide to pursue private loan options. Students may borrow from any lender. Be sure to research and review each lender's terms and conditions before making a final decision. Please contact your selected lender to determine if Eagle Gate College or Provo College are eligible institutions. If we are approved, we will gladly certify your loan with your lender.

Federal Student Loan Information

Federal regulations require all first-time Federal Direct Student Loan borrowers participate in Entrance Loan Counseling before receiving the first disbursement of their loan proceeds. To complete an on-line Entrance or Exit Loan Counseling please visit the following links:

Entrance Counseling Session: www.studentloans.gov Exit Counseling Session: www.nsls.ed.gov
Follow the instructions carefully, complete all sections, and email the completed counseling session to the Financial Aid Office of the relevant school.

Students and/or students' parents applying for and receiving a federal student loan under the Title IV student financial assistance programs and the Higher Education Act (HEA) will have their information reported to the National Student Loan Data System (NSLDS) and this information will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

STUDENT FINANCE POLICIES

Student responsibilities for applying for and receiving financial aid at the college are as follows:

1. Complete all requested forms for financial aid accurately
2. Use all financial aid received solely for expense related to attending the college
 - a) Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget
2. Submit in a timely manner all additional documentation requested by Financial Aid.
 - a) These documents can include tax forms and household information.

Student Financial Aid Rights:

1. the right to know how financial need was determined
2. the right to know how financial aid will be distributed
3. the right to request an explanation of programs in the financial aid package
4. the right to refuse any aid offered
5. the right to request an explanation of the college refund policy
6. The right to know what portion of financial aid must be repaid and what portion is a grant.
 - a. If a loan has been received, have the right to know the interest rate and loan repayment options and procedures
7. The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid.
 - a. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

Eligibility Requirements

To be considered for Federal financial aid, a student must:

1. Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED. California compulsory education law requires everyone age 6-18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
2. Have proof (a copy) of any of the following:
 - a. US High School Diploma or transcript from a state approved or US Department of Education approved school
 - b. G.E.D. certificate
 - c. Associate's, Bachelor's or Master's Degree obtained from a US Department of Education Accredited school
 - d. Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or Master's Degree Transcript evaluated to be the equivalent of a US High School Diploma.
3. Be a US citizen, national or eligible permanent resident of the United States;

4. Be enrolled or admitted to a degree or diploma program at the college that is eligible for Federal Financial Aid;
5. Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to the college;
6. Maintain Satisfactory Academic Progress as defined by the college's Standards for Academic Progress and published in the catalog;
7. If you are male, you must register and/or be confirmed as registered with Selective Services

Program Availability

The college makes financial aid resources available to its students including federal and alternative loans or payment plans. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that the college currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at www.fafsa.ed.gov. Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. Our Financial Aid Office is not responsible for the application processes of organizations outside the college, such as outside scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds and at the time awards are to be paid the Financial Aid Office will check a student's enrollment and continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account at the college, and any monies posted above the student's outstanding current school charges will be sent directly to the students address on file in check format via standard post. Should a student not wish to receive the payment via standard post to the address on file they must notify the business office in writing via email. It is important to keep the Business Office, the Registrar and the Financial Aid Office updated on with current addresses on all student accounts. Money will NOT be requested for payment of tuition or other charges earlier than three days after the start of the payment period. A student's financial aid award is based on enrollment level as of census date per semester, and any changes made prior to the census date must be addressed in financial aid prior to release of any pending FSA awards. If a student has a late-starting class due to a late enrollment it will be verified and adjusted as final attempted credits are tallied and any other such changes that may be made if deemed necessary.

Packaging

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list here, only Federal sources are listed below:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan

- Federal Parental Loan for Undergraduate Students (PLUS)
- Campus Based Programs (SEOG and Federal Work Study)

Applying for Financial Aid

The procedures required to apply for financial aid are published in this Catalog and additional information can be obtained by visiting the Financial Aid Office. There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission and file the Federal Application for Federal Student Aid (FAFSA) to begin application process. Additional documents may be requested to complete processing of the aid request. Students will be notified via e-mail or phone/message if additional documents are required.

- Proof of citizenship
- Proof of selective service registration
- Marriage certificate
- Verification Worksheet
- Tax returns (parent and student and/or spouse)

Verification

If your FAFSA application is selected by the U.S. Department of Education for a process called verification you will be required to submit additional information to the Student Financial Services Office in order to receive federal student aid. This selection is based on information that you provided on your FAFSA. This documentation will need to be submitted within 30 days of selection. Failure to submit this documentation will result in Title IV funding being suspended. Without the funding your tuition and fees will not be paid and you can be dismissed from your program.

Disclosure Information

Additional consumer and disclosure information regarding placement rates, median loan debt, cost of programs, etc. is at the college's website:

- www.eaglecollege.edu/disclosures/
- www.eaglecollege.edu/consumerinfo/
- www.provocollege.edu/why-provo-college/disclosures/
- www.provocollege.edu/consumerinfo/

Need-Based Eligibility

To be eligible to receive need-based Federal assistance, a student must:

1. Be enrolled in an eligible program of study as part-time or full-time student
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status)
3. Maintain satisfactory academic progress in their course of study
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant
5. Demonstrate financial need

Definition of Financial Need

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) from to the college's cost of Attendance (COA). Aid from most Federal aid programs is awarded on the basis of financial need. The information a student reports on their Free Application for Federal Student Aid (FAFSA) is used to calculate

each specific student's "Expected Family Contribution" (EFC). Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high students, would not be eligible for Pell Grant. To ensure compliance with federal regulations, the college defines the neediest students as those whose EFC = 0.

Financial aid packages are awarded as follows:

- The Pell Grant is awarded to students who meet the federal criteria including the students EFC. Award amounts vary.
- The Federal Direct Subsidized and Unsubsidized Loans are awarded to all eligible students based upon the academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, and the remaining need.

Cost of Attendance

Cost of attendance (COA) components are composed of direct and indirect costs which establishes the student's unmet need for attending the college. Below are the cost categories used in calculating the full cost of attendance at the college.

Direct Costs	Indirect Costs
Tuition and Fees	Room and Board Living Expenses
Books and Supplies	Personal and Miscellaneous Expenses
Lab and Technology Fees	Transportation Costs

Direct costs are all expenses associated with direct program costs including tuition, fees, books and supplies.

Indirect costs are living expenses associated with attending school and are calculated using a monthly cost allocations for each living expense category. The college utilizes the California Student Aid Commission's recommended monthly cost of attendance allocations to determine the true cost of attendance for each student. This amount is based on the student's living situation and length of the program. The student's indirect expenses may change.

To view your full cost of attendance for your program with living expenses, please go to the college's website and view the Net Price Calculator and cost of attendance allocation at:

- www.provocollege.edu/financial-aid-admissions/net-price-calculator/
- www.eaglegatecollege.edu/financial-aid-admissions/net-price-calculator/

Disbursement

All Financial Aid is received by the Financial Aid Office and disbursed through the Business Office. Eligible Title IV and other Financial Aid funds will first reduce any tuition a student owes The college and, depending on the method by which the student selects, a refund of any overages will be returned by check. Checks will be mailed to the mailing address on file with the school.

Students who are Pell Grant eligible will have disbursements as follows: the first disbursement will be after the add/drop period and the second disbursement will be the first day of the following semester/semester. The first disbursement will be 50% of the student's Pell Grant eligibility and any scholarships you may have been awarded. The remainder of the student's financial aid (loans, SEOG, etc.) as well as the other 50% of the student's Pell Grant will be disbursed the first day of the following semester.

As students become eligible for additional aid, The College will process the updates and notify the business office of the additional funds. The business office will produce refund checks on Friday of each week and all checks will be mailed to the mailing address on file with the school.

The U.S. Department of Education requires that for all first-time loan borrowers a 30-day delay from the start of semester be put in place. For alternative loans, the loan is disbursed once per semester/semester.

Withholding Aid

The College reserves the right to withhold aid from any student, at any time, who has:

1. Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards
2. Not completed mandatory entrance counseling and signed the MPN/Plus MPN
3. Not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to abuse the financial assistance programs. For example, financial aid could be withheld from any student who, withdraws from all classes two consecutive semesters, or, who has previously attended two or more institutions and who has not progressed satisfactorily, or, who does not appear to be pursuing degree/diploma completion, etc.

Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

- 1) Be a citizen or national of the United States, or
- 2) Provide evidence from the US Immigration and Naturalization Service that they are:
 - a. A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards
 - b. Classified as one of the eligible non-citizen categories:
 - i. Refugees
 - ii. Victims of human trafficking
 - iii. Persons granted asylum
 - iv. Persons paroled into the US for at least one year
 - v. Some persons under the Violence against women act
 - vi. Cuban Haitian entrants

Misrepresentation and Fraud

Any student found or suspected to have misrepresented information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and/or the remaining semesters of enrollment.

The college will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, and if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.

Financial Aid Administrators of Title IV programs and funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated and all cases of fraud and abuse will be

reported to the proper authorities. Regulations require only that the college refer the suspected case for investigation, not that a conclusion be reached about the propriety of the conduct.

Procedures for Fraud

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The Financial Aid Office must identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Needs analysis documents e.g. Institutional Student Information Records (ISIRs,) Student Aid Reports (SARs)
- Federal income tax returns
- Documents and information related to a student's citizenship
- School credentials – e.g. high school diploma
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Other factors related to students' eligibility for Title IV funds

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG): Inspector General's Hotline:

1-800-MIS-USED <http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General

US Department of Education, 400 Maryland Avenue, SW

Washington, DC 20202-1510

Payment Methods

Accepted payment methods are: cash, check, credit card, Financial Aid or private bank loans.

Student Loan Repayment

Students are responsible for the re-payment of loans plus any interest accrued. If students fail to repay any loans, income tax refunds can be withheld. Students may not be eligible to receive another student loan, financial aid or government housing assistance until the loan is paid. Semesters and schedules of loan repayment will be disclosed and discussed with the student once the lender is determined.

Delinquency and Default

Students who experience a financial hardship and/or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options and determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, and the default(s) are reported to the national credit agencies; additional repercussions could occur.

Federal Work Study (FWS)

FWS enables students who demonstrate financial need to earn aid to pay for their education expenses. Students earn at least the current hourly minimum wage by working at the College, for nonprofit agencies or for-profit businesses. The college helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations. Funds are allocated annually on July 1st and are limited. Due to the nature of this program, FWS awards are offered on a first-come, first-serve basis. To be considered for FWS, students must complete a FAFSA application, have an unmet need and show an interest in working part-time to be considered for FWS funds. Award ranges from \$200 to \$4500 per academic year. If interested in participating, please inquire with your Financial Aid Administrator about the program. Depending on funds availability and your qualifications, you will need to provide a resume and employment application to be considered for an interview.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG (Federal Supplemental Educational Opportunity Grant) is a campus-based federal aid awarded to Pell recipients with the most financial need. Financial need is based on a student's Expected Family Contribution received off of the student ISIR. The college will award FSEOG to those students with the lowest EFC's starting at zero.

Student Direct Loans – Subsidized and Unsubsidized

Once the FAFSA has been completed, and an EFC value defined, individual financial need will be established, and for students enrolled at least half time, they may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loan limits are federally established and may never exceed a student's cost of attendance. Student loans are deferred for six months after graduating or dropping below half-time status. An entrance and exit counseling session is required for all students who receive loans. Semesters of the promissory note, avoidance and consequences of default, student notification and responsibilities are very clearly explained. Contact the Financial Aid Office for further information.

Financial Responsibility

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal and state government or a loan guarantee agency may take action against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan

is repaid. Students receiving federal financial aid may be entitled to a refund of moneys not paid from federal financial aid funds.

Collection of Fees

In the case of a student being delinquent on payments, the following may occur:

- Phone call regarding late payment
- Sent an alert regarding late payment
- If no payment arrangement has been made within 14 days of the original payment due date, the student will be withdrawn from the program
- Withdrawn students are notified via certified mail.

The student is responsible for satisfying all financial obligations to the college, which may have accrued in the student's account including amounts from prior education. In a situation where the student fails to satisfy current or prior obligations, student's current enrollment will be terminated. The college reserves the right to terminate student's enrollment, withhold transcripts, certificates of completion, diplomas, degrees or assistance in board applications and/or securing of externships if student fails to meet any past, present and/or future scheduled financial obligations to the college. The college shall not be held liable if student fails to secure any third party funding source. Student acknowledges their financial obligations are strictly the responsibility of student and/or any co-signer but never the college. Furthermore, the college is not responsible to provide student with reminders and/or invoices of upcoming due dates for payments on student's account. Any invoices and/or reminders sent to student by the college are sent as a nonobligatory courtesy.

Progress toward Completion of Degree or Diploma

For purposes of calculation of standard program length, all college preparation courses required of the student will be in addition to the credit courses that apply toward a degree or diploma.

A student who repeats courses or withdraws frequently and is not making satisfactory progress toward graduation is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student.

Students on financial aid warning (FAW) are eligible to continue receiving federal financial assistance. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only in the event that a student's appeal results in readmittance. Refer to the Satisfactory Academic Progress section of this catalog for all policies related to academic progress and financial aid eligibility.

Career Loan Programs

Career loans are available to students who are seeking funding to supplement the Title IV Stafford loans. Loan applications can be obtained in Financial Services. The College will always provide students with the most available funding from federal sources prior to considering a career loan application. Students are not required to use any of the affiliated lenders and may seek another lender of their choice. The College does not maintain a preferred lender list.

Scholarship Programs

College Merit Scholarship

The Merit Scholarship is offered in the amount of \$500.00 and is available to three-quarter time and full-time students who have demonstrated merit and financial need. First-year students may apply upon successful completion of two terms. The scholarship award will be paid in the second academic year and will be scheduled in even amounts per term. Second-year students in a program longer than six quarters or four semesters in length may apply upon successful completion of five terms. The scholarship award will be paid in the third academic year and will be scheduled in even amounts per term. The scholarship applies to tuition only and is limited to 20 students per year per campus. A minimum cumulative grade point average (CGPA) of 3.5 and a cumulative attendance of 80% are required. Recipients may qualify for a Merit Scholarship for a total of two academic years, with the minimum or maximum amount extended for each academic year award. Students must submit a completed application to the Financial Services department, including a letter of recommendation and a personal essay of 150-300 words explaining why the applicant is interested in his/her chosen career field. Applicants can obtain an application from the College website or Financial Services department. The Merit Scholarship submission deadlines are:

Eligibility Dates	Total Awards	Application Deadline
Summer (April 16-June 30)	3	June 30
Fall (July 1-September 15)	5	September 15
Winter (September 16-November 15)	4	November 15
Early Spring (November 16-January 30)	4	January 30
Spring (January 31-April 15)	4	April 15

Professional Scholarship

Eagle Gate College and Provo College offer a scholarship to reward students for their commitment to serve their communities through certification as a Certified Nursing Assistant (CNA) or licensure as a Licensed Practical Nurse (LPN). The Professional Scholarship award has a value of \$900.00 and is paid beginning in the first semester and scheduled in equal amounts each subsequent semester. The scholarship applies to tuition only and is available to students enrolled in the Bachelor of Science in Nursing program. The scholarship is effective for students who begin school on the 09/05/2017 semester start date or after; it is not retroactive.

Eligibility Guidelines

- Utah Certified Nurse Aides are those individuals who successfully complete the Nursing Assistant Training and Competency Evaluation Program (NATCEP), pass the state examination and secure placement on the Utah Nursing Assistant Registry (UNAR). Verification and professional certification number must be received within 30 days of attendance in the program.
- Utah Licensed Practical Nurses must pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and secure placement on the Utah Division of Occupational and Professional Licensing (DOPL) registry. Verification and professional license number must be received within 30 days of attendance in the program.
- Students must maintain satisfactory academic progress or they will lose eligibility for the scholarship.
- Students must be enrolled in at least six credits to be eligible for the Professional Scholarship.

Grant Programs

Yellow Ribbon Institutional Grant

The Yellow Ribbon Institutional Grant is offered in the amount of \$1,500.00 per Veteran's Administration (VA) academic year (August 1 to July 31) and is available exclusively to students approved for federal assistance by the Department of Veterans Affairs under Chapter 33. The VA will match the same amount as the institutional grant and remit payment directly to the College. The award is offered on a first-come first-serve basis and is limited to three awards per campus per VA academic year. This institutional grant is made available by the College through funds appropriated in the operational budget and approved by the Executive Committee. The applicant must submit a copy of the VA Certificate of Eligibility to the Financial Services department.

Military Grant

The Military Grant program is available exclusively to qualifying service members and their immediate family members. Immediate family members (dependent children as defined by the Department of Education or spouse) of a service member may be eligible. An individual may not receive dual benefits. This institutional grant is made available by the College through funds appropriated in the operational budget and approved by the executive committee. The applicant must provide documentation distinguishing the type of eligible service as well as an honorable standing or discharge. Valid documents include a Form DD-214 or a Statement of Service along with a valid Military ID. Individual disbursements will be scheduled in even amounts throughout the length of the program and will be applied to tuition, books, and fees. The institution may not award a stipend to any grant recipient and reserves the right to reduce the grant award amount based upon the financial need of each individual student. For the purposes of this grant, financial need is calculated by subtracting the total direct institutional costs from all other available aid. Students requesting additional loans for personal use and expenses may not be eligible to receive this grant. Eligible recipients may not receive other sources of institutional aid. A student is required to maintain satisfactory academic progress as required for federal student aid and as defined by the College SAP policy in order to continue receiving additional aid. Grant amounts are:

	Associate Degree Program	Bachelor's Degree Program
Active Duty	\$2,000	\$4,000
Veterans	\$1,500	\$3,000
Dependent	\$1,000	\$2,000

Veterans Administration Funding

The College is approved by the Utah State Approving Agency for Veterans Education to accept students using GI Bill® funding for both pre and post 9/11 GI Bills® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs).

Veterans seeking to use GI Bill® funding must submit all previous coursework for evaluation prior to enrollment or attest in writing that such prior coursework is not creditable towards a diploma or degree program at the college. For more information on Veterans Administration funding see: www.benefits.va.gov/gibill.

Provisions for Books and Supplies

Opting out of Books and Supplies and Early Financial Aid Disbursement for Books and Supplies Policy for Pell Eligible Students

Any Pell-eligible student who “opts out of books and supplies” during the enrollment process and who will have a refund after tuition and fees are applied to their student bill will be eligible to receive an early disbursement for books and supplies. Students are eligible if the disbursement of financial aid funds will result in a credit balance. Eligible students will be notified by the Financial Aid Office regarding the Book and Supply Allowance Policy via email. Those students who qualify for a refund will receive a refund check up to the maximum amount allowed for books and supplies for each payment period or up to their total refund amount if the refund due is under the maximum for books and supplies. The early book and supply allowance for eligible students will be deducted from the total refund due for the term. Checks are required to be received by the student prior to the 7th day of class. Students will be notified two weeks before disbursement of their Book and Supply Allowance.

Cancellation and Refund Policies

Termination: A student may terminate enrollment at any time by giving notice to the Academic Dean/Program Director or the Registrar’s office.

Rejection: A student whose application for enrollment is rejected by the College is entitled to a refund of all monies paid minus the registration fee.

Cancellation Provision: A student may cancel at any time before midnight of the third business day after the date of the agreement or the date the student first visits the College, or within 10 calendar days following the program start date, whichever is later. Upon cancellation, the student is entitled to a refund of all monies paid minus the registration fee. Textbooks received from the College must be returned in a “like new” or “unused” condition within the cancellation period, or students will be liable for the full cost of the textbooks.

Refunds/Cancellations with VA Funding

The college maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event a VA Student cancels, withdraws, or is terminated from a Program. The amount ultimately charged to a veteran or eligible student for tuition, fees, and other charges will not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the program bears to its total length.

VA Students have the right to cancel enrollment from the program during the program’s Cancellation Period. Cancellation may occur when the student provides a written notice to the current campus that the student enrolled in. This can be done by mail, email or by hand delivery. If any Certifications were processed for VA Recipient the Department of Veterans Affairs will be notified immediately.

