COLLEGE **CATALOG**

2018-2019

NorthwesternCollege
Established 