VA Students may withdraw any time after the cancellation period. In the event of a withdrawal or termination, the college will issue a refund according to the Refund Policy. If any Certifications were processed for VA Recipient the Department of Veterans Affairs will be notified immediately.

For more information on refund policies relating to Veterans Administration funding see:
www.benefits.va.gov/gibill.

Return of Title IV Funds

For students eligible to receive Title IV Federal Student Financial Aid

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a “Return to Title IV” (R2T4) even if a credit balance has already been issued. At the time of enrollment, the student must indicate via the Authorization of Credit Balances form which authorization a student is giving the college as it relates to excess funds. The choices include the following:

- The appropriate lender to reduce the student’s loan debt (within 14 days of the completion of the Withdrawal Calculation)
- Return any credit balance to the student (within 14 days of the completion of the Withdrawal Calculation)

The college is required to complete an R2T4 calculation *even if* a credit balance was already issued. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded. For more information on refund policies relating to Title IV funding see www.nslds.ed.gov/nslds_SA.

Institutional Refund Policy

For all students except semester program students

When a student withdraws or is dismissed, the College shall refund unearned tuition and fees for each charging period as set forth below (the following is based on a weekly, pro-rata tuition charge):

<u>For Withdrawal During:</u>	<u>Refunded</u>	<u>Amount Retained</u>
First 60% of Charging Period	% Weeks Not Attended	% Weeks Attended
Beyond 60% of Charging Period	0%	100%

Students enrolled in compressed coursework whose course start and end dates fall within the standard term start and end dates should be advised that the refund calculation is computed based upon the last date of attendance. The calculation is determined by the full length of the standard term charging period.

Official withdrawal occurs when a student notifies the Registrar’s office of intent to discontinue enrollment or is dismissed. All other withdrawals are considered unofficial. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal.

The following refund distribution order is to be used for all students due a refund:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant
- FSEOG
- Other federal sources of aid
- Institution aid
- Student

Any refunds due will be calculated and credited to the appropriate fund source within forty-five (45) days from the date of determination of a student's withdrawal from school.

Institutional Refund Policy

For semester program students

When a student withdraws or is dismissed from a semester-based program, the college shall refund unearned tuition and fees for each charging period as set forth below:

<u>For Withdrawal During:</u>	<u>Refunded</u>	<u>Retained</u>
First week of the Charging Period	100%	0%
Second week of the Charging Period	75%	25%
Third week of the Charging Period	50%	50%
Beyond the third week	0%	100%

Official Withdrawal occurs when a student notifies the Registrar's office of intent to discontinue enrollment or is dismissed. All other withdrawals are considered unofficial. In all instances, the refund is based on and computed from the last day of attendance and is not a condition of official or unofficial withdrawal notification. For this purpose, the last week of attendance shall be deemed to be the week in which the last date of attendance occurs, regardless of whether the withdrawal is official or unofficial, and regardless of any notice of withdrawal.

ACADEMIC INFORMATION and STANDARDS

Terminology

1. **Academic Term:** Classified as a quarter or a semester (see Academic Calendar); quarters are typically ten (10) weeks in length and semesters are typically fifteen (15) or sixteen (16) weeks in length.
2. **Academic Year:** A minimum of 36 credit hours and 30 weeks.
3. **Clinical/Practice:** A curriculum requirement served outside of the classroom setting.
4. **Clock Hour:** Fifty minutes of instruction with a ten-minute break for a total of sixty minutes.
5. **Co-requisite:** A course which must be taken concurrently with another course.
6. **Continuing Student:** A student who attended courses during the preceding term.
7. **Course:** A unit of academic study; listed by number and title under the course descriptions section of this catalog.
8. **Credit Hour (Quarter):** A quarter credit equals a minimum of 10 hours of classroom instruction, 20 hours of laboratory work, or 30 hours of externship. See Out-of-Class Learning Activities definition for additional credit hour requirements.
9. **Credit Hour (Semester):** A semester credit equals a minimum of 15 hours of classroom instruction, 30 hours of laboratory work, or 45 hours of clinical/practice. See Out-of-Class Learning Activities definition for additional credit hour requirements.
10. **Externship:** Typically, the final phase of curriculum served outside of the classroom setting.
11. **Field Experience Courses:** Courses listed as 'Internship/Externship' or 'Clinical/Practice' are considered field experience by the Veterans Administration under VA regulation-1426.5.
12. **Financial Aid Probation:** Conditional status which refers to students who have been readmitted after suspension due to failure to meet academic standards.

13. **Financial Aid Warning:** Conditional status which refers to students who are being monitored for failure to meet academic standards.
14. **Full-time Student:** A student registered for at least twelve (12) credit hours per term.
15. **Half-time Student:** A student who is registered for a minimum of six (6) credit hours and less than nine (9) credit hours per term.
16. **Independent Study:** Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments. Independent Study courses are the exception, and must be approved by the Academic Dean/Program Director. Independent study courses require a signed contract and are overseen by a qualified instructor who has direct contact with a student for a minimum of two (2) hours each week.
17. **Less-than-half-time Student:** A student who is registered for less than six (6) credit hours per term.
18. **Lower-Division Courses:** Lower division courses are those numbered one hundred (100) through two hundred ninety-nine (299).
19. **Major:** Refers to the field of emphasis a student pursues in a degree or diploma program.
20. **New or First-Time Student:** A student who has not previously attended courses at the College.
21. **Out-of-Class Learning Activities:** At least two hours of outside reading and/or preparation are required for each classroom lecture period of not less than 50 minutes. Specific learning activities and assignments are provided by the instructor.
22. **Prerequisite:** Preparatory course which must be successfully completed before a student is eligible to enroll in a subsequent course or program of study.
23. **Program of Study:** A total set of course requirements which must be met to earn a degree or diploma.
24. **Re-entry Student:** A reinstated student who was withdrawn within the last 12 months.
25. **Registered Student:** A student who has been issued a schedule of classes in which space has been reserved for that student.
26. **Residence Credit:** This type of credit is awarded for courses whose requirements are met while enrolled at or through special examinations administered by the College. Fifty percent of a program's credit unit requirements must be earned in residence for most degree or diploma programs.
27. **Three-quarter Student:** A student who is registered for a minimum of nine (9) credit hours and less than twelve (12) credit hours per term.
28. **Transfer Credit:** Credit hours earned at another institution and transferred to Eagle Gate College or Provo College or credit earned through College Level Examination Program (CLEP) examinations.
29. **Upper-Division Courses:** Upper division courses are those numbered three hundred (300) through four hundred ninety-nine (499).
30. **Graduate Level Courses:** Graduate level courses are those numbered five hundred (500) through five hundred ninety-nine (599).

Schedule

Classes may be offered between 7:30 a.m. and 8:00 p.m. depending on program of study. Classes are typically scheduled Monday through Friday. Clinical courses may be scheduled at any time, depending on availability.

Holidays

Some holidays occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within terms are shown on the Academic Calendar. Make up days may be required when a holiday disrupts the regular class schedule.

Change in Program

After admittance to the college, students may change their program of study if they obtain approval from the Academic Dean/Program Director. All credits applicable to the new program will be transferred. To assure academic integrity and financial aid compliance, program changes take effect only at the beginning of a new term.

Transferring between Program Shifts

Students can only transfer between day, evening and online shifts at the end of a term, based on availability. A student seeking an exception for an individual course must be passing the course and have permission from the Academic Dean/Program Director and both instructors.

Classification of Students

Students are classified according to the credit hours earned using the following scale:

Quarter Credit Hours Earned	Classification
1-36	Freshman
37-72	Sophomore
73-108	Junior
109-144+	Senior
Semester Credit Hours Earned	Classification
1-24	Freshman
25-48	Sophomore
49-72	Junior
73-120+	Senior

Grading System

Grades are earned in each course and recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific course objectives. At the beginning of a course, the instructor provides students with a syllabus detailing these objectives and the basis upon which grades are determined. Most degree and diploma programs require a 2.0 grade point average (GPA) for graduation. Refer to program pages for additional requirements and information.

Students who fail a course may continue as long as they make satisfactory progress towards graduation.

The grade given in a course is the instructor's evaluation of the student's performance, achievement, competency, and understanding in the subject as covered in class. The following adjectives indicate the meaning of the letter grades:

<u>Letter Grade</u>	<u>Percentage Points</u>	<u>Grade Value</u>	<u>Letter Grade</u>	<u>Percentage Points</u>	<u>Grade Value</u>
A	94-100	4.00	UW	Unofficial Withdrawal	***
A-	90-93	3.70	UF	Unofficial Failure	0.00
B+	87-89	3.30	W	Withdrawal	***
B	84-86	3.00	TC	Transfer Credit	***
B-	80-83	2.70	NS	Grade Not Submitted	***
C+	77-79	2.30	AC	Audit Course	***
C	74-76	2.00	RW	Retake Withdrawal	***
C-	70-73	1.70	R	Repeat Course	***
D+	67-69	1.30	P	Pass	***
D	64-66	1.00	NP	Non-Pass	***
D-	60-63	0.70			
F	Below 59	0.00			

Note: *** Not computed in GPA

UW (Unofficial Withdrawal) is given when a student is withdrawn from a course between 0% and 20% of the course completion. A **UW** does not impact GPA or calculate in credits attempted.

A **UF** (Unofficial Failure) is given when a student is dismissed from school. A **UF** affects the GPA.

W (Withdrawal) is given when a student withdraws from a course between 21% and 60% of the course completion. A **W** counts toward credits attempted but does not impact GPA. After 60% of course completion, the student is awarded a letter grade based on work completed. The awarded grade counts toward credits attempted and does impact GPA.

TC (Transfer Credit) refers to transfer credit and is an indication of a transfer credit allowance. A **TC** grade has no effect on the GPA, but is calculated in the rate of progress (ROP) as both completed and attempted hours.

NS (Not Submitted) is indicated when a grade has not been submitted by the instructor. The indication of **NS** has no effect on the GPA.

The College does not award incomplete grades. If a student fails to complete a required segment of a course by the end of the term due to an emergency or mitigating circumstance and believes that with additional time she/he could reasonably pass the course, the student should approach his/her instructor and request the grade of NS (Not Submitted). The decision to grant this request is at the discretion of the Academic Dean/Program Director.

When the grade NS is granted, both the student and instructor must agree on provisions for the makeup work. The grade NS cannot extend beyond three weeks following the end of a quarter course or nine weeks following the end of a semester course, with the exception of externship/internship courses. When the work is completed in a satisfactory manner, the instructor will fill out the Official Grade Change Authorization form and the NS grade will be changed to the grade earned. Failure to complete the work will result in failure of the class, at which time the NS will be changed to an F. The F grade will be computed in the GPA.

AC (Audit Course) indicates the student has taken a course for non-graded credit. **AC** is not included in the CGPA.

RW (Retake Withdrawal) is given when documented extenuating circumstances cause a student to withdraw from a course. Extenuating circumstances include the following: illness or disability of student or immediate family member, death of immediate family member, or active military duty. The student must appeal for this grade. An **RW** has no effect on GPA.

R (Repeat Course) indicates the student has repeated a course for graded credit. An **R** has no effect on the GPA (refer to Repeat Policy).

P (Pass) is not included in the GPA.

NP (Non-Pass) is not included in the GPA.

Grade Rounding

Grades may be recorded with decimal placed during the term/semester. However, final grades which are determined by percentages involving decimals will be rounded up to the next whole number when equal to .5 or greater. When the decimal is less than .5 the grade is to be rounded down.

Grade Changes

Once recorded by the Registrar's office, no final grade may be changed except to correct the permanent record when an error has been made or as the result of an appeal. When such corrections need to be made, an Official Grade Change Authorization form must be completed and sent to the Registrar's office.

Students may appeal a final grade prior to the end of the subsequent term. Appeals procedures are outlined in this catalog.

Grade Point Average

A student's term and cumulative grade point averages (GPA) are computed on residence courses taken at the College. The GPA is computed by dividing the weighted cumulative total residence grade points accumulated by the total number of credit hours attempted in residence (see Grading System—all grades are calculated into the GPA except grades with a grade value of ***).

Honors

Students who achieve a term GPA of 4.0 will be placed on the President's List. Students who achieve a term GPA of 3.6 to 3.99 will be placed on the Dean's List.

Students who have achieved a CGPA of 3.96 to 4.0 will receive their degree or diploma with Highest Honors upon graduation. Students who have achieved a CGPA of 3.8 to 3.95 will receive their degree or diploma with High Honors upon graduation. Students who have achieved a CGPA of 3.6 to 3.79 will receive their degree or diploma with Honors upon graduation.

Transcripts

Requests for transcripts should be submitted in writing to the Registrar's office. The College offers one transcript at no charge upon meeting all graduation requirements. There is a \$5.00 transcript fee for all other transcript requests. All transcripts produced are official copies. No copy of the academic record or information will be released for students who have not satisfied financial obligations with the College. A change of address, name, or phone number should also be directed to the Registrar.

Transcripts Record Hold

A hold will be placed on a student's record for failure to satisfy financial obligations (course fees, tuition, bookstore accounts, library charges, etc.).

Transfer of Credits to Other Institutions

Eagle Gate College and Provo College are accredited by the Accrediting Bureau of Health Education Schools (ABHES) to offer diplomas, associate's degrees and bachelor's degrees. The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. The fact that a school is licensed and accredited is not an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined solely by the receiving institution which may take into account such factors as course content, grades, accreditation, and licensing.

The College's mission is to help students prepare for employment in a chosen field of study. The value of degree programs is the deliberate focus on marketable skills. Most credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits earned at Eagle Gate College or Provo College will transfer to another school.

If a student is considering transferring to another school, it is the student's responsibility to determine whether that school will accept Eagle Gate College or Provo College credits. Students are encouraged to make this determination as early as possible. The College does not imply, promise, or guarantee transferability of its credits to any other institution.

Transfer Credit

Academic credit received at a previous post-secondary institution may be evaluated for transfer credit eligibility.

Students must submit official transcripts from the prior post-secondary institution to the college. In order to be deemed official, the transcript must be in a sealed envelope bearing the return address of the institution and signed and sealed by appropriate school officials or downloaded electronically from a link provided to the College from the institution where study was completed. Transcripts received electronically must bear an indication that it is an "official transcript" and the link provided must have information on how to verify the authenticity of the transcript. A transcript bearing the notation "issued to student" is not an official transcript for transfer credit purposes.

Transcripts are evaluated by the Academic Dean and/or appropriate Program Director(s) to determine which (if any) courses are eligible for transfer credit. Transfer credit eligibility requirements are as follows:

- No remedial courses (usually 001 – 099 level) will be considered.
- The course being transferred must not be a course for which the student has previously received credit or a course the student has previously attempted and failed while enrolled at Eagle Gate College/Provo College.
- The earned grade must be "C" or better.
 - For nursing program core courses, the grade earned must be a "C+" or higher.
 - Advanced Placement exam scores are not eligible for course credit at Eagle Gate College/Provo College. Courses with a non-grade such as P (Pass), S (Satisfactory), CR (Credit), etc. will not transfer. Audit classes, proficiency, exams etc. are not eligible for transfer credit.
 - Eagle Gate College/Provo College does not award credit for experiential learning.
- Academic credit must have been received from an institution accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).
- The course must be equivalent to a course currently offered at Eagle Gate College/Provo College. The Academic Dean and/or appropriate Program Director(s) are solely responsible for determining the equivalency of transfer credits. (Students may be required to provide course descriptions, academic catalogs, course syllabus, and/or textbooks and other class material to determine equivalency.)
- Science and mathematics courses must have been completed within ten years prior to the student's start date at Eagle Gate College/Provo College to be accepted as transfer credit.

- Any anatomy and/or physiology course taken more than five years prior to the student's start date at Eagle Gate College/Provo College will not be eligible for transfer into the Nursing or Physical Therapist Assistant program.
- Program core courses must have been completed within five years prior to the student's start date at Eagle Gate College/Provo College to be accepted as transfer credit.
 - Program core courses with a clinical or lab component must have been completed within one year prior to the student's start date at Eagle Gate College/Provo College to be accepted as transfer credit.
 - With the exception of NUR131 Fundamentals of Nursing, nursing specific core courses with a clinical component are not eligible for transfer into the Nursing program.
 - Students with an active, unencumbered LVN/LPN nursing license will receive transfer credit for NUR131 Fundamentals of Nursing. Official transcripts and documentation of license are required. NUR131 Fundamentals of Nursing is not transferrable without an active, unencumbered LVN/LPN license.
 - Specific core courses with a clinical component are not eligible for transfer into the Nursing program.
- Courses taken outside of the United States may be eligible for transfer credit. Foreign transcripts require an equivalency evaluation prior to submission at Eagle Gate College/Provo College. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (www.naces.org/members).
- No more than 50% of a student's program may consist of transfer credits
- Transfer credits will be posted as "TC" on the student's academic transcript.
- All transfer credits must be approved prior to the start of the term in which the course to be transferred is scheduled.
- Once the transcript has been reviewed by the Academic Dean/Program Director, the student will be notified of any and all credits that were accepted as transfer credits.
- The College reserves the right to accept or reject any and all credits earned at other post-secondary institutions. Any questions regarding transfer credit should be directed to the Academic Dean/Program Director.
- Academic credits must be equivalent. Equivalency equals quarter for quarter, not quarter for semester or CEU/clock hour units.

Challenge Examination for Graded Credit

Students in Nursing and Physical Therapist Assistant programs may request a challenge examination as a substitute for completing the usual requirements of a course. Students in all other programs may only challenge the Computer Applications OA110 course. Permission to take the Challenge Examination must be secured from the Academic Dean/Program Director or Campus Director. Reasonable assurance of the student's ability to pass the examination must be provided when the request is made.

1. Challenge examinations are comprehensive tests of the material that is normally presented throughout the course. While the majority of course challenges consist of a final exam, the challenge can also include other course requirements. These can include research papers, documentation of clinical or laboratory hours or other documents that exhibit competency for the course.
2. Challenge examinations must be taken prior to the first day of attendance in the program.
3. The course being challenged must not be a course for which the student has previously received credit or a course the student has previously attempted and failed while enrolled at Eagle Gate College/Provo College.

4. A student may not attempt to challenge out of a course for which a prerequisite course has not been completed.
5. Students must score 74% or higher to receive challenge examination credit.
 - a. For nursing program core courses, students must score 77% or higher to receive challenge examination credit.
6. Students will receive a letter grade for the course based on the percentage earned. Students not passing their examination receive no grade or credit.
7. A course may be challenged only once.
8. Challenge examinations are limited to not exceed 15% of the student's program. Credit received through challenge examination is not counted as in-residence credit.

Independent Studies

Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments. Independent Study courses are the exception, and must be approved by the Academic Dean/Program Director. Generally, Independent Study courses should be limited to those students who are near the end of their program and require a course not currently offered on the master schedule.

Independent study courses require a signed contract between the student and the College. A student must be in good academic standing. Students seeking approval for an Independent Study course must first contact their Program Director. Each course offered as Independent Study will be overseen by a qualified instructor who will require direct contact with the student for a minimum of two (2) hours each week. Students who take a course as Independent Study will be expected to complete the course requirements as outlined in the course syllabus.

Students will demonstrate their knowledge of the course material by one or more of the following methods: (a) skilled handling of essay questions, (b) final examination, (c) readings, written assignments or projects, or a term paper (if applicable) on some researched aspect of the subject, or (d) in some cases a test on the student's verbal ability to handle the subject matter.

Distance Education

Online courses are available to all enrolled students of the College. Courses are delivered asynchronously through a LMS. The online learning management system used at Eagle Gate College/Provo College is currently Canvas (Instructure).

Applicants for online delivery must meet all College Admissions requirements and:

1. Have access to a computer;
2. Have access to the internet;
3. Complete an online readiness assessment; and
4. Participate in Online Orientation.

Distance Education Identity Verification and Privacy

Each distance learning faculty and student shall be assigned a user ID in the Canvas system and will create an alphanumeric password that uniquely identifies him/her in the distance learning environment. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit. In order to maintain a secure distance learning environment, users shall:

1. Accept responsibility for the security of their personal passwords
2. Maintain student information separate from others' within the LMS and protected from outside intruders
3. Protect faculty information from student views within the LMS and from outside intruders
4. Take reasonable steps to protect the password when using public computers
5. Disclose a password compromise to college staff as soon as possible

In addition, online faculty and staff shall maintain familiarity with FERPA regulations and may not disclose confidential student information in an unauthorized manner. All student information in the LMS is confidential and access is granted only to a limited number of administrators.

Written Arrangements

The College has an Online Course Hosting and Technical Assistance Agreement with Instructure (Canvas), located at 6330 South 3000 East, Suite 700, Salt Lake City, UT, 84121, to provide the College with its own instance on the Canvas platform Learning Management System (LMS) in which it will host online courses. Instructure assumes no responsibility, however, for the instruction of students in such courses. The portion of the educational program that Instructure provides is 0%. Students may incur the costs of purchasing a computer (est. \$750) and obtaining internet access (est. \$30 per month), but such expense may not be required. There are no additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement.

Student Relocation

Students are expected to complete their program of study within the state of Utah. Due to individual state and federal regulations, if a student relocates outside the state of Utah before completing all program requirements they may be unable to continue to receive federal student aid and/or finish their current term and/or program of study at the College. The College does not guarantee that students wishing to complete an internship, externship or clinical course outside of the state of Utah will be able to do so. Students should plan on completing externship, internship or clinical portions of their courses while residing in Utah. Students who are considering relocating while enrolled should contact the Academic Dean/Program Director or Campus Director to discuss how relocation could alter their eligibility. It is the student's responsibility to inform the College of their relocation.

Registration

New students are registered upon acceptance to the College. Registration for currently enrolled students is reviewed on specified days during the current term for the following term. Continuing students will be notified if an adjustment to their schedule has to be made. Students wishing to make changes must contact the Registrar prior to the beginning of the new term. Financial obligations must be met before students are eligible to register, and students with an unpaid balance may not be able to register for the following term. Students expecting an unsatisfactory grade (see Graduation Requirements) in any course should contact the Registrar's office as soon as possible for rescheduling. No student may attend a college course for which the student has not been registered.

Add/Drop Period

The add/drop period for both new and continuing students is through the first five days of the term. Students should contact their Program Director to obtain an add/drop form.

Active Out

Students may be placed on an Active Out status until the next available and/or scheduled block. Students are placed on Active Out when a class is unavailable in a 5 or 7.5 week block. Any schedule change must take place prior to the student ceasing attendance in the current block. Any student who would be absent for longer than a 5 or 7.5 week block at one time or who fails to return on the agreed upon date of the next block will be withdrawn from the College. Contact the Academic Dean/Program Director for more information.

Withdrawal Policy

Students are admitted under the premise that they will remain enrolled until the end of the term unless unforeseen circumstances necessitate withdrawal from the College. Should a student need to withdraw, she/he must contact the Registrar's office to complete the necessary paperwork.

When a student is withdrawn from a course between 0% and 20% of the course completion, the student will receive a "UW" grade. A "UW" does not impact GPA or calculate in credits attempted. When a student is withdrawn from a course between 21% and 60% of the course completion, the student will receive a "W" grade. A "W" count toward credits attempted but does not impact GPA. When a student is withdrawn after 60% of course completion, the student will be awarded a letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA.

Students may be withdrawn from the College for violations of College policy, including Student Conduct, Attendance and Non-payment.

Course Withdrawal

If a student chooses not to complete a scheduled course after the add/drop period (see Add/Drop Period), she/he must withdraw from the course through the Registrar's office. A student cannot withdraw from a five-week course after the fourth week of the course; or from a ten-week course after the eighth week of the course; or from a 7.5 week course after the sixth week of the course; or from a 15-week course after the twelfth week of the course.

When a student is withdrawn from a course between 0% and 20% of the course completion, the student will receive a "UW" grade. A "UW" does not impact GPA or calculate in credits attempted. When a student is withdrawn from a course between 21% and 60% of the course completion, the student will receive a "W" grade. A "W" count toward credits attempted but does not impact GPA. When a student is withdrawn after 60% of course completion, the student will be awarded a letter grade based on work complete. The awarded grade will count toward credits attempted and does impact GPA.

Students should be aware that withdrawal from any course could adversely affect their rate of progress (ROP) and their financial standing.

Repeating Courses

Grades for classes retaken will be recorded on the student's transcript and appropriate credit granted. Previous grade(s) from the same courses will not be dropped but will show on the transcripts as a part of the student's permanent record marked with an "R." Failing grades will not be calculated into the GPA once the class has been successfully completed.

Students will be charged according to the current cost in the tuition section of the catalog. Repeat courses may be eligible for Title IV funding if the student is required to repeat the course for graded credit. Students who wish to repeat a course in order to improve a passing grade may be able to utilize Title IV funds the first time a course is repeated. For Title IV purposes, pass means any grade higher than an "F." Students should contact Financial Services to determine the financial aid eligibility of a repeated course.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the College throughout the academic year.

Academic Year: The academic year at the College consists of three quarters of at least 10 weeks each or two semesters of at least 16 weeks each. For Title IV payments the student must comply with all standards for satisfactory academic progress before they can receive further Title IV payments. All periods of enrollment count toward SAP, including when a student has not received Title IV aid. There are no variances in SAP processes or procedures by academic term.

Satisfactory academic progress is measured using maximum timeframe, the student's rate of progress (ROP) toward completion of the academic program (quantitative measure) and cumulative grade point average (CGPA) standards (qualitative measure). These standards are outlined below and are considered minimum requirements.

SAP Processes: College staff monitors SAP at the end of each academic term.

SAP Standards: The College requires students to maintain satisfactory academic progress (SAP) in order to continue to matriculate at the College and to continue to be eligible to participate in the federal government's Title IV financial aid programs. All students must comply with the following standards:

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150%, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150%, the number of credits in their program of study. The maximum time frame for a program of study is calculated by multiplying the total number of credits in a program by 1.5, (e.g. $120 \times 1.5 = 180$).

The student's maximum time for his/her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other Eagle Gate College or Provo College campus when the student: a) was enrolled in that program of study; and b) was enrolled in a different program of study, if the subject matter of that course is substantially the same as any course in his/her current program of study or that course counts toward or satisfies any of the coursework requirements of his/her current program of study (whether program core, general education, or college core). If a student chooses to change his/her program of study or seek an additional degree from the College, similar courses within the student's previous program will be included in calculating satisfactory academic progress.

If a SAP review shows that a student cannot complete the program within 150% of the normal program length, all Title IV aid will stop even if the student has not yet attempted the maximum 150% of the total

program credits.

Rate of Progress (ROP) Toward Completion Requirements (Quantitative Measure)

A student must successfully complete at least 66.7% of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. Rate of progress (ROP) is calculated as the cumulative number of credits successfully completed divided by the cumulative number of credits attempted for all courses. ROP will be reviewed at the end of each academic term after grades have been posted to determine if the student is progressing satisfactorily. Students not meeting minimum ROP requirements at the completion of the academic term will be placed on Financial Aid Warning (FAW).

Cumulative Grade Point Average (CGPA) Requirements (Qualitative Measure)

Students are required to achieve a cumulative grade point average (CGPA) of at least a 2.0 to be considered making satisfactory academic progress. CGPA will be reviewed after grades have been posted at the end of each academic term to determine if the student meets CGPA requirements. Students not achieving minimum CGPA requirements at the completion of the academic term will be placed on Financial Aid Warning (FAW).

Course Incompletes, Withdrawals, Repetitions, Remedial Courses and/or Transfers of Credit

Course incompletes, withdrawals, repetitions and/or transfers of credit from other institutions affect a student's maximum timeframe, CGPA and/or ROP as follows:

- The College does not award incomplete grades.
- Non-punitive grades have no effect on the GPA, but are calculated in maximum timeframe and ROP.
- Withdrawals have no effect on the GPA, but are calculated in maximum timeframe and ROP.
- Repeated courses have no effect on the GPA, but are calculated in maximum timeframe and ROP.
- Transfer credits have no effect on the GPA, but are counted in the maximum timeframe and ROP calculations as both completed and attempted hours.
- Pass/Non-Pass grades have no effect on the GPA, but are calculated in maximum timeframe and ROP.

Changing Programs, Earning an Additional Credential

If students choose to change programs or return to earn an additional credential, previous credits attempted and grades earned will count toward the student's new program of study in regard to rate of progress and GPA.

Financial Aid Warning and Suspension

At the end of the academic term, after grades have been posted, each student's CGPA and ROP are reviewed to determine whether the student is meeting the requirements above. Students will be placed on Financial Aid Warning (FAW) when the CGPA and/or the ROP do not meet ROP and/or CGPA requirements. During the period of FAW students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on FAW for one term/semester. Students who have not achieved satisfactory academic progress after one term on FAW will be placed on suspension and withdrawn from school. Students placed on suspension are no longer eligible to receive financial aid. Students may appeal suspension (see Appeals Procedure).

Readmittance Following Suspension and Financial Aid Probation

Students who have been suspended may apply for readmittance to the College (see Appeals Procedure).

Students readmitted at this point are placed on Financial Aid Probation (FAP) and must bring their CGPA and ROP into the acceptable range by the end of the first academic term after being readmitted, or meet the requirements of an approved academic plan, in order to remain eligible for financial aid. If it is mathematically impossible for the student to bring their CGPA and/or ROP into the acceptable range by the end of the first academic term after readmittance or meet the requirements of an approved academic plan, the student will not be readmitted. Students will remain on FAP for one term/semester. Students must participate in academic advising with their Program Director for the duration of their FAP period and meet the requirements of their academic plan.

Academic Reporting

Students who meet the requirements of the academic plan but do not meet the CGPA requirements and/or ROP requirements will be placed on Academic Reporting status. Students remain on this status until CGPA and ROP requirements are met. Students must participate in academic advising with their Program Director for the duration of their Academic Reporting period, and while on an academic plan. If, at any time while on Academic Reporting, the student does not meet the requirements of their approved academic plan, the student will be dismissed from the College.

Academic Dismissal

Students who have been readmitted following suspension who fail to bring their CGPA and/or ROP into the acceptable range by the end of the first academic term after readmittance or are unable to successfully continue according to an approved academic plan, will be dismissed from the College. Students who have been dismissed are not eligible for readmittance into the program from which they were dismissed unless they successfully complete a period of non-regular status as set forth below.

Non-regular Status

Students who have been dismissed due to failure to maintain satisfactory academic progress may be allowed to continue on non-regular status under the following conditions:

- The student is allowed to continue in a non-regular status for a period of time not greater than 30% of the normal program length.
- The student is not eligible for student financial aid.
- Time in non-regular status is counted toward the maximum time frame.
- The student is obligated to pay tuition, according to the established tuition schedule, for any courses in which the student is enrolled.
- During the time a student is on non-regular status, the student is to be working toward coming into compliance with the standards of satisfactory academic progress. If, by the end of the maximum period allowed on non-regular status, the student has improved his/her academic standing to the FAW range, she/he will be readmitted on a FAW status. If, by the end of the maximum period allowed on non-regular status, the student has not improved his/her academic standing to the FAW range, she/he will be dismissed.

Students in non-regular status who have been dismissed because they attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program will never be eligible for readmittance to regular status in the program from which they were dismissed but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. These students are not eligible for graduation and cannot receive degrees from their programs but can receive a certificate for the credits they successfully complete.

Satisfactory Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

Students should read the SAP standards carefully and refer any questions to Academic or Financial Services personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, ROP requirements, maximum completion time restrictions, FAW provisions, suspension and dismissal procedures, appeals procedures, and FAP provisions.

Students on FAW are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance for one payment period. Students who have been suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event that a student appeal results in readmittance. A student readmitted on FAP is eligible to receive federal financial assistance for one payment period. While on FAP, the student may be required to fulfill a specific academic plan. The student can qualify for federal financial assistance for additional payment periods if the student meets SAP or meets the requirements of the academic plan.

Appeals of Academic Suspension

Students who wish to appeal suspension must do so in writing. The reason for the appeal must be the result of mitigating circumstances. The student must document in writing why they did not meet SAP and what about the student's situation has changed that will allow them to meet SAP according to a written academic plan. The appeal should be submitted to the Academic Dean/Program Director on a Student Appeal form.

If a student's appeal is granted, the student will be placed on Financial Aid Probation (FAP) at the start of the following term/semester and will be required to fulfill the terms of an approved academic plan. If a student's appeal is denied, the student must remain out of school until one year after the term/semester in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success. Should a student have their appeal denied a second time, the student will be permanently dismissed from the College.

Following is a list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency

- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation available
- Documentation from a professional counselor

The Academic Dean/Program Director is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside this list should be discussed with the Campus Director. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Students may not appeal dismissals for violating the 150% maximum time to complete rule.

Attendance

Attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. All absences are considered in applying the attendance policy. Any student not in attendance for 14 consecutive days may be withdrawn from the College. Students not in attendance for at least 50% of a course will receive an "F" for the course regardless of circumstances. Students may be dismissed from the College if absences become excessive in all classes in which the student is enrolled. Individual programs may have specific requirements.

Online Attendance

Attendance records are reported semi-weekly for each online class. Student attendance is recorded separately for each class in which a student is enrolled. A student will not be given attendance for simply logging in to a course. A student will be given attendance when participating in the class or otherwise engaging in an academically-related activity, such as contributing to an online discussion; submitting an assignment; or taking a quiz or exam.

Student Grievances and Appeals

The College strives to provide a positive, professional learning environment. The College encourages and expects students to follow College guidelines for resolving issues. Should a student have a concern, complaint, or grievance, she/he should follow the procedures below:

Level 1 – Informal Appeal

- The student may initiate a **Level 1** appeal by contacting the faculty member or individual with whom the grievance arose, as soon as the discrepancy has been identified.
- An effort to resolve the matter informally should be made.
- If the matter cannot be resolved at this level, the student may request a **Level 2** appeal in writing and provide the written request to his or her Assistant Dean/Program Director within two (2) business days.

Note: In the event the instructor also serves as the Assistant Dean/Program Director, the process would continue at Level 3 below.

Level 2 – Formal Appeal

- The student may initiate a **Level 2** appeal by contacting the Assistant Dean (Nursing programs) or Program Director (Allied Health programs), in the manner described above, if the grievance is not resolved during **Level 1**.
- The Assistant Dean/Program Director will determine if the grievance and appeal request is in accordance with policy requirements.
- If the grievance and appeal request is determined to not be in accordance with College policy (invalid), the request will be denied and the student will be notified by the Assistant Dean/Program Director.
- If the grievance and appeal request is determined to be in accordance with College policy (valid), the Assistant Dean/Program Director will enlist the respective faculty member(s) and/or the Team Lead to review the appeal request.
- The Assistant Dean/Program Director will communicate the outcome of the **Level 2** review to the student within one (1) business day of the appeal request being received.
- If the matter cannot be resolved at this level, the student may request a **Level 3** appeal in writing within two (2) business days to:
 - Allied Health programs - the Assistant Dean of Allied Health and Technology
 - Nursing program – the Assistant Dean of Nursing (**Note:** *Although the Assistant Dean of Nursing heard the Level 2 appeal initially, the Assistant Dean is now required per a Level 3 Appeal to form and participate in the Campus Appeal Hearing.*)

Level 3 – Campus Appeal Hearing

- A **Level 3** appeal may only be initiated if a **Level 2** appeal was attempted but did not resolve the grievance.
- The applicable Assistant Dean schedules a Campus Grievance and Appeal Committee hearing as soon as possible but no later than one (1) business day from the receipt of the written appeal request. The Committee will consist of:
 - Assistant Dean (Committee Chair)
 - Program Director (*applicable to Allied Health programs only*)
 - Campus Director
 - One full-time faculty member from the student’s respective program or campus (not involved in the Level 1 or 2 appeal)

EXCEPTION: Any appeal/grievance based on attendance issues must be submitted to the Chief Academic Officer (CAO) and the Senior Vice President (SVP) of Student Financial Services for review before a final decision can be made.

- The Assistant Dean must submit to the CAO and the SVP of Student Financial Services the transcript of the campus deliberations and recommendations for review.
- The Office of the CAO and Student Financial Services will review the documents and provide the final determination within two (2) business days of receipt, and the written decision will be sent to the Assistant Dean, the Program Director (as applicable) and the Campus Director.

- Following the Committee's hearing (and the review by the CAO and SVP of Student Financial Services, as applicable), the Assistant Dean will provide the student with a written summary within one (1) business day of the hearing and any advising/action plan determined by the Committee.
- A copy of the signed advising/action plan is placed in the student's file and a copy is provided to the student. A scanned copy is uploaded to their CVUE file.
- If the matter cannot be resolved at this level, the student may request a **Level 4** appeal in writing to the Chief Academic Officer within one (1) business day.

Level 4 – Appeal to the Chief Academic Officer

- A **Level 4** appeal may only be initiated if a **Level 3** appeal was performed but did not resolve the grievance.
- The student may initiate a **Level 4** appeal by submitting his/her written appeal request to the Chief Academic Officer (CAO) for review.
- The CAO will investigate the request thoroughly, including interviewing all individuals involved and reviewing all documents that relate or may potentially relate to the student's grievance.
- The original decision will stand if after review of the information, the CAO determines that the request for appeal was thoroughly addressed during the **Level 3** appeal process and the outcome was justified.
- If the CAO concludes that the student has grounds for a **Level 4** appeal, the CAO's office will schedule an appointment with the student, and all information related to the appeal request will be reviewed.
- All decisions made by the CAO are final, and **Level 4** appeal is the last step in the appeals process provided by Provo College/Eagle Gate College.

Student concerns, complaints and grievances are important, and we encourage students to take every opportunity to discuss them with us. A student's status as a student will not be adversely affected in any way because they choose to use this procedure. Students will not be penalized or retaliated against for following this procedure.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools (ABHES). All complaints considered by ABHES must be in written form, with permission from the complainant(s) for ABHES to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

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

A copy of the Accrediting Bureau of Health Education Schools' Complaint Form is available at the College and may be obtained by contacting the Registrar's office.

Students may also contact the Utah Division of Consumer Protection. All complaints considered by the Division must be submitted in writing via the U.S. mail or facsimile. All complaints are screened to determine whether it is a matter that can be handled by the Division. If so, the complaint will be assigned to an investigator who will determine what further action, if any, should be taken.

For more details on the Division complaint process and their complaint form, go to: www.consumerprotection.utah.gov/complaints/index.html. Please direct all inquiries to:

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, Utah 84111
(801) 530-6601

For PTA students and graduates, you may contact:

Utah Department of Commerce, Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84111-6741
(801) 530-6628; toll free in Utah at (866) 275-3675; Fax (801) 530-6511
doplweb@utah.gov

APTA: American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 684-APTA (2782); (800) 999-2782; Fax (703) 684-7343

Additionally, students in the BSN Program may file a complaint with:

The Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW, Suite 750
Washington, DC 20001
202-887-6791 phone
202-887-8476 fax
<https://www.aacnursing.org/CCNE>

Students residing outside of the state of Utah enrolled in distance education programs

As participating SARA institutions, Eagle Gate, Murray Main Campus and Provo College abide by established standards for offering post-secondary distance education in all member states. The Office of the Commissioner of Higher Education (OCHE) has jurisdiction over Utah SARA-approved institutions, including Eagle Gate and Provo College, in relation to non-instructional complaints. Students who have a complaint against Eagle Gate or Provo College should first file a complaint with the institution by following the student complaints and grievance process. If Eagle Gate or Provo College does not resolve the complaint, students may file a complaint with the Utah Board of Regents at www.higheredutah.org/sara. The Board of Regents will only consider complaints that were previously unresolved by the institution and may refer a complaint to another agency for investigation.

Appeals of Academic Suspension

Students who wish to appeal suspension must do so in writing. The reason for the appeal must be the result of mitigating circumstances. The student must document in writing why they did not meet SAP and what in the student's situation has changed that will allow them to meet SAP according to a written academic plan. The appeal should be submitted to the Academic Dean/Program Director on a Student Appeal form.

If a student's appeal is granted, the student will be placed on Financial Aid Probation at the start of the following term/semester and will be required to fulfill the terms of an approved academic plan. If a student's appeal is denied, the student must remain out of school until one year after the term/semester in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success. Should a student have their appeal denied a second time, the student will be permanently dismissed from the College.

Following is a list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation available
- Documentation from a professional counselor

The Academic Dean/Program Director is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside this list should be discussed with the Campus Director. Student life issues and making the transition to college are not considered mitigating circumstances under this policy

Students may not appeal dismissals for violating the 150% maximum time to complete rule.

Honors Program

The College provides a process for acknowledging student academic achievement. The Honors program consists of the Dean's Honors List & Perfect Attendance awards.

Dean's Honors List

The Dean's Honors List recognizes outstanding academic achievement at two points in time: at the end of each module or semester (term), & at the time of program completion. To be eligible for this award following a term, a student must have earned at least a 3.0 grade point average (GPA) or better for at least one term (module or semester).

To be eligible for this award following program completion, a student must have earned at least a 3.0 cumulative grade point average (GPA) for the totality of a program. This award is conferred at the time of graduation from program. An award may be presented at a commencement address as well.

Naming Conventions:

- Summa Cum Laude: awarded to a graduate for earning a cumulative GPA of 3.900 or higher
- Magna Cum Laude: awarded to a graduate for earning a cumulative GPA of 3.700-3.899
- Cum Laude: awarded to a graduate for earning a cumulative GPA of 3.500-3.699

Perfect Attendance

To be eligible for this award, a student must have missed zero (0) minutes for two (2) consecutive terms (semesters or modules). A pre-licensure program student must meet this criteria for both the theory & clinical courses of the program. Discipline related absences including a withdrawal of any kind would disqualify a student from eligibility.

As part of the Honors program, the College may post a student's name on the campus Honors Board in a visible showcase, on campus, within five days of a term end date. If you wish to withhold your name from the list, please notify your program director in writing. Additionally, the campus may announce your award status as either Summa Cum Laude, Magna Cum Laude, or Cum Laude in the printed graduation program or during the graduation ceremony. Again, if you wish to be excluded from the Honors program, please notify your program director in writing.

STUDENT LIFE

Student Dress

Students should dress in a manner that contributes to a positive, healthy, safe, and respectful atmosphere on campus. Dress should be appropriate to the learning environment, modest, and free of offensive or vulgar language and/or images. Certain programs and/or courses may have specific student dress requirements that are outlined in syllabi, student handbooks or from the Program Director or instructor. Students dressed in a manner deemed unacceptable by College staff or faculty will be addressed on an individual basis to resolve the situation. Students who fail to abide by dress code guidelines when advised by a staff or faculty member may be considered in violation of the Student Conduct policy and may be subject to disciplinary action.

Academic Advising

When a student matriculates, assignment is made to a faculty academic advisor, usually the Program Director. Students are invited and encouraged to consult with the Academic Dean/Program Director, Student Services, and the Campus Director to discuss issues affecting student academic welfare and to seek advice and information on any matter of policy.

Student advising is limited to academic matters. Personal or therapeutic counseling is not provided, and such situations will be referred to appropriate agencies.

Confidentiality of records is maintained under current legal standards as outlined by the Family Educational Rights and Privacy Act (FERPA). Students receive information regarding FERPA guidelines during student orientation.

Student Orientation

All new students will be notified of the time and date of the next orientation session. Attendance is required. During orientation, students will become acquainted with the pertinent rules and regulations of the College, familiarized with facilities, introduced to various faculty and staff members, and issued a class schedule. College orientation will also enable students to seek any additional advising from the Admissions department, Financial Services, or Academic department before classes start. Students completing courses/programs online are required to participate in Online Orientation.

Tutoring

Students may request tutoring through their respective instructors or Program Director. There is no additional charge for tutoring services.

Refresher Courses

An Eagle Gate College or Provo College graduate can return and audit course offerings from the College. Eligible courses must be in the program from which the student graduated and are limited to the programs and courses currently being offered. The graduate must be in good standing with the Business Office. No tuition will be charged; however, there will be a \$50 fee for each class or partial class. The graduate will need to purchase textbooks used in the courses. The graduate is required to adhere to current school policies governing attendance and dress. No credit will be given for these courses, nor will they appear on any grade report or transcript.

CAREER SERVICES

The College is committed to the success of each student and graduate. The Career Services department offers a comprehensive career advising program and many career opportunity listings. The Career Services department is solely dedicated to developing the job market, advising students and graduates, and referring graduates to employers.

As part of the career advising program at the College, a Career Development course is offered on a regular basis to instruct students on the most effective techniques for resume and cover letter writing, interviewing, and conducting a strategic job search. Career Services also meets with students and graduates on an individual basis for personalized career planning including critiques of resumes, cover letters, online applications/profiles, and interviewing skills.

Eagle Gate and Provo College graduates maintain a reputation of excellence across the Wasatch Front and beyond. Though the College cannot guarantee employment, Career Services, in conjunction with the faculty, excellent hands-on training, and externship/clinical opportunities available to students, provides the tools and resources for graduates to achieve the level of success they desire. By partnering with both employers and graduates throughout the job search process, many graduates are able to realize their vocational goals within just a few months after graduation. In addition, Career Services assistance is

available to all Eagle Gate and Provo College graduates throughout their professional careers.

GRADUATION REQUIREMENTS

In order to graduate from Eagle Gate College or Provo College, a student must meet the following requirements:

- All required coursework must be completed satisfactorily within the maximum program length (150% of the program total credits).
- An overall cumulative grade point average (CGPA) of 2.0 must be obtained.
- A 70% ("C-") or better* must be earned in all program core courses.
- A 60% ("D-") or better* in all courses outside of proficiency and program core must be earned with the exception of those programs that have specific graduation requirements.
- All program-specific graduation requirements must be met (see individual program pages).

**Not applicable to Nursing or Physical Therapist Assistant programs; see program pages for specific requirements.*

Graduates are encouraged to participate in commencement ceremonies held in recognition of their achievement. There is a commencement fee for students who wish to participate in the commencement ceremony. The fee covers expenses including cap and gown.

The College and its programs are approved to operate in the state of Utah, and meet state of Utah requirements for occupational licensing, as applicable. Educational programs may or may not meet licensing requirements or be approved in other states. Students considering relocation post-graduation should contact their Program Director and/or Career Services to determine eligibility for out-of-state professional licensure, as applicable.

OPERATING POLICIES

Nondiscrimination and Equal Opportunity

The College is committed to nondiscrimination and equal opportunities in its admissions, college policies, academic programs, activities, and employment. The College does not discriminate on legally recognized basis (protected class) including, but not limited to: race; ethnic background; color; national origin; religion; private genetic information (including of a family member); sex (including same sex), gender, sexual orientation, gender identity; pregnancy, childbirth, or related medical conditions; age (40 and over); disability; citizenship status; military or uniform service member status; or any other protected class under federal, state, or local law.

Students with Disabilities

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee disabled students access to educational opportunities. This means the College must, within the limits of its resources, provide reasonable accommodation to disabled students. If a student is requesting reasonable accommodation, she/he must provide the Program Director/ADA Coordinator with documentation from an appropriate professional concerning the disability, along with a letter detailing the reasonable accommodation(s) requested. For more information, students should contact their respective Program Director/ADA Coordinator. ADA Coordinators for Provo College and Eagle Gate

College are listed below:

Name	Campus	Telephone	Email Address
Margaret Erickson Assistant Dean, Nursing	Provo College	(801) 818-8955	margaret.erickson@provocollege.edu
Susan Cotterman Program Director, PTA	Provo College	(801) 818-8910	susan.cotterman@provocollege.edu
Leslie Ekker Program Director, MA	Provo College	(801) 818-8913	leslie.ekker@provocollege.edu
Andrew Nydegger Assistant Dean, Nursing	Eagle Gate College Murray Campus	(801) 818-8957	andrew.nydegger@eaglegatecollege.edu
Mickie Miller Associate Campus Director	Eagle Gate College Murray Campus	(801) 818-8932	mickie.miller@eaglegatecollege.edu
Lindsey Hardcastle Program Director, MA	Eagle Gate College Murray Campus	(801) 333-7152	lindsey.hardcastle@eaglegatecollege.edu
Andrew Nydegger Assistant Dean, Nursing	Eagle Gate College Layton Campus	(801) 818-8957	andrew.nydegger@eaglegatecollege.edu
Katie Arteaga Program Director, MA	Eagle Gate College Layton Campus	(801) 546-7512	katie.artega@eaglegatecollege.edu

Awareness and Prevention of Dating Violence, Domestic Violence, Stalking and Sexual Assault

In accordance with the provisions of Title IX of the Education Amendments of 1972 and the Clery Act as it was amended in the Violence Against Women Reauthorization Act of 2013, Provo College and Eagle Gate College strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault and are committed to fostering an environment of awareness and prevention. To that end, the Colleges will investigate and/or execute disciplinary actions for all offenses of dating violence, domestic violence, stalking and sexual assault, regardless of location, when the institutions are made aware of such an occurrence.

If you become the victim of a sexual assault or domestic violence, you should consider calling the police and seeking medical attention immediately. Additionally, if you fear for your safety or others around you, filing a protective order may be a good idea. We also encourage victims to report the offense to the Lead Title IX Coordinator to provide you with support and resources, including assistance with notifying local law enforcement authorities, if so desired.

The Lead Title IX Coordinator for Provo College and Eagle Gate College is:

Brooke Barnes, 5588 South Green Street, Suite 150, Murray, UT 84123

(801) 333-7162

brooke.barnes@eaglegatecollege.edu

Provo College and Eagle Gate College have also assigned Title IX Responsible Employees at each campus to coordinate with the Lead Title IX Coordinator and assist victims with the reporting of these offenses. The Responsible Employees at each campus are as follows:

Name	Campus	Telephone	Email Address
Margaret Erickson Assistant Dean, Nursing	Provo College	(801) 818-8955	margaret.erickson@provocollege.edu
Susan Cotterman Program Director, PTA	Provo College	(801) 818-8910	susan.cotterman@provocollege.edu
Leslie Ekker Program Director, MA	Provo College	(801) 818-8913	leslie.ekker@provocollege.edu
Andrew Nydegger Assistant Dean, Nursing	Eagle Gate College Murray Campus	(801) 818-8957	andrew.nydegger@eaglecollege.edu
Mickie Miller Associate Campus Director	Eagle Gate College Murray Campus	(801) 818-8932	mickie.miller@eaglecollege.edu
Lindsey Hardcastle Program Director, MA	Eagle Gate College Murray Campus	(801) 333-7152	lindsey.hardcastle@eaglecollege.edu
Andrew Nydegger Assistant Dean, Nursing	Eagle Gate College Layton Campus	(801) 818-8957	andrew.nydegger@eaglecollege.edu
Katie Arteaga Program Director, MA	Eagle Gate College Layton Campus	(801) 546-7512	katie.artea@eaglecollege.edu

Use of Technology

In support of its educational mission the College provides a campus data network. It is the responsibility of students to use electronic services appropriately and in compliance with College policies as well as State and Federal laws and regulations. Actions that are unacceptable on the network and computing services are harassment in any form, failure to respect the property of others, forgery or other misrepresentation of one’s identity, and displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others. In addition, these policies specific to the College network and electronic services apply:

- College systems and networks may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks and electronic services may not be used for private commercial or political purposes or for personal gain.
- Information resources licensed by the College for the use of its students, faculty or staff may not be retransmitted outside of the College.
- Electronic mail is a college resource, with no guarantee of privacy for electronic mail messages.

Persons who violate this or any other College policy are subject to discipline, up to and including expulsion for students and termination for associates.

Privacy and Confidentiality

Strong federal statutes protect the privacy and confidentiality rights of all individuals associated with any educational institution. These statutes regulate the gathering, disclosure, and circulation of records of any person associated with the institution. As such, all individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance, and employment records.

Eagle Gate College, Provo College and all officers and faculty comply with their legal and ethical obligation of preserving the right to privacy and confidentiality of all past and present students of the College. The College protects the maintenance and release of student information according to federal and state laws

and regulations which (1) outline the ways in which data can be collected from students, (2) restrict information disclosure, and (3) safeguard the quality of information which is circulated. On the basis of the concepts of common law and constitutional provisions, all those who have access and deal with student records do so in the discharge of their administrative or academic duties and work to effectively protect such records from inappropriate and illegal disclosure.

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Agreement, protects the confidentiality and privacy of student records. Included in FERPA's definition of student education records are the following:

- Student's date and place of birth, address, and emergency contacts.
- Grades, test scores, courses taken, academic specialization and activities, and official letters regarding a student's status in school.
- Disciplinary records.
- Medical and health records that the College creates or collects and maintains.
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned.
- Personal identification such as a student's social security number, picture, identification codes, or any other information that would facilitate identification of the student.

The Registrar's office maintains student records. Students wishing to review their files may request to do so in writing and in accordance with FERPA guidelines, which are available at the Registrar's office. However, students may not inspect the following items: information that pertains to another student, financial records of the student's parents, confidential letters and statements of recommendation where the student has signed a waiver of right of access and those letters are related to the student's admission at the institution, application for employment or receipt of honor or honorary recognition.

The Academic Dean/Program Director is in charge of ensuring that all administrative offices and academic programs are in compliance with the College's privacy and confidentiality policies. Students with complaints regarding any academic or administrative violation of these policies should contact the Registrar's office to make a written complaint. The Registrar's office will forward the complaint to the Academic Dean/Program Director, who, within ten (10) business days, will notify the student in writing about the action taken.

Sexual Harassment

The College is committed to providing an educational environment that is free of fear, intimidation, or hostility. In keeping with this commitment, the College maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age (40 and over); sex (including same sex), marital status, pregnancy, childbirth, or related medical conditions; private genetic information (including of a family member), gender, sexual orientation, gender identity; citizenship status; military or uniform service member status; or any other basis protected by federal, state, or local law, ordinance or regulation. This policy prohibits harassment in any form, including verbal, physical, and visual harassment and applies to all College students, associates and agents.

Students are encouraged to report any incident of harassment to campus administration. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a College associate. Students, staff, and/or faculty members will not be

penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that one believes may violate this policy.

The college is serious about enforcing the anti-harassment policy. Persons violating this or other college policies are subject to discipline, up to and including expulsion for students and termination for associates.

Weapons and Firearms

The College complies with state law with regard to weapons on campus. Utah state law clearly states that a person may not possess a dangerous weapon, firearm, or sawed-off shot gun on school premises (Utah Code 76-10-505.5) except under certain conditions.

Any individual who fails to abide by this policy may be subject to disciplinary action up to termination and/or prosecution under appropriate city, state, or federal laws. Individuals should immediately report any knowledge they have regarding the use or display of weapons and firearms to the Campus Director.

Copyright and Peer-to-Peer File Sharing

The College recognizes and complies with all copyright and fair use guidelines and regulations in regard to ownership, use, and control of copyrightable materials. Students are required to comply with all copyright and fair use guidelines and regulations in regard to peer-to-peer file sharing of copyrighted material, distribution of others' copyrighted works, and illegal downloading. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized peer-to-peer file sharing of copyrighted material, distribution of others' copyrighted works, and illegal downloading violate federal copyright law.

Students found violating the College's copyright policies are subject to civil and criminal penalties and disciplinary action up to and including dismissal from the College. Penalties for copyright infringement can include the following civil and criminal penalties:

- Actual or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed
- Damages of up to \$150,000 per work infringed for "willful" infringement
- Court costs and attorney's fees
- Criminal penalties, including up to five years in prison and fines up to \$250,000 per offense

More information can be found in Title 17, United State Code, Sections 504, 505 and at www.copyright.gov/help/faq. Legal alternatives to unauthorized downloading can be found at <http://www.educause.edu/legalcontent>

Knowledge of Rules and Regulations

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

PROGRAMS OF STUDY

In its programs of study Eagle Gate College and Provo College foster an attitude of professionalism, encouraging graduates to continue their pursuit of knowledge through self-study of manuals and publications, memberships in professional organizations, and advanced courses of training as they become available. The College also attempts to provide the student with knowledge and skills of general educational value to more broadly prepare them for understanding and participating in modern society, vocations, and further academic study. Not all courses will be taught each term, nor will they always be in the order listed in the catalog.

IMPORTANT

Course and Program Alterations: The College reserves the right to change course curricula, schedule, prerequisites and requirements, or to cancel a course or program for which there is insufficient enrollment.

Student Success: A student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application to the requirements of the College.

Summary of Programs

Eagle Gate College offers the following Master of Science Degree:

Program Name	EGC-Murray	EGC-Layton	Provo College
Nursing Administration and Leadership	D		

Eagle Gate College and Provo College offer the following Bachelor of Science Degrees:

Program Name	EGC-Murray	EGC-Layton	Provo College
Nursing	C	C	C
RN-BSN	D		D

Eagle Gate College and Provo College offer the following Associate of Science Degrees:

Program Name	EGC-Murray	EGC-Layton	Provo College
Physical Therapist Assistant			C

Eagle Gate College and Provo College offer the following diplomas:

Program Name	EGC-Murray	EGC-Layton	Provo College
Medical Assisting	C		C

Delivery method is denoted above: Residential (R), Distance Learning (D) or a Combination of Both (C).

For students enrolled at Eagle Gate College or Provo College: Fifty percent of the total credit hours must be earned in residence at Eagle Gate College or Provo College.

**MASTER OF SCIENCE IN NURSING
ADMINISTRATION and LEADERSHIP**
Available at Eagle Gate College, Murray Main
Campus.

The Masters of Science in Nursing Administration and Leadership program provides a learner-centered educational experience expanding on baccalaureate knowledge, with emphasis on research and analysis, promoting independence and critical thinking. Graduates are prepared to engage in higher levels of practice and leadership in order to influence the delivery of safe, quality care to diverse populations in a variety of settings. The core principles of critical decision making, implementing evidence-based practice, administering patient-centered care, population health, organizational and systems leadership, self-directed lifelong learning, informatics and health care technologies, and interprofessional collaboration are emphasized at a depth to prepare graduates with a fuller understanding of the discipline of nursing in order to engage in higher level practice and leadership in a variety of settings.

36 SEMESTER HOURS, 630 CONTACT
HOURS, 90 WEEKS

NURSING CORE	SMSTR HR
NUR500 FOUNDATIONS and PERSPECTIVES OF MSN	3
NUR502 LEADING CHANGE THROUGH NURSING THEORY*	3
NUR504 ETHICS OF HEALTH CARE DELIVERY*3	
NUR506 RESEARCH FOR PROMOTION OF EVIDENCE BASED CARE*	3
NUR508 HEALTH CARE INFORMATICS FOR NURSING PRACTICE*	3
NUR510 EFFECTIVE COMMUNICATION and COLLABORATION IN HEALTH CARE*	3
NUR520 HEALTH CARE FINANCE and ECONOMICS FOR NURSE LEADERS*	3
NUR522 HEALTH CARE POLICY, REGULATION and ORGANIZATIONAL LEADERSHIP*	3
NUR524 PRINCIPLES OF QUALITY IMPROVEMENT and PATIENT SAFETY IN HEALTH CARE*	3
NUR526 LEADERSHIP WITHIN THE ORGANIZATIONAL SYSTEM*	3
NUR528 CAPSTONE IMMERSION PRACTICUM*3	
NUR530 CAPSTONE SCHOLARLY PROJECT*	3
TOTAL	36

*Prerequisite course(s) required. See course descriptions.

BACHELOR OF SCIENCE IN NURSING

Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.

Available at Eagle Gate College, Murray Main Campus and Layton Non-Main Campus, and Provo College Main Campus.

The Bachelor of Science in Nursing program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. Students are provided the opportunity to develop knowledge, skills, and attitudes of baccalaureate generalist nursing practice through on-line and residential classroom instruction, virtual practice, and clinical nursing experiences. The graduate is prepared to sit for the NCLEX-RN licensure examination and practice as a registered nurse in a variety of settings including positions practicing in; long-term care, acute care, complex and critical care, school nursing, home health and community health nursing. Graduates are prepared for leadership and quality improvement positions.

120 SEMESTER HOURS, 2207.5 CONTACT HOURS, 135 WEEKS

GENERAL EDUCATION		SMSTR HR
BIO210	ANATOMY and PHYSIOLOGY I	4
BIO220	ANATOMY and PHYSIOLOGY II*	4
BIO251	MICROBIOLOGY*	3
CHM110	INTRODUCTION TO CHEMISTRY	3
ENG152	WRITTEN COMMUNICATION	3
ENG320	WRITTEN COMMUNICATIONS II	3
MAT120	ALGEBRA I	3
MAT250	STATISTICS*	3
PHI250	ETHICS	3
PSY151	GENERAL PSYCHOLOGY	3
PSY310	HUMAN GROWTH and DEVELOPMENT	3
SOC250	INTRODUCTION TO SOCIOLOGY	3
SUBTOTAL		38

NURSING CORE		SMSTR HR
--------------	--	----------

BIO260	PATHOPHYSIOLOGY*	3
NUR125	FOUNDATIONS and PERSPECTIVES FOR BSN	3
NUR131	FUNDAMENTALS OF NURSING*	5
NUR145	MEDICAL-SURGICAL NURSING I*	6
NUR165	PHARMACOLOGY I*	3
NUR245	MEDICAL-SURGICAL NURSING II*	6
NUR265	PHARMACOLOGY II*	3
NUR276	MATERNAL/NEWBORN/PEDIATRIC NURSING*	6
NUR286	MENTAL HEALTH NURSING*	4
NUR310	NUTRITION*	3
NUR312	HEALTH ASSESSMENT OF INDIVIDUALS and POPULATIONS*	3
NUR320	HEALTH CARE SYSTEMS and QUALITY OUTCOMES*	3
NUR322	COMPLEX NURSING CARE*	3
NUR324	HEALTH CARE ETHICS, POLICY and REGULATION*	3
NUR330	AGING POPULATIONS*	3
NUR332	COMMUNITY HEALTH*	3
NUR334	GLOBAL HEALTH*	3
NUR340	NURSING INFORMATICS*	3
NUR342	NURSING RESEARCH and EVIDENCE-BASED PRACTICE*	3
NUR344	NURSING LEADERSHIP*	3
NUR345	MEDICAL-SURGICAL NURSING III*	6
NUR351	BSN CAPSTONE*	4
SUBTOTAL		82
TOTAL		120

*Co-requisite and/or prerequisite course(s) required. See course descriptions.

Additional Bachelor of Science in Nursing Program Information:

Failure to provide the following required documentation may result in withdrawal from courses and/or program.

- Submission of completed physical examination form
- Evidence of personal health insurance
- Evidence of the following vaccinations. Vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments.
 - Tdap within the past 10 years;
 - MMR (two vaccines at least one month apart) or titers showing immunity;

- Twinrix or Hepatitis B completed series or titer within the last 10 years. Documentation that the Hepatitis B vaccinations series has been started must be provided before starting clinicals. Documentation that the Hepatitis B series has been completed must be provided within eight months following the first injection;
- Negative Two Step TB (PPD) within the last year. If previously tested positive, negative chest x-ray within past 2 years, or Quantiferon Gold Test. TB test, chest x-rays and Quantiferon tests must be renewed annually; and
- Varicella Titer showing immunity or vaccination (2 doses if given after age 13).
- Evidence of current Basic Life Support (BLS) CPR certification (must be American Heart Health Care Provider)
- Acceptable criminal background check
- Negative chemical/drug screening

A grade of “C” or higher is required to successfully pass each general education course. A grade of “C+” or higher is required to successfully pass each nursing core course. A student may repeat any course in the nursing program one time. Students failing a nursing core course will be required to file an appeal in order to continue in the program. All progression appeals will be reviewed by the Progressions Committee. Placement in repeat courses is dependent on seats available and, if applicable, the results of the appeal. Not successfully completing a course with a passing grade after the second attempt will lead to the student being dismissed from the program. A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook.

A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-

academic, the student is not eligible to re-enroll in the nursing program.

Additional program policies and requirements are detailed in the Nursing Program Handbook.

Acceptance and successful progression through the nursing program does not ensure licensure eligibility. The Utah Division of Professional Licensing (DOPL) requires licensure for nurses and makes final determination on eligibility to sit for NCLEX exam(s) and issuance of a license to practice nursing. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact the Bureau Manager for Nursing at DOPL to discuss their eligibility to be licensed.

RN-BSN (Provo College)

Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.

Available at Provo College Main Campus.

The RN-BSN Online program builds on previous knowledge and concepts learned in associate programs leading to the attainment of a Registered Nurse license and practice as a professional nurse. The program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. The curriculum incorporates current concepts from nursing, related disciplines, and education to facilitate the development of caring and ethical generalist nurses empowered to practice patient-centered, evidence-based care for diverse populations, in an ever-changing and complex health care environment. Students are provided the opportunity to develop skills through on-line classroom instruction, virtual practice, and practicum experience.

120 SEMESTER HOURS, 1050 CONTACT HOURS, 75 WEEKS

GENERAL EDUCATION	SMSTR HR
Prerequisite General Education†	
ANATOMY and PHYSIOLOGY	8
CHEMISTRY	3
ALGEBRA OR COLLEGE MATH	3
ENGLISH	3
General Education	
BIO251 MICROBIOLOGY‡	3
BIO252 MICROBIOLOGY LAB ‡	1
ENG320 WRITTEN COMMUNICATIONS II	3
MAT250 STATISTICS‡	3
PHI250 ETHICS	3
PSY151 GENERAL PSYCHOLOGY	3
SOC250 INTRODUCTION TO SOCIOLOGY	3
SUBTOTAL	36

†Human Anatomy and Physiology, Chemistry, Algebra or College Math, and English I, must be completed before the student can apply for acceptance into the RN-BSN nursing program.

NURSING CORE	SMSTR HR
BIO260 PATHOPHYSIOLOGY‡	3
NUR300 FOUNDATIONS and PERSPECTIVES FOR BSN‡	3
NUR310 NUTRITION‡	3
NUR312 HEALTH ASSESSMENT OF INDIVIDUALS and POPULATIONS‡	3
NUR320 HEALTH CARE SYSTEMS and QUALITY OUTCOMES‡	3
NUR322 COMPLEX NURSING CARE‡	3
NUR324 HEALTH CARE ETHICS, POLICY and REGULATION‡	3
NUR330 AGING POPULATIONS‡	3
NUR332 COMMUNITY HEALTH‡	3
NUR334 GLOBAL HEALTH‡	3
NUR340 NURSING INFORMATICS‡	3
NUR342 NURSING RESEARCH and EVIDENCE-BASED PRACTICE‡	3
NUR344 NURSING LEADERSHIP‡	3
NUR346 BSN PRACTICUM‡	5
SUBTOTAL	44

RN LICENSURE	SMSTR HR
CREDIT AWARDED FOR PROOF OF GRADUATION IN REGISTERED NURSING FROM AN ACCREDITED INSTITUTION AND FOR UNENCUMBERED REGISTERED NURSING LICENSE.	40
SUBTOTAL	40
TOTAL	120

Graduates of Provo College's Associate of Science in Nursing program will receive credit for having successfully completed any prerequisite or General Education courses that are included in the ASN program. Students entering the program from other colleges will have transcripts evaluated on an individual basis.

‡Co-requisite and/or prerequisite course(s) required. See course descriptions.

Additional RN-BSN Program Information:

Students must maintain a current unencumbered Registered Nursing license from the start of Nursing Core courses and through program completion. Students will progress to nursing practice courses according to an established sequence. The nursing program will recommend promotion and progression for students who satisfy health, conduct, scholastic achievement, and aptitude requirements of the nursing department. Students experiencing adjustment difficulties may be dismissed from the program. Students are required to submit to controlled substance screening tests and background checks prior to admission to practice rotations at the students' expense. Failure to submit to testing, presence of positive drug screens, and/or unsuitable background checks may result in inability to progress in the program. Should a student's progression be interrupted, it will be the student's responsibility to apply for readmission. Alteration in the usual progression may lengthen the student's time in the program. Additional program policies and requirements are detailed in the Nursing Program Handbook.

A grade of "C+" or higher is required to successfully pass each general education and nursing course and continue program progression. If a student does not pass a nursing course with a "C+" or higher, their progression in the program will be halted and they will need to apply for reentry into the Nursing Program where they must retake the class and receive a "C+" or higher. A student may repeat any course in the nursing program one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Failing the same course twice will lead to the student being dismissed from the program. A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.

All courses are offered via distance education with the exception of NUR346 BSN Practicum. NUR346 BSN Practicum is a residential course.

RN-BSN (Eagle Gate College)

Criminal background check and/or drug screen tests may be required for practicum experiences and/or employment.

Available at Eagle Gate College Murray Main Campus.

The RN-BSN Online program builds on previous knowledge and concepts learned in associate programs leading to the attainment of a Registered Nurse license and practice as a professional nurse. The program prepares the baccalaureate graduate to synthesize information from various disciplines, think logically, analyze critically, and communicate and collaborate effectively with patients and the interprofessional team. The curriculum incorporates current concepts from nursing, related disciplines, and education to facilitate the development of caring and ethical generalist nurses empowered to practice patient-centered, evidence-based care for diverse populations, in an ever-changing and complex health care environment. Students are provided the opportunity to develop skills through on-line classroom instruction, virtual practice, and practicum experience.

120 SEMESTER HOURS, 1050 CONTACT HOURS, 75 WEEKS

GENERAL EDUCATION	SMSTR HR
Prerequisite General Education†	
ANATOMY and PHYSIOLOGY	8
CHEMISTRY	3
ALGEBRA OR COLLEGE MATH	3
ENGLISH	3
Total Prerequisite General Education	17
General Education	
BIO251 MICROBIOLOGY‡	3
BIO252 MICROBIOLOGY LAB ‡	1
ENG320 WRITTEN COMMUNICATIONS II	3
MAT350 STATISTICAL CONCEPTS and METHODS	3
PHI250 ETHICS	3
PSY151 GENERAL PSYCHOLOGY	3
SOC250 INTRODUCTION TO SOCIOLOGY	3
Total General Education	19
SUBTOTAL	36

†Human Anatomy and Physiology, Chemistry, Algebra or College Math, and English I, must be completed before the student can apply for acceptance into the RN-BSN nursing program.

NURSING CORE	SMSTR HR
BIO260 PATHOPHYSIOLOGY‡	3
NUR300 FOUNDATIONS and PERSPECTIVES FOR BSN‡	3
NUR310 NUTRITION‡	3
NUR312 HEALTH ASSESSMENT OF INDIVIDUALS and POPULATIONS‡	3
NUR320 HEALTH CARE SYSTEMS and QUALITY OUTCOMES‡	3
NUR322 COMPLEX NURSING CARE‡	3
NUR324 HEALTH CARE ETHICS, POLICY and REGULATION‡	3
NUR330 AGING POPULATIONS‡	3
NUR332 COMMUNITY HEALTH‡	3
NUR334 GLOBAL HEALTH‡	3
NUR340 NURSING INFORMATICS‡	3
NUR342 NURSING RESEARCH and EVIDENCE-BASED PRACTICE‡	3
NUR344 NURSING LEADERSHIP‡	3
NUR346 BSN PRACTICUM‡	5
SUBTOTAL	44

RN LICENSURE	SMSTR HR
CREDIT AWARDED FOR PROOF OF GRADUATION IN REGISTERED NURSING FROM AN ACCREDITED INSTITUTION AND FOR UNENCUMBERED REGISTERED NURSING LICENSE.	
SUBTOTAL	40
TOTAL	120

Graduates of Eagle Gate College's/Provo College's Associate of Science in Nursing program will receive credit for having successfully completed any prerequisite or General Education courses that are included in the ASN program. Students entering the program from other colleges will have transcripts evaluated on an individual basis.

‡Co-requisite and/or prerequisite course(s) required. See course descriptions.

Additional RN-BSN Program Information:

Students must maintain a current unencumbered Registered Nursing license from the start of Nursing Core courses and through program completion. Students will progress to nursing practice courses according to an established sequence. The nursing program will recommend promotion and progression for students who satisfy health, conduct, scholastic achievement, and aptitude requirements of the nursing department. Students experiencing adjustment difficulties may be dismissed from the program. Students are required to submit to controlled substance screening tests and background checks prior to admission to practice rotations at the students' expense. Failure to submit to testing, presence of positive drug screens, and/or unsuitable background checks may result in inability to progress in the program. Should a student's progression be interrupted, it will be the student's responsibility to apply for readmission. Alteration in the usual progression may lengthen the student's time in the program. Additional program policies and requirements are detailed in the Nursing Program Handbook.

A grade of "C" or higher is required to successfully pass each general education course. A grade of "C+" or higher is required to successfully pass each nursing core course. A student may repeat any course in the nursing program one time. Students failing a nursing core course will be required to file an appeal in order to continue in the program. All progression appeals will be reviewed by the Progressions Committee. Placement in repeat courses is dependent on seats available and, if applicable, the results of the appeal. Not successfully completing a course with a passing grade after the second attempt will lead to the student being dismissed from the program. A grade of W (Withdrawal) is counted as an attempt that was not successfully completed. Additional information can be found in the Nursing Student Handbook.

A minimum GPA of 2.0 is required to continue in the program and for graduation. Failure to comply with any of the above stipulations and/or legal, moral, and legislative standards required for licensure to practice as a registered nurse will result in immediate dismissal from the program. If a student is dismissed from the nursing program for any reason, academic or non-academic, the student is not eligible to re-enroll in the nursing program.

PHYSICAL THERAPIST ASSISTANT (AS Degree)

Criminal background check and/or drug screen tests may be required for clinical experiences and/or employment.

Available at Provo College Main Campus.

The Associate of Science degree in the Physical Therapist Assistant Program prepares graduates to work as entry-level physical therapist assistants under the direction of a physical therapist. Physical therapist assistants provide skilled interventions to clients of all ages with varied musculoskeletal, neurological, pain and movement disorders. Through using techniques such as therapeutic exercise, ambulation, and physical agents and by educating individuals in wellness and rehabilitation activities, physical therapy practitioners help restore and maintain function that allows clients to more fully participate in activities of daily life. Entry level employment is available in varied settings ranging from school systems and fitness centers to skilled long-term care facilities, home care agencies, hospitals, and outpatient clinics. Physical therapist assistants are valued members of the health care team.

76 SEMESTER HOURS, 1770 CONTACT HOURS, 80 WEEKS

GENERAL EDUCATION COURSES SEMESTER HR

ENG152	WRITTEN COMMUNICATION	3
ENG155	ORAL COMMUNICATIONS	3
MAT120	ALGEBRA I	3
PSY151	GENERAL PSYCHOLOGY	3
PTA150	HUMAN ANATOMY W/LAB	4
PTA155	HUMAN PHYSIOLOGY*	4
	SUBTOTAL	20

PROGRAM CORE COURSES SEMESTER HR

PTA106	INTRODUCTION TO PHYSICAL THERAPY	3
PTA108	MEDICAL TERMINOLOGY	2
PTA116	THERAPEUTIC PROCEDURES I*	4
PTA122	APPLIED KINESIOLOGY*	4.5
PTA126	MODALITIES*	4.5
PTA132	THERAPEUTIC EXERCISE*	4
PTA136	HEALTH, DISEASE and DISABILITY*	2

PTA146	MUSCULOSKELETAL/ ORTHOPEDICS*	4.5
PTA180	PTA SEMINAR I*	1
PTA192	CLINICAL AFFILIATION I*	3
PTA212	PHARMACOLOGY*	1
PTA217	THERAPEUTIC PROCEDURES II*	4
PTA221	APPLIED NEUROLOGY*	4.5
PTA286	PTA SEMINAR II*	1
PTA289	CAPSTONE*	1
PTA296	CLINICAL AFFILIATION II*	6
PTA298	CLINICAL AFFILIATION III*	6
	SUBTOTAL	56
	TOTAL	76

*Prerequisite or co-requisite course(s) required. See course descriptions.

Additional Physical Therapist Assistant Associate of Science Program Information:

The Physical Therapist Assistant Associate of Science Program at Provo College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

Graduates are eligible and encouraged to take the National Licensing Examination. Most states require licensing in order to practice as a Physical Therapist Assistant, and candidates should contact the licensing organization in the state of their choice for licensing requirements. As of July 1, 2009 all PTAs in Utah must be licensed. To obtain licensure PTAs must graduate from a CAPTE accredited program, pass the National Physical Therapy Exam (NPTE), and pass the "take home" exam on the new Utah Physical Therapy Practice Act.

The PTA Program uses an abilities-based assessment model in addition to the traditional academic framework. Students are expected to demonstrate satisfactory progress in all core abilities assessments in order to graduate. Students are required to maintain a 74% average and earn a final grade of "C" or higher in order to successfully pass each PTA core and general education course. If the student fails to receive a grade of "C" or better in any PTA or general education course in a semester, he/she will not be allowed to progress in the program. A student may repeat a PTA course one time. Placement in repeat courses is dependent on seats available in the course that needs to be repeated. Should a

student's progression be interrupted for any reason, it will be the student's responsibility to contact the Admissions office and apply for readmission. Alteration in the usual progression may lengthen the student's time in the program.

Failure to provide the following required documentation may result in withdrawal from courses and/or program:

- Evidence of personal health insurance.
- Evidence of the following vaccinations. Vaccination fees are the responsibility of the student. All immunization records are due prior to clinical assignments.
 - TDaP within the past 10 years;
 - MMR (two vaccines at least one month apart) or titers showing immunity;
 - Twinrix or Hepatitis B completed series or titer within the last 10 years;
 - Negative Two Step TB (PPD) within the last year; if previously tested positive, negative chest x-ray within past 2 years, or Interferon Gold Test; and
 - Varicella Titer showing immunity or vaccination (2 doses if given after age 13).
- Evidence of current CPR certification at the "Health Care Provider Basic Life Saving" level (American Heart Association) or the "CPR/AED for Professional Rescuers" level (American Red Cross).
- Acceptable criminal background check.
- Negative chemical/drug.

The PTA Program requires that students pass the comprehensive program examination to meet graduation requirements. This examination is administered in the final academic term.

Students interested in applying to the Physical Therapist Assistant Program should have completed an intermediate math and laboratory science course in high school. One year of high school biology and chemistry, or a semester equivalent at the college level, is preferred. A physical science or physics course is also highly recommended.

There are explicit guidelines for satisfactory progress and completion of coursework in the PTA Program. Detailed information is provided in the Physical Therapist Assistant Program Academic Handbook, distributed to students in the first term of the PTA courses.

PTA192, PTA296 and PTA298 require the students to be assigned to clinical sites representing a variety of practice settings. Any required travel expenses including airfare, hotel, meals, etc. are the responsibility of the student. In order to provide quality clinical education experiences in a variety of settings, a clinical may be located out of Utah County and sometimes out of state.

Additional program policies and requirements are detailed in the Physical Therapist Assistant Program Handbook.

Acceptance and successful progression through the physical therapist assistant program does not ensure licensure eligibility. The Utah Division of Occupational and Professional Licensing (DOPL) requires licensure for physical therapist assistants and makes final determination on eligibility to sit for state licensing exams and issuance of a physical therapist assistant license. Any applicant who has been convicted of a felony, has a history of mental illness or drug abuse, should contact DOPL to discuss their eligibility to be licensed.

MEDICAL ASSISTING (Diploma)

Criminal background check and/or drug screen tests may be required for clinical experiences and/or employment.

Available at Eagle Gate College, Murray Main Campus and Provo College Main Campus.

The Medical Assisting diploma program is designed to develop the skills and knowledge necessary to assist a medical team in a variety of functions. Students will develop competencies for both back and front office, and will be able to assist by checking vital signs, charting, and performing laboratory tests. Clerical functions include word processing and office procedures. The program prepares students for entry-level employment in a doctor's office.

43 QUARTER HOURS, 620 CONTACT HOURS, 40 WEEKS

COLLEGE CORE		QTR HR
OA110	COMPUTER APPLICATIONS	2
SKL242	CAREER DEVELOPMENT	2
SS100	STRATEGIES FOR STUDENT SUCCESS	3
	SUBTOTAL	7

MEDICAL ASSISTING CORE		QTR HR
MA110	SKELETAL, MUSCULAR and BODY SYSTEMS AND PHARMACOLOGY	5
MA120	LYMPHATIC and IMMUNE SYSTEMS, MICROBIOLOGY AND MINOR SURGICAL ASSISTING	5
MA130	URINARY, DIGESTIVE, ENDOCRINE and REPRODUCTIVE SYSTEMS	5
MA140	RESPIRATORY, BLOOD, CARDIOVASCULAR and PULMONARY SYSTEMS	5
MA150	LAW and ETHICS, RECORD KEEPING AND BASIC PATIENT CARE	5
MA160	MEDICAL OFFICE MANAGEMENT	5
MA170	EXTERNSHIP*	6
	SUBTOTAL	36
	TOTAL	43

*Prerequisite course(s) required. See course descriptions.

Additional Medical Assisting Diploma Program Information:

The Medical Assisting program requires evidence of the following vaccinations. Vaccination fees are the responsibility of the student.

- Tdap within the past 10 years
- MMR (two vaccines) or titer showing immunity
- Twinrix or Hepatitis B completed series or titer showing immunity
- Negative TB (PPD) within the last year (Students are required to be current on PPD testing prior to externship and/or employment. A second PPD test may be required.)
- Additional vaccinations may be required for externship placement (check with Program Director for list of sites requiring these vaccinations):
 - Varicella vaccination (2 doses if given after age 13) or titer showing immunity
 - Hepatitis A if evidence of Twinrix not provided
 - Seasonal influenza

With the exception of the Hepatitis B vaccination series, vaccinations must be completed by the end of the first term of enrollment. Documentation that the Hepatitis B vaccination series has been started must be provided prior to the end of the first term. Documentation that the Hepatitis B vaccination series has been completed must be provided prior to beginning externship course. Vaccination fees are the responsibility of the student. Students in the allied health programs must meet the health and safety requirements of participating clinical education facilities.

Graduates of the program are eligible to take the Certified Medical Assistant (CMA) certification exam offered by the American Association of Medical Assistants (AAMA).

Students successfully completing the program will meet the educational requirements for the National Certification Exam for Medical Assistants and may be eligible to sit for the exam. This exam is administered on campus and may be taken through the National Center for Competency Testing (NCCT).

Students may be eligible to sit for the following certifications through NCCT upon program completion:

1. Medical Assistant (NCMA)
2. Medical Office Assistant (NCMOA)
3. Insurance Coding Specialist (NCICS)

Acceptance and successful progression through the medical assisting program does not ensure certification eligibility.

COURSES

COURSE DESCRIPTION LEGEND	
Code	Description
BIO	Biology courses
CHM	Chemistry courses
ENG	English courses
HC	Healthcare courses
HIS	History courses
HUM	Humanities courses
MA	Medical Assisting courses
MAT	Math courses
MGT	Management courses
NUR	Nursing courses
OA	Office Administration courses
PHI	Philosophy courses
PSY	Psychology courses
PTA	Physical Therapist Assistant courses
SKL	Skills courses
SOC	Sociology courses
SS	Student Success courses

Lower-Division Courses: Lower division courses are those numbered one hundred (100) through two hundred ninety-nine (299).

Upper-Division Courses: Upper division courses are those numbered three hundred (300) through four hundred ninety-nine (499).

Graduate Level Courses: Graduate level courses are those numbered five hundred (500) through five hundred ninety-nine (599).

BIO210 **75 hrs, 4 credits** **ANATOMY and PHYSIOLOGY I**

Study of the human body, with emphasis on structure and function of each of the body's essential systems. This course examines the organization of the human body (basic chemistry, cellular respiration and cytology), support and movement (integument, skeletal and muscular systems), communication and control (nervous system including: nervous, brain and spinal cord tissues, cranial and spinal cord nerves and autonomic nervous system).
Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

BIO220 **75 hrs, 4 credits** **ANATOMY and PHYSIOLOGY II**

Prerequisite: BIO210

Study of the human body, with emphasis on the structure and function of each of the body's essential systems. This course examines communication and control (general and special senses and endocrine system), maintenance and regulation (cardiovascular, lymphatic, immune systems, respiratory, urinary and digestive systems along with fluid and electrolyte balance, nutrition and metabolism), and reproduction (reproductive system and development, pregnancy and heredity).
Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

BIO251 **45 hrs, 3 credits** **MICROBIOLOGY**

Prerequisites: BIO210 and BIO220

Topics covered in this course include: the history of microbiology, microbial morphology and physiology, bacterial metabolism, genetics, and the ecology and the classification of microorganisms. The course will emphasize medically important eubacteria and protists.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

BIO252 **30 hrs, 1 credits** **MICROBIOLOGY LAB**

Prerequisites: BIO210 and BIO220

Co-requisite: BIO251

The virtual laboratory provides a review of procedures used to isolate and identify microorganisms, including biochemical tests, molecular biology and serological techniques.
Lecture hrs: 0, Lab hrs: 30, Other: 0; Delivery Method: Distance Education

BIO260 **45 hrs, 3 credits** **PATHOPHYSIOLOGY**

Prerequisite: BIO251

This course is designed to provide students with an in-depth introduction to the pathophysiology of diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management and an overview of common diseases and disorders of each organ system. Upon successful completion of this course, students should understand how pathophysiological processes disrupt normal functioning of the human body.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

CHM110 **45 hrs, 3 credits**
INTRODUCTION TO CHEMISTRY
The purpose of this course is to present a basic understanding of chemistry. This course will provide students with an appreciation for the role chemistry plays in our daily lives.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

ENG152 **45 hrs, 3 credits**
WRITTEN COMMUNICATIONS
This course provides the student with knowledge of basic writing skills emphasizing language usage, proofreading and spelling. Composition, researching information and preparing reports are stressed as the basis of written communication.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

ENG155 **45 hrs, 3 credits**
ORAL COMMUNICATIONS
This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation and effective listening skills.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

ENG320 **45 hrs, 3 credits**
WRITTEN COMMUNICATIONS II
Pre-requisite: ENG152
This course builds on knowledge and skills learned in a previous course and primarily focuses on argumentative and persuasive writing techniques. Students will develop effective writing processes, writing styles, research abilities, analytical skills, and argumentative tools.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MA110 **60 hrs, 5 credits**
SKELETAL, MUSCULAR and BODY SYSTEMS AND PHARMACOLOGY
In this course students will learn about the structures, functions and medical terminology of the musculoskeletal and body systems including integumentary, nervous and special senses. Students will study pharmacology, drug dosage calculations and the pharmacological effects of drugs on the body.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA120 **60 hrs, 5 credits**
LYMPHATIC and IMMUNE SYSTEMS, MICROBIOLOGY AND MINOR SURGICAL ASSISTING
In this course students will learn the structures and functions of the immune and lymphatic systems. Students will learn basic microbiology, how microorganisms are spread, and how to break the cycle of infection. In addition, students will learn how to properly assist with minor surgical procedures and the proper use and care of surgical instruments. Students will learn how to care for their patients preoperatively, intraoperatively and postoperatively including wound healing and care and suture and staple removal. Students will show understanding of OSHA and universal precautions.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA130 **60 hrs, 5 credits**
URINARY, DIGESTIVE, ENDOCRINE and REPRODUCTIVE SYSTEMS
Students will learn the terms, structures, functions and common diseases of the urinary, digestive, endocrine and reproductive systems. Students will learn to perform laboratory procedures associated with these systems such as urine analysis, pregnancy testing, pap smears and stool specimens. Students will learn to assist with gynecological exams and educate their patients in the care of these systems.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA140 **60 hrs, 5 credits**
RESPIRATORY, BLOOD, CARDIOVASCULAR and PULMONARY SYSTEMS
In this course students will learn the structures and functions of the respiratory, pulmonary and cardiovascular systems including blood. Students will learn associated terminology of the systems as well as perform ECG's, peak flow, venipuncture, CPR, First Aid and vital signs.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA150 **60 hrs, 5 credits**
LAW and ETHICS, RECORD KEEPING AND BASIC PATIENT CARE
Students will learn the laws and ethical behaviors of the medical office, the importance of HIPAA, licensing and malpractice prevention, and record keeping in the medical office will also be explored. Students will learn proper telephone technique and phone triage as well as the basic set up, common instruments, positioning and preparation for the general physical exam. Medical specialties and the role of the medical assistant will be addressed.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA160 **60 hrs, 5 credits**
MEDICAL OFFICE MANAGEMENT
Students will learn how to manage a medical office including producing professional documents, the importance of and processes for producing Electronic Health Records, and proper patient scheduling practices. Basic accounting, billing and coding processes used in the medical office will also be introduced.
Lecture hrs: 40, Lab hrs: 20, Other: 0; Delivery Method: Residential

MA170 **180 hrs, 6 credits**
EXTERNSHIP
Prerequisites: MA110, MA120, MA130, MA140, MA150, MA160
Students will spend time working in a professional environment in their field of study.
Lecture hrs: 0, Lab hrs: 0, Other: 180; Delivery Method: Residential

MAT120 **45 hrs, 3 credits**
ALGEBRA I
Topics include fundamental operations in algebra, linear equations of one or two variables, factoring, graphing and word problems.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MAT250 **45 hrs, 3 credits**
STATISTICS
Prerequisite: MAT120
This course covers the basic concepts and skills of statistical analysis. Topics include measures of central tendency, probability distributions, sampling theory, estimation, hypothesis testing, simple regression and correlation, analysis of variance, and multiple regression.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

MAT350 **45 hrs, 3 credits**
STATISTICAL CONCEPTS and METHODS
Prerequisite: MAT120
This course covers the concepts and skills of statistical analysis. Specific topics include measures of central tendency, probability distributions, sampling theory, estimation, hypothesis testing, simple regression and correlation, analysis of variance, multiple regression, hypothesis testing, parametric and nonparametric statistics. Clinical and statistical significance is explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR125 **45 hrs, 3 credits**
FOUNDATIONS and PERSPECTIVES FOR BSN
This course is designed for students to learn strategies and tools that will support success in the program. Techniques for successful study habits and test-taking strategies will be explored. Effective written and technological skills are presented to foster scholarly communication. Resources for professional development, analysis of scholarly resource evidence, and incorporating evidence into practice are presented. The role of the baccalaureate generalist nurse and AACN Essentials are introduced.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR131 **120 hrs, 5 credits**
FUNDAMENTALS OF NURSING
Prerequisite: BIO210, BIO220, CHM110
Pre/Co-requisite: NUR165
Introduction to principles foundational to a caring practice for nursing. Situational, developmental and cultural influences on health are discussed. A foundation is established for care of patients across the wellness-illness continuum. Health assessment of adults, as well as nursing concepts and measures for safety, health teaching, nutrition, hygiene, comfort, rest, and activity will be applied as the student cares for the patients in the practice setting. Beginning concepts of medication administration.
Lecture hrs: 45, Lab hrs: 30, Clinical hrs: 45; Delivery Method: Residential

NUR145 **157.5 hrs, 6 credits**
MEDICAL-SURGICAL NURSING I
Prerequisites: ENG152, NUR 125, NUR131, NUR165
Pre/Co-requisite: NUR265
Introduction to care of patients susceptible to illness, including aging adults. Pathophysiological processes and the effect on patients already susceptible to disease will be discussed. Information is provided to help students in assisting patients toward holistic health restoration. Skills required to provide nursing care to those with less complex illnesses are developed and practiced in a variety of settings.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90; Delivery Method: Residential

NUR165
45 hrs, 3 credits
PHARMACOLOGY I
Prerequisite: MAT120
Introduction to basic therapeutic treatments. Scientific, legal and ethical principles related to administration of medications will be discussed. Includes discussion of effects of dietary choices on health and wellness, concepts of pharmacology including pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of selected drug classifications and their effect on body systems. Included are basic concepts of medication classifications, medication administration, herbal supplements and dosage calculations. Practical application of different treatment interventions in restoration of wellness will be included.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0; Delivery Method: Residential

NUR245 **157.5 hrs, 6 credits**
MEDICAL-SURGICAL NURSING II
Prerequisites: NUR145, NUR265
Pre/Co-requisite: BIO260
Focus is on health care management of patients with multiple health problems. Pathophysiology of disease processes encountered in the adult patient is discussed. Acid base balance and nutritional issues found in the acute care patient will be taught. A collaborative interdisciplinary approach is used to meet patients' needs in a variety of acute health settings. Content builds on theoretical, technological, critical thinking and interpersonal skills acquired in previous courses to assist patients with multiple health problems toward wellness and health maintenance.
Lecture hrs: 52.5, Lab hrs: 15, Clinical hrs: 90; Delivery Method: Residential

NUR265 **45 hrs, 3 credits**
PHARMACOLOGY II
Prerequisites: NUR131, NUR165
Built on concepts from Pharmacology I. Discussion of selected drug classifications, nonconventional therapies, nutrition and supplements and effects on health and well-being. Intravenous medication administration including calculation and techniques.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 0; Delivery Method: Residential

NUR276 **142.5 hrs, 6 credits**
MATERNAL/NEWBORN/PEDIATRIC NURSING
Prerequisites: PSY310, NUR245
Pre/Co-requisite: NUR312
Students will gain knowledge of the reproductive process with a focus on health promotion, current standards of care and safe drug administration. Students will provide nursing care for the childbearing family in the hospital setting including care of the diverse laboring patient. Students will learn pediatric-specific knowledge when caring for acute and chronic pediatric conditions, and apply knowledge of child development principles in caring for the pediatric patient and their family. Genetic issues in the reproductive process and in children will be discussed. Students will learn the role of the pediatric nurse in a variety of settings with considerations of care of families with well children and those experiencing acute / chronic illness. Clinical practice experiences facilitate application of skills and care of families as they experience child bearing and child rearing.
Lecture hrs: 60, Lab hrs: 15, Clinical hrs: 67.5; Delivery Method: Residential

NUR286 **90 hrs, 4 credits**
MENTAL HEALTH NURSING
Prerequisites: NUR245, NUR312, PSY151
Focus is on interventions for promoting mental health and preventing psychiatric disease across the life span. Contents of the course will allow students to examine social, physical and developmental stressors on mental health. Students apply these concepts through learning experiences in structured and unstructured settings. Safety considerations will be discussed related to nurse-patient relationships.
Lecture hrs: 45, Lab hrs: 0, Clinical hrs: 45; Delivery Method: Residential

NUR300 **45 hrs, 3 credits**
FOUNDATIONS and PERSPECTIVES FOR BSN

Co-requisite: NUR310 may be co-requisite
This course teaches strategies and tools to support success in the BSN program. Techniques for successful study habits and test-taking strategies will be explored. Effective written and technological skills are presented to foster scholarly communication. Resources for professional development, analysis of scholarly resource evidence, and incorporating evidence into practice are presented. The role of the baccalaureate generalist nurse and AACN Essentials are introduced.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR310 **45 hrs, 3 credits**
NUTRITION

Pre/Co-requisite: NUR125 or NUR300
This course provides an overview of nutrients and nutritional requirements to maintain nutritional balance, support growth and development, and restore health. The course focuses on identifying and caring for the nutritional needs of diverse patient populations utilizing scientific and scholarly evidence.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR312 **45 hrs, 3 credits**
HEALTH ASSESSMENT OF INDIVIDUALS and POPULATIONS

Prerequisites: NUR125 or NUR300, NUR245, NUR310, BIO260
Pre/Co-requisite: PSY151
This course provides the baccalaureate-level knowledge and skills needed to assess the health status and health care needs of diverse patients and populations. The course focuses nursing care decisions on holistic assessment and scholarly evidence.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR320 **45 hrs, 3 credits**
HEALTH CARE SYSTEMS and QUALITY OUTCOMES

Prerequisite: NUR125 or NUR300
This course provides an overview of health care systems and organizational structures in the United States. Quality improvement concepts and implications to patient outcomes, cost containment and nursing care are presented.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR322 **45 hrs, 3 credits**
COMPLEX NURSING CARE

Prerequisites: BIO260, NUR310, NUR312, PSY151
This course provides knowledge and skills applicable to caring for complex patients across the lifespan. The focus is on incorporating theory and concepts from nursing and related disciplines to provide therapeutic and restorative care to patients with increased complexity.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR324 **45 hrs, 3 credits**
HEALTH CARE ETHICS, POLICY and REGULATION

Prerequisites: NUR312, NUR320, PHI250
Pre/Co-Requisite: NUR322
This course provides an exploration of nursing ethics, the regulation of nursing education and practice, and the role of nursing in health care policy. The scope of practice of the baccalaureate nurse generalist is examined.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR330 **45 hrs, 3 credits**
AGING POPULATIONS

Prerequisites: BIO260, NUR286, NUR310, NUR312, NUR320, NUR322, NUR324, PSY151, SOC250
This course provides current theory and content in the provision of patient-centered nursing care of aging populations, optimizing functional status through health promotion, risk reduction and disease prevention strategies. Emphasis is placed on the wishes, expectations and strengths of the older adult.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR332 **45 hrs, 3 credits**
COMMUNITY HEALTH
Prerequisites: BIO260, NUR310, NUR312, NUR320, NUR322, PSY151, SOC250
This course provides an overview of professional nursing care applied to health promotion and disease prevention at the community level. Principles of biostatistics and epidemiology are introduced. Emphasis is on collaboration with community members and the interprofessional team in providing holistic care.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR334 **45 hrs, 3 credits**
GLOBAL HEALTH
Prerequisites: NUR310, NUR312, NUR320, NUR322, NUR324, NUR332, SOC250
This course provides an overview of global health and the role of the professional nurse in promoting health and caring for diverse populations. Global health inequalities, social determinants of health and national threats to health are discussed.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR340 **45 hrs, 3 credits**
NURSING INFORMATICS
Prerequisites: NUR320, NUR324
This course provides a foundation on information management and processing principles used to support information needs in the provision and delivery of health care. Topics include computer-based patient record, tele-health, education and research. Safety and quality care supported through technology is emphasized.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR342 **45 hrs, 3 credits**
NURSING RESEARCH and EVIDENCE-BASED PRACTICE
Prerequisites: MAT250, NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334
This course is an introduction to nursing practice research processes, methodologies and ethics. Knowledge of evidence-based practice will be developed through critique of research studies, the process of research proposal development and application of research findings to practice.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR344 **45 hrs, 3 credits**
NURSING LEADERSHIP
Prerequisites: NUR312, NUR320, NUR322, NUR324
This course provides an examination of the characteristics of management and leadership styles including theories of conflict resolution and change in the role of the baccalaureate nurse generalist. Delegation and coordination of care with other health professionals is examined. Concepts and strategic management of budget and resource utilization are explored. Legal and ethical issues are discussed.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR345 **175 hrs, 6 credits**
MEDICAL-SURGICAL NURSING III
Prerequisites: NUR245, NUR276, NUR286, NUR322
Culminating practice course. Discussion of concepts of management, application of the Clinical judgment, theories, issues and trends in caring for patients will comprise the first part of the course. Students apply these concepts through in-depth learning experiences in an assigned area of nursing practice. Caregiver roles of the professional nurse with patients and their families are emphasized. Students are assigned 1:1 with a nurse preceptor. Faculty will guide students in care for patients in a variety of acute, long-term and community settings.
Lecture hrs: 45, Lab hrs: 10, Other: 120; Delivery Method: Residential

NUR346 **165 hrs, 5 credits**
BSN PRACTICUM
Prerequisites: NUR310, NUR312, NUR320, NUR322, NUR324, NUR330, NUR332, NUR334, NUR340, NUR344
Pre/Co-requisite: NUR342
This course provides an opportunity for the application of learned theories and concepts in the implementation, application and evaluation of the role of the baccalaureate generalist through the guidance of nursing faculty and nurse preceptors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, the core principles of caring, evidence-based practice, health, holism, learning, patient-centered care and population-focused nursing.
Lecture hrs: 30, Lab hrs: 0, Other: Practicum 135 hrs; Delivery Method: Combination distance education and residential

NUR351 **90 hrs, 4 credits**
BSN CAPSTONE
Prerequisites: NUR332, NUR344, NUR345
This course provides an opportunity for the application of learned theories and concepts in the implementation of the role of the baccalaureate generalist. The role will be implemented, applied and evaluated through the guidance of nursing faculty and nurse mentors. Students will reflect on the attainment of the AACN Essentials of Baccalaureate Education for Professional Nursing Practice and the Core Principles of decision making, evidence-based practice, patient-centered care, population-focused nursing, leadership, self-directed learning, informatics and collaboration.
Lecture hrs: 45, Lab hrs: 0, Other: Practicum 45 hrs; Delivery Method: Residential

NUR500 **45 hrs, 3 credits**
FOUNDATIONS and PERSPECTIVES OF MSN
This course is designed to investigate the roles of the master prepared professional nurse. The course will identify the national guidelines and competencies of the master prepared nurse and present the framework for the program of study. Advanced nursing research will be explored using the nursing process as a basis to guide best practices in health care delivery.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR502 **45 hrs, 3 credits**
LEADING CHANGE THROUGH NURSING THEORY
Prerequisite: NUR500
This course examines theoretical frameworks utilized to influence nursing practice, systems thinking, and research leading to innovation and change. Select theories are examined with an emphasis on the philosophical underpinnings of leading, facilitating change, and evaluating the impact on the health care organization.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR504 **45 hrs, 3 credits**
ETHICS OF HEALTH CARE DELIVERY
Prerequisite: NUR500
This course is an assessment of ethics and ethical issues encountered in the delivery of health care. Accountability for providing ethical care for diverse populations is explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR506 **45 hrs, 3 credits**
RESEARCH FOR PROMOTION OF EVIDENCE BASED CARE
Prerequisite: NUR500, NUR504
This course explores of research and statistics to help guide nursing practice to promote evidence based care, improved health and decision making.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR508 **45 hrs, 3 credits**
HEALTH CARE INFORMATICS IN NURSING PRACTICE
Prerequisite: NUR500, NUR504
This course explores data management tools for the integration and analysis of health care technology to inform patients, consumers, and inter-professional health care team members.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR510 **45 hrs, 3 credits**
EFFECTIVE COMMUNICATION and COLLABORATION IN HEALTH CARE
Prerequisite: NUR500
Advanced techniques and strategies of interpersonal and interprofessional communication to enhance patient outcomes.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR520 **45 hrs, 3 credits**
HEALTH CARE FINANCE and ECONOMICS FOR NURSE LEADERS
Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510
This course educates nurse leaders on economic and financial impacts in diverse health care settings. Forecasting, budgeting, and everyday financial management are explored in the context of 21st century health economics.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR522 **45 hrs, 3 credits**
HEALTH CARE POLICY, REGULATION and ORGANIZATIONAL LEADERSHIP
Prerequisite: NUR520
This course examines health care policy, regulation, and organizational leadership in nursing. The role of nursing in assessment, planning, implementation, and evaluation of health care policy and regulations is explored.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR524 **45 hrs, 3 credits**
PRINCIPLES OF QUALITY IMPROVEMENT
and PATIENT SAFETY IN HEALTHCARE
Prerequisite: NUR522
This course covers strategies of quality improvement, patient safety, and performance management to identify opportunities for clinical improvement, support decision-making optimization, and improve health service outcomes for identified populations.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR526 **45 hrs, 3 credits**
LEADERSHIP WITHIN THE
ORGANIZATIONAL STRUCTURE
Prerequisite: NUR522
This course prepares nurses to effectively lead people and manage resources to achieve organizational goals. Group process, community perspectives, team building, role definition and labor laws will be addressed.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

NUR528 **105 hrs, 3 credits**
CAPSTONE IMMERSION PRACTICUM
Prerequisite: NUR500, NUR502, NUR504, NUR506, NUR508, NUR510, NUR520, NUR522, NUR524, NUR526
This course is the first half of the capstone immersion. This course integrates the role of the nurse administrator and leader in the practice setting. The practicum experience will provide an opportunity to identify and develop the capstone scholarly project. The Theoretical concepts related to evaluating need, planning change and mitigating barriers are presented.
Lecture hrs: 15, Lab hrs: 0, Other: 90; Delivery Method: Combination distance education and residential

NUR530 **75 hrs, 3 credits**
CAPSTONE SCHOLARLY PROJECT
Prerequisite: NUR528
This course is the second half of the capstone immersion. This course continues to integrate the role of the nurse administrator and leader in the practice setting while performing and evaluating the capstone scholarly project. A formal written work including evidence of meeting all program outcomes is submitted and orally presented to faculty and peers.
Lecture hrs: 30, Lab hrs: 0, Other: 45; Delivery Method: Combination distance education and residential

OA110 **30 hrs, 2 credits**
COMPUTER APPLICATIONS
This course is designed to familiarize students with basic computer operations and software applications. Software applications include word processing and presentation software.
Lecture hrs: 10, Lab hrs: 20, Other: 0; Delivery Method: Distance Education

PHI250 **45 hrs, 3 credits**
ETHICS
A practical approach to applied ethics, this course introduces basic problem solving skills for moral situations. Avoiding logical fallacies common to ethical debates, creativity in exploring ethical options and establishing rules for fruitful moral debates are among the tools that will be developed to help students resolve moral dilemmas. Development of personal values systems will be emphasized. A discussion of traditional moral theories is presented.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY151 **45 hrs, 3 credits**
GENERAL PSYCHOLOGY
This course will focus on the basis of behavior, learning, motivation and personality. Also explored are social behavior, sexuality/gender issues and the influence of health and stress on behavior. Students are introduced to human behavior generally regarded as abnormal and will explore various theories and therapies.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PSY310 **45 hrs, 3 credits**
HUMAN GROWTH and DEVELOPMENT
This course introduces the stages of human growth and development from conception through adulthood to death. Students will learn how cognitive, social, psychomotor and emotional events affect behavior.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PTA106 **45hrs, 3 credits**
INTRODUCTION TO PHYSICAL THERAPY
In this course, students explore the physical therapy profession's history and development and the American Physical Therapy Association (APTA). This course provides the framework for understanding the role of the PTA, interaction between the PT and PTA, and interrelationship of these individuals to the current healthcare delivery system and in different practice settings. Scope of practice issues concerning direction and supervision are introduced as well as the concepts of state practice acts, licensing, and legal and ethical responsibilities. Students begin to build communication and documentation skills and to develop self-awareness and a sensitivity to patients' rights and cultural diversity. This course introduces students to performing a professional literature search.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA108 **30 hrs, 2 credits**
MEDICAL TERMINOLOGY
This course is an introduction into the unique language used in medical settings. Students will learn the meaning of prefixes, suffixes and root words. Emphasis is placed on correct spelling, pronunciations and proper clinical usage of medical terms.
Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

PTA116 **75 hrs, 4 credits**
THERAPEUTIC PROCEDURES I
Pre-requisites: PTA106, PTA108, PTA122, PTA136
As the first of two procedures courses, Therapeutic Procedures I focuses on safely performing basic patient assessment and management skills as well as presenting a practical approach to functional activities. Topics included in lecture and laboratory are infection control procedures, basic wound management, vital signs and anthropometrical characteristics, patient handling, transfers, mobility and assistive devices. An introduction to architectural barriers, range of motion and teaching/learning theories is also incorporated. The course continues to build upon the communication and documentation skills introduced in PTA106 Introduction to Physical Therapy.
Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

PTA122 **90 hrs, 4.5 credits**
APPLIED KINESIOLOGY
Pre-requisites: PTA150
Through integrated lecture and laboratory, this course teaches the science of human movement. Structure and function of the lower extremity, upper extremity, head, neck and trunk are covered in-depth. Topics include descriptive terminology associated with kinesiology, an expanded study of the musculoskeletal system, normal and dysfunctional joint motion, and principles of physics for biomechanics with an introduction to posture and ambulation. Assessment activities include palpation, range of motion and end feel, goniometric measurements, manual muscle testing, and normal / abnormal posture and gait analysis.
Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

PTA126 **90 hrs, 4.5 credits**
MODALITIES
Pre-requisites: PTA108, PTA122, PTA136, PTA150, PTA155
This course explores the theories and therapeutic applications of mechanical devices and physical agents. Students will develop an understanding of the physiological effects that occur with modalities using massage, heat, cold, water, light, sound, traction, compression, electrical stimulation and biofeedback. Students will practice administering skilled interventions using various apparatus in the laboratory. Emphasis will be placed on students understanding the rationale and gaining the knowledge and skills to apply, in a safe and effective manner, the modalities frequently used in clinical settings.
Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

PTA132 **90 hrs, 4 credits**
THERAPEUTIC EXERCISE
Pre-requisites: PTA108, PTA122, PTA136, PTA150, PTA155
In this course a comprehensive understanding of the theoretical concepts, related assessments and practical applications of therapeutic exercise is emphasized. Measurements for segmental length, girth and volume are included. The exercise concepts of strength, resistance, endurance, relaxation and overuse are instructed in relationship to the implementation of treatment programs.
Lecture hrs: 30, Lab hrs: 60, Other: 0; Delivery Method: Residential

PTA136 **30 hrs, 2 credits**
HEALTH, DISEASE and DISABILITY
Pre-requisite: PTA150
Co-requisite: PTA155
This course explores current concepts related to maintaining wellness and encouraging prevention. It also investigates the etiology of disease and dysfunction as related to the onset of disability. Topics concerning heredity, immunology, nutrition and lifestyle issues are discussed. Pathophysiology is taught using a cellular and organ system approach and covers the lifespan. Disability is viewed through functional limitations and the inability of an individual to participate in a major life activity.
Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA146 **90 hrs, 4.5 credits**
MUSCULOSKELETAL/ORTHOPEDICS
Pre-requisites: PTA116, PTA126, PTA132, PTA180, PTA212
Co-requisite: PTA192
This course synthesizes the musculoskeletal information presented in anatomy and physiology and kinesiology in order to enhance students' knowledge of orthopedic conditions and dysfunction throughout the lifespan. In the accompanying laboratory sessions, assessment tests and measurement techniques and therapeutic exercise regimens for the orthopedic client are instructed using a regional approach.
Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

PTA150 **75 hrs, 4 credits**
HUMAN ANATOMY W/LAB
Study of the human body with emphasis on the structure of each of the body's essential organ systems.
Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

PTA155 **60 hrs, 4 credits**
HUMAN PHYSIOLOGY
Pre-requisite: PTA150
Co-requisite: PTA136
Functioning of the human body with emphasis on major organ systems. Medical and athletic examples used to illustrate important concepts.
Lecture hrs: 60, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA180 **15 hrs, 1 credit**
PTA SEMINAR I
Pre-requisites: PTA106
This is the first of two seminar classes in the PTA curriculum. This class builds on information introduced in Introduction to Physical Therapy, with topics including PT and PTA ethics and standards of practice, professionalism in the field of physical therapy, and APTA structure and professional association benefits. The healthcare delivery system is also discussed during this class. Additional topics highlighted throughout this course include: reporting suspected cases of abuse to vulnerable populations, reporting suspected cases of fraud and abuse related to utilization of and payment for PT services, reviewing health records, APTA Value Based Behaviors and review of the ICF model of functioning disability and health.
Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA192 **135 hrs, 3 credits**
CLINICAL AFFILIATION I
Pre-requisite: CPR, PTA116, PTA126, PTA132, PTA180, PTA212
Co-requisite: PTA146, PTA217, PTA221, PTA286
In the first of three clinical affiliations, students are expected to complete 135 hours of clinical education working under the direct supervision of a licensed physical therapist and/or physical therapist assistant. Students are assigned to contract sites representing a variety of practice settings that may include hospitals, outpatient clinics and extended care facilities among others. This introduction to clinical practice provides basic exposure to physical therapy environments and allows students to practice and document elementary assessment measurements, patient management activities and therapeutic procedures that are in a plan of care. Students will also have the opportunity to build communication skills with clients and members of the healthcare delivery team.
Lecture hrs: 0, Lab hrs: 0, Other: 135; Delivery Method: Residential

PTA212 **15 hrs, 1 credit**
PHARMACOLOGY
Pre-requisite: PTA136, PTA155
Pharmacology is the study of the origin, properties and effects of drugs. An overview of the over-the-counter and prescribed drugs frequently used by individuals receiving physical therapy and the effects these drugs have on physical therapy treatment is presented. This course requires a working understanding of physiology and pathophysiology. Lecture topics include the use of drugs in the treatment of chronic diseases, the impact of pharmacotherapeutic agents on exercise and the susceptibility of the elderly to drug-related problems.
Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA217 **75 hrs, 4 credits**
THERAPEUTIC PROCEDURES II
Pre-requisites: PTA116, PTA126, PTA132, PTA212
Co-requisite: PTA192
This course expands the knowledge and skills gained from previous courses while investigating techniques used in specialty areas of physical therapy practice. This course explores cardiovascular and pulmonary conditions, burn care, mastectomy, amputation and lymphedema. Information regarding compression garments, prostheses and orthoses are included in conjunction with the required measurement and mobility assessments. Conditions often associated with women's health such as pregnancy, osteoporosis, fibromyalgia and pelvic floor dysfunction are also addressed. Lecture and laboratory sessions provide students with the knowledge, observation, test and measurement skills to perform directed interventions in the above mentioned areas.
Lecture hrs: 45, Lab hrs: 30, Other: 0; Delivery Method: Residential

PTA221 **90 hrs, 4.5 credits**
APPLIED NEUROLOGY
Pre-requisites: PTA116, PTA126, PTA132, PTA212
Co-requisite: PTA192
Through integrated lecture and laboratory this course introduces the neuroscience and motor control concepts necessary for students to provide directed interventions and administer tests and measures for a variety of clients with neurological involvement. Neurological treatment approaches including PNF, Rood, Bobath, Brunnstrom and the motor learning approaches of Carr and Shepard are discussed, with an emphasis on performing appropriate treatment interventions for different stages of neurological rehabilitation. In addition, students will learn to implement activities for balance and coordination dysfunction. The course includes both pediatric and adult disorders.
Lecture hrs: 45, Lab hrs: 45, Other: 0; Delivery Method: Residential

PTA286 **15 hrs, 1 credit**
PTA SEMINAR II
Pre-requisites: PTA180
Co-requisite: PTA192
This second of two seminar courses course builds on the cumulative academic and clinical knowledge gleaned from previous PTA courses. Students are given the opportunity to explore current issues affecting the delivery of physical therapy services in a dynamic U.S. healthcare industry. An overview of practice settings and specialty areas in physical therapy is presented in conjunction with the impact of current legislation affecting service delivery and reimbursement. Professional, legal and ethical issues are also reviewed and updated. This course includes a unit on negotiation and conflict resolution and a project researching the impact of culture on healthcare delivery.
Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA289 **15 hrs, 1 credit**
CAPSTONE
Prerequisite: PTA146, PTA192, PTA217, PTA221, PTA286
Co-Requisites: PTA296, PTA298
This course consists of review for and completion of a comprehensive final examination in preparation for the national licensure examination.
Lecture hrs: 15, Lab hrs: 0, Other: 0; Delivery Method: Residential

PTA296 **270 hrs, 6 credits**
CLINICAL AFFILIATION II
Prerequisite: CPR, PTA146, PTA192, PTA217, PTA221, PTA286
Co-Requisites: PTA289, PTA298
In the second clinical affiliation, students expand upon their previous clinical experience and incorporate the knowledge and skills from additional academic coursework. The affiliation is full time (40 hours per week). Emphasis is placed on students assuming a more active role in the delivery of care under the supervision and direction of a clinical instructor.
Lecture hrs: 0, Lab hrs: 0, Other: 270; Delivery Method: Residential

PTA298 **270 hrs, 6 credits**
CLINICAL AFFILIATION III
Prerequisite: CPR, PTA146, PTA192, PTA217, PTA221, PTA286
Co-requisites: PTA289, PTA296
Clinical Affiliation III is the terminal clinical education experience and requires that students perform as a physical therapist assistant entry-level practitioner by the completion of the assignment. Under the supervision of a licensed physical therapist and/or physical therapist assistant, students will explore in greater depth physical therapy specialty areas of practice such as geriatrics, pediatrics, sports medicine, cardiopulmonary rehabilitation or women's health. Increasing exposure to complex neurological and rehabilitation clients occurs. Students are also expected to recognize factors within the healthcare system that impact the delivery of care and to maintain ethical standards of practice.
Lecture hrs: 0, Lab hrs: 0, Other: 270; Delivery Method: Residential

SKL242 **20 hrs, 2 credits**
CAREER DEVELOPMENT
This course is designed to improve the marketability of students as they enter the workforce. Students are taught the skills and attitudes needed to make proper career decisions and secure and retain satisfying employment. Students will create a resume, cover letter, professional portfolio and participate in mock interviews.
Lecture hrs: 20, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

SOC250 **45 hrs, 3 credits**
INTRODUCTION TO SOCIOLOGY
This course introduces students to the foundations of modern sociology. Students explore the concept of culture, the nature of socialization, the foundations of social order, control, power, race and ethnicity, religion, education, and the nature of social change.
Lecture hrs: 45, Lab hrs: 0, Other: 0; Delivery Method: Distance Education

SS100 **30 hrs, 3 credits**
STRATEGIES FOR STUDENT SUCCESS
This course is designed to help students learn and improve skills that are essential to academic and professional success. Topics will include effective study habits, critical thinking, time management, library research and financial literacy. In addition, this course provides the student with an introduction to basic medical terminology concepts. Students will learn the meaning of prefixes, suffixes, and root words. Emphasis is placed on correct spelling, pronunciations, and proper clinical usage.
Lecture hrs: 30, Lab hrs: 0, Other: 0; Delivery Method: Combination Residential and Distance Education

ORGANIZATION AND GOVERNANCE

Eagle Gate College and Provo College are owned by Unitek College Utah, LLC, a privately held organization.

BOARD OF DIRECTORS

- Janis Paulson - President and CEO
- George Harbison - CFO, Treasurer and Secretary

CORPORATE ADMINISTRATION

- Chuck Ericson – Chief Operations Officer
- Abdel Yosef – Chief Academic Officer and Chief Nursing Officer
- Lou Cabuhat – Assistant Dean of Allied Health and Technology
- Ena Hull – Senior VP of Student Financial Services
- Don Corvin – Senior VP of Compliance
- Michael Collins – VP of Admissions
- Indrani Dutta – VP of HR and Recruitment

MURRAY ADMINISTRATION

- Campus Director - Todd Smith
- Associate Campus Director - Mickie Miller
- Director of Financial Services - Melissa Mills

LAYTON ADMINISTRATION

- Campus Director - Janet Head
- Director of Financial Services - Nicole Koch

PROVO ADMINISTRATION

- Campus Director - Jana Colyar
- Director of Financial Services - Lena Gatenby
- Director of Career Services and Student Services - Christine Anderson
- Registrar - April Acuna

PROGRAM DIRECTORS AND FACULTY

Murray Program Directors and Faculty

General Education

Adam Bennion..... Adjunct Faculty
 ME, Education, Southern Utah University; BS, Physics Teaching, Brigham Young University; Certificate, Administrative License, Southern Utah University; NCATE, Physics and Astronomy, Brigham Young University

Jacob Beyer Adjunct Faculty
 MBA, University of Phoenix; BS, Biology/Zoology, Southern Utah University; AS, General Studies, Southern Utah University

Patricia Brown Faculty
 MA, Education/Special Education, University of Phoenix; MA, Education/Adult Education and Training, University of Phoenix; MS, Criminal Justice, Weber State University; BS, Political Science, Utah State University; AS, Paralegal, Eagle Gate College

Ashley Christiansen Adjunct Faculty
 ME, Education, Southern Utah University; BS, Elementary Education, Southern Utah University

Cassandra de Croix Faculty, Online
 MA, History, University of the Americas; BA, Communications, Brigham Young University

Shane Fisher Faculty
 Doctor of Medicine, Ross University; Master of Public Health, Public Health, Capella University; BS, Business/Administration, University of Phoenix; BS, Management, Park University; AA, Allied Health Sciences, Community College of the Air Force

Jared Hadley Adjunct Faculty
 MS, Criminal Justice, Weber State University; BA, Family Studies, Weber State University; AA, General Studies, Weber State University

Michelle Jeffs Adjunct Faculty
 JD, Law, Brigham Young University; BS, Political Science/English, Weber State University

Matt Johnson..... Adjunct Faculty
 JD, Law, Creighton University; BS, Criminal Justice/Criminal Law/English, Weber State University; AAS, Criminal Justice, Brigham Young University Idaho

Mark Jolley Adjunct Faculty
 DC, Chiropractic, Palmer College of Chiropractic; BS, General Science; Palmer College of Chiropractic; AS, General Studies, Utah State University

Lynette Kolb Adjunct Faculty
 MAEd University of Phoenix; BA German Brigham Young University

Shane Lee Adjunct Faculty
 MBA, Grand Canyon University; BS, Business/Accounting, University of Phoenix; AA, General Studies, University of Phoenix

Kody Quast..... Adjunct Faculty
 MBA, Utah State University; BS, Accounting, Utah State University

Mohammed Qutyan.....Faculty

PhD Molecular Biology, New Mexico State University; MA Biology Education, New Mexico State University; MS Toxicology, New Mexico State University; BS Biology Education, University of Sana'a

Troy Rawlings Adjunct Faculty
JD, Law, Sanford University; BS, Comm-Speech Communication; The University of Utah; BS, Political Science, The University of Utah

May-Lin Robbins Adjunct Faculty
MBA, University of Phoenix; BS, Criminal Justice/Criminalistics

Mike Struikma Adjunct Faculty
ME, Educational Administration, Lehigh University; ME, Secondary Education, West Chester University; BA, Mathematics Education, Brigham Young University; Certified Educational Specialist, Idaho State University

Maren Tucker Adjunct Faculty
MS, San Diego State University; BS Weber State University; AA Weber State University

Annette Velarde Adjunct Faculty
PhD Human Science, Saybrook University; MA, Humanities, American Public University; BS, Professional Studies, Kaplan University

Jan Wong Adjunct Faculty
MA, Education/Curriculum and Instruction, University of Phoenix; BS, Child Development and Family Relations, Brigham Young University

Medical Assisting

Lindsey Hardcastle, NCMA, NCICS Program Director
AOS Medical Specialties, Stevens-Henager College; Diploma Medical Assisting, Broadview University

Nursing

Sheri Byrnes Faculty, Online
PhD Nursing Education, Capella University; MSN, University of Phoenix; BSN, Northeastern University

Dustin Griner Faculty
MSN, California State University Fullerton; BSN Brigham Young University

Tanja Hagen Faculty
MSN, University of Utah; BSN, University of Utah

Carrie Hammer Faculty
MSN, South University; BSN University of Utah

Lois Hine Associate Dean, Online Nursing
PhD Professional Technical and Adult Education, University of Idaho; MSN Family Nurse Practitioner, Clarkson College; BSN, Boise State University; ASN, Boise State University

Diane Labanowsky Faculty, Online
MSN, University of Wisconsin; BSN, University of Wisconsin

Jamie MathewsFaculty
 MSN, Walden University; ADN, Northwest College

Sheila Matye Faculty, Online
 DNP, American Sentinel University; MSN, Gonzaga University; ADN, MSU-Northern

Carlie Naval..... Faculty, Online
 DNP, University of Utah; BSN, University of Utah; ASN, Utah Valley University

Andrew Nydegger Assistant Dean, Nursing
 MSN, Western Governor’s University; BSN, University of Utah; AS, General Studies, Salt Lake
 Community College; AA, Korean Basic, Defense Language Institute Foreign Language Center

Douglas Syphus Faculty
 MSN, Western Governor’s University; BSN, Western Governor’s University; ASN, Salt Lake Community
 College

Anne Wilkinson Faculty, Online
 MSN, University of Wisconsin; BSN, University of Wisconsin

Kimberly Womack Faculty
 MSN, Western Governors University; BSN, Weber State University; ASN, Weber State University; BS
 Kinesiology, University of Minnesota

Layton Program Directors and Faculty

General Education

Adam Bennion..... Adjunct Faculty
 ME, Education, Southern Utah University; BS, Physics Teaching, Brigham Young University; Certificate,
 Administrative License, Southern Utah University; NCATE, Physics and Astronomy, Brigham Young
 University

Jacob Beyer Adjunct Faculty
 MBA, University of Phoenix; BS, Biology/Zoology, Southern Utah University; AS, General Studies,
 Southern Utah University

Patricia Brown Faculty
 MA, Education/Special Education, University of Phoenix; MA, Education/Adult Education and Training,
 University of Phoenix; MS, Criminal Justice, Weber State University; BS, Political Science, Utah State
 University; AS, Paralegal, Eagle Gate College

Ashley Christiansen Adjunct Faculty
 ME, Education, Southern Utah University; BS, Elementary Education, Southern Utah University

Cassandra de Croix Faculty, Online
 MA, History, University of the Americas; BA, Communications, Brigham Young University

Shane Fisher Faculty
 Doctor of Medicine, Ross University; Master of Public Health, Public Health, Capella University; BS, Business/Administration, University of Phoenix; BS, Management, Park University; AA, Allied Health Sciences, Community College of the Air Force

Jared Hadley Adjunct Faculty
 MS, Criminal Justice, Weber State University; BA, Family Studies, Weber State University; AA, General Studies, Weber State University

Michelle Jeffs Adjunct Faculty
 JD, Law, Brigham Young University; BS, Political Science/English, Weber State University

Matt Johnson Adjunct Faculty
 JD, Law, Creighton University; BS, Criminal Justice/Criminal Law/English, Weber State University; AAS, Criminal Justice, Brigham Young University Idaho

Mark Jolley Adjunct Faculty
 DC, Chiropractic, Palmer College of Chiropractic; BS, General Science; Palmer College of Chiropractic; AS, General Studies, Utah State University

Lynette Kolb Adjunct Faculty
 MAEd University of Phoenix; BA German Brigham Young University

Shane Lee Adjunct Faculty
 MBA, Grand Canyon University; BS, Business/Accounting, University of Phoenix; AA, General Studies, University of Phoenix

Kody Quast Adjunct Faculty
 MBA, Utah State University; BS, Accounting, Utah State University

Mohammed Qutyan Faculty
 PhD Molecular Biology, New Mexico State University; MA Biology Education, New Mexico State University; MS Toxicology, New Mexico State University; BS Biology Education, University of Sana'a

Troy Rawlings Adjunct Faculty
 JD, Law, Sanford University; BS, Comm-Speech Communication; The University of Utah; BS, Political Science, The University of Utah

May-Lin Robbins Adjunct Faculty
 MBA, University of Phoenix; BS, Criminal Justice/Criminalistics

Mike Struiksmma Adjunct Faculty
 ME, Educational Administration, Lehigh University; ME, Secondary Education, West Chester University; BA, Mathematics Education, Brigham Young University; Certified Educational Specialist, Idaho State University

Maren Tucker Adjunct Faculty
 MS, San Diego State University; BS Weber State University; AA Weber State University

Annette Velarde Adjunct Faculty
 PhD Human Science, Saybrook University; MA, Humanities, American Public University; BS, Professional Studies, Kaplan University

Mark Wittler, Faculty
 DC, Palmer College of Chiropractic; BS, Biology, Kearney State College; AS, Agriculture, Southeast Community College

Jan Wong Adjunct Faculty
MA, Education/Curriculum and Instruction, University of Phoenix; BS, Child Development and Family Relations, Brigham Young University

Medical Assisting

Katie Arteaga, CMA, NCMA.....Program Director
BS Healthcare Administration, Eagle Gate College; AAS Medical Assistant, Broadview University

Nursing

Sheri Byrnes..... Faculty, Online
PhD Nursing Education, Capella University; MSN, University of Phoenix; BSN, Northeastern University

Amber Fowler..... Faculty
MSN, Western Governors University, BSN, Western Governors University, ASN, Samaritan Hospital SON

Toby Gunn..... Faculty
MSN, Weber State University; BSN, Weber State; BA, Chemistry and Spanish, Weber State University; ASN, Weber State University

Lois HineAssociate Dean, Online Nursing
PhD Professional Technical and Adult Education, University of Idaho; MSN Family Nurse Practitioner, Clarkson College; BSN, Boise State University; ASN, Boise State University

Diane Labanowsky..... Faculty, Online
MSN, University of Wisconsin; BSN, University of Wisconsin

Jamie Mathews Faculty
MSN, Walden University; ADN, Northwest College

Sheila Matye Faculty, Online
DNP, American Sentinel University; MSN, Gonzaga University; ADN, MSU-Northern

Carlie Naval..... Faculty, Online
DNP, University of Utah; BSN, University of Utah; ASN, Utah Valley University

Andrew Nydegger Assistant Dean, Nursing
MSN, Western Governor's University; BSN, University of Utah; AS, General Studies, Salt Lake Community College; AA, Korean Basic, Defense Language Institute Foreign Language Center

Audrey Olsen Faculty
MSN, Western Governors University; BSN, Western Governors University; ASN Eagle Gate College; AS, University of Utah

Anne Wilkinson Faculty, Online
MSN, University of Wisconsin; BSN, University of Wisconsin

Provo College Program Directors and Faculty

General Education

Adam Bennion..... Adjunct Faculty
ME, Education, Southern Utah University; BS, Physics Teaching, Brigham Young University; Certificate, Administrative License, Southern Utah University; NCATE, Physics and Astronomy, Brigham Young University

Jacob Beyer Adjunct Faculty
MBA, University of Phoenix; BS, Biology/Zoology, Southern Utah University; AS, General Studies, Southern Utah University

Patricia Brown Faculty
MA, Education/Special Education, University of Phoenix; MA, Education/Adult Education and Training, University of Phoenix; MS, Criminal Justice, Weber State University; BS, Political Science, Utah State University; AS, Paralegal, Eagle Gate College

Ashley Christiansen Adjunct Faculty
ME, Education, Southern Utah University; BS, Elementary Education, Southern Utah University

Cassandra de Croix Faculty, Online
MA, History, University of the Americas; BA, Communications, Brigham Young University

Shane Fisher Faculty
Doctor of Medicine, Ross University; Master of Public Health, Public Health, Capella University; BS, Business/Administration, University of Phoenix; BS, Management, Park University; AA, Allied Health Sciences, Community College of the Air Force

Jared Hadley Adjunct Faculty
MS, Criminal Justice, Weber State University; BA, Family Studies, Weber State University; AA, General Studies, Weber State University

Michelle Jeffs Adjunct Faculty
JD, Law, Brigham Young University; BS, Political Science/English, Weber State University

Matt Johnson..... Adjunct Faculty
JD, Law, Creighton University; BS, Criminal Justice/Criminal Law/English, Weber State University; AAS, Criminal Justice, Brigham Young University Idaho

Mark Jolley Adjunct Faculty
DC, Chiropractic, Palmer College of Chiropractic; BS, General Science; Palmer College of Chiropractic; AS, General Studies, Utah State University

Lynette Kolb Adjunct Faculty
MAEd University of Phoenix; BA German Brigham Young University

Shane Lee Adjunct Faculty
MBA, Grand Canyon University; BS, Business/Accounting, University of Phoenix; AA, General Studies, University of Phoenix

Kody Quast..... Adjunct Faculty
MBA, Utah State University; BS, Accounting, Utah State University

Mohammed Qutyan.....Faculty
PhD Molecular Biology, New Mexico State University; MA Biology Education, New Mexico State University; MS Toxicology, New Mexico State University; BS Biology Education, University of Sana'a

Troy Rawlings Adjunct Faculty
JD, Law, Sanford University; BS, Comm-Speech Communication; The University of Utah; BS, Political Science, The University of Utah

May-Lin Robbins Adjunct Faculty
MBA, University of Phoenix; BS, Criminal Justice/Criminalistics

Mike Struikma..... Adjunct Faculty
ME, Educational Administration, Lehigh University; ME, Secondary Education, West Chester University; BA, Mathematics Education, Brigham Young University; Certified Educational Specialist, Idaho State University

Maren Tucker Adjunct Faculty
MS, San Diego State University; BS Weber State University; AA Weber State University

Annette Velarde Adjunct Faculty
PhD Human Science, Saybrook University; MA, Humanities, American Public University; BS, Professional Studies, Kaplan University

Jan Wong Adjunct Faculty
MA, Education/Curriculum and Instruction, University of Phoenix; BS, Child Development and Family Relations, Brigham Young University

Medical Assisting

Leslie Ekker.....Program Director
BA, History, Southern Utah University; Diploma, Medical Assistant, Bryman School

Nursing

Laura Allen Faculty
MSN, Western Governor's University; BSN, Western Governor's University; AAS, Nursing, College of Eastern Utah

Mariann Asay Faculty
MSN, Western Governors University; RN-BSN, Western Governors University; ASN, Provo College

Jeremy Berrett Faculty
MSN, Maryville University; BSN, Grand Canyon University; AAS, Ameritech College

Sheri Byrnes..... Faculty, Online
PhD Education, Capella University; MSN, University of Phoenix; BSN, Northeastern University

Margaret Erickson.....Assistant Dean, Nursing
MSN, South University; NAEM Nursing Administration, Stevens-Henager; BSN, University of Phoenix; ASN, Brigham Young University

Shannon Estrada Faculty
MSN, Western Governor's University; BSN, Western Governor's University; AS, Utah Valley University

Diane Labanowsky Faculty, Online
MSN, University of Wisconsin; BSN, University of Wisconsin

Sheila Matye Faculty, Online
DNP, American Sentinel University; MSN, Gonzaga University; ADN, MSU-Northern

Carlie Naval Faculty, Online
DNP, University of Utah; BSN, University of Utah; ASN, Utah Valley University

Celeste Setters Faculty
PhD, Capella University; MSN, Western Governor's University; BSN, Western Governor's University;
AAS, College of the Canyons

JoNell Taylor Faculty
MSN, Weber State University; BSN, Weber State University; ASN, Weber State University

Sharon Wheeler Faculty
MSN, Gonzaga University; BSN, Brigham Young University

Anne Wilkinson Faculty, Online
MSN, University of Wisconsin; BSN, University of Wisconsin

Physical Therapist Assistant

Dr. Craig Cooper, PT, DPT Faculty
DPT, Marymount University; MSPT, Texas State University; M. Ed. Kinesiology, The University of Texas
of Austin; BS, Health and Physical Education, University of Virginia

Susan Cotterman, PT Program Director
MBA, Healthcare Management, Baker College Center of Graduate Studies; BS, Allied Health Profession,
The Ohio State University

Jonathon Hubert, PTA Director of Clinical Education
AAS, Physical Therapist Assistant, Provo College

Dr. Greg Koberstein, PT, DPT Faculty
DPT, University of Utah; BS Exercise Science, Arizona State University

TUITION AND FEES

Medical Assisting (Applies to Eagle Gate and Provo)

Charge	Medical Assisting	Per Credit Charge
Registration Fee		
College Core Classes	\$ 2,590	*\$370/Credit
MA Core Classes	\$ 13,320	*\$370/Credit
Total Program Costs	\$ 15,910	\$ -

Physical Therapist Assistant (Applies to Provo)

Charge	Physical Therapist Assistant	Per Credit Charge
Registration Fee		
General Education	\$ 13,300	*\$665/Credit
Program Core	\$ 42,000	*\$750/Credit
Total Program Costs	\$ 55,300	\$ -

Nursing Programs (Applies to Eagle Gate and Provo)

Charge	BSN Program	BSN Per Credit Charge	RN to BSN	RN - BSN Per Credit Charge	Masters Degree *\$500/Credit
Registration Fee					
General Education	\$ 25,270	\$665/Credit	\$ 2,850	*150/ Credit	
Nursing Core	\$ 54,530	*\$665/Credit	\$ 7,128	*162/Credit	\$ 18,000
Books			\$ 1,990		
Total Program Costs	\$ 79,800	\$ -	\$ 11,968	\$ -	\$ 18,000

BSN Billing Breakdown - Estimated

BSN	Estimated Credits	Full-Time
Semester 1 - College Core	13	\$ 8,645
Semester 2 - College Core	13	\$ 8,645
Semester 3 - College Core	12	\$ 7,980
Semester 4 - CORE	15	\$ 9,975
Semester 5 - CORE	15	\$ 9,975
Semester 6 - CORE	13	\$ 8,645
Semester 7 - CORE	15	\$ 9,975
Semester 8 - CORE	12	\$ 7,980
Semester 9 - CORE	12	\$ 7,980
Registration Fee		\$ 0
Total Cost		\$ 79,800

Additional Fees:

Commencement Fee	\$50.00*
Vaccination Fees	Estimated \$300.00
Physical Therapist Assistant Admissions Assessments	\$50.00*
Transcript Request Fee	\$5.00*
NCLEX-RN Exam Registration Fee	\$200.00^

*Fee cannot be paid from Title IV financial aid funds.

^Fee is reimbursed upon successfully passing NCLEX-RN Exam on first attempt. Graduate is responsible for submitting reimbursement request within 30 days of passing exam. Documentation must be provided at time request is provided.

ACADEMIC CALENDARS

TERM PROGRAMS

* = Make-up day(s) may be required.

January Term 2019

January 14 Classes Begin
March 22 Classes End

February Term 2019

February 18 Classes Begin
April 26 Classes End

March Term 2019

March 25 Classes Begin
May 27* Holiday (campus closed)
May 31 Classes End

April Term 2019

April 29 Classes Begin
May 27* Holiday (campus closed)
July 4* Holiday (campus closed)
July 5 Classes End

June Term 2019

June 3 Classes Begin
July 4* Holiday (campus closed)
July 24* Holiday (campus closed)
August 9 Classes End

July Term 2019

July 8 Classes Begin
July 24* Holiday (campus closed)
September 2* Holiday (campus closed)
September 13 Classes End

August Term 2019

August 12 Classes Begin
September 2* Holiday (campus closed)
October 18 Classes End

September Term 2019

September 16 Classes Begin
November 22 Classes End

October Term 2019

October 21 Classes Begin

Nov 28-29* Holiday (campus closed)
Dec 23 - Jan 1* Holiday (campus closed)
Jan 10, 2020 Classes End

November Term 2019

Nov 25 Classes Begin
Nov 28-29* Holiday (campus closed)
Dec 23 - Jan 1* Holiday (campus closed)
Feb 14, 2020 Classes End

SEMESTER PROGRAMS

January Semester 2019

January 7 Classes Begin
April 24 Classes End

May Semester 2019

May 6 Classes Begin
May 27 Memorial Day (no classes)
July 4 Independence Day (no classes)
July 24 Pioneer Day (no classes)
August 21 Classes End

September Semester 2019

September 3 Classes Begin
November 28-29 Thanksgiving (no classes)
December 18 Classes End

January Semester 2020

January 13 Classes Begin
April 29 Classes End

May Semester 2020

May 11 Classes Begin
May 25 Memorial Day (no classes)
July 3 Independence Day observed
(no classes)
July 24 Pioneer Day (no classes)
August 26 Classes End

September Semester 2020

September 8 Classes Begin
November 26-27 Thanksgiving (no classes)
December 23 Classes End

California Students Only

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

No claim can be paid to any student without a social security number or taxpayer identification number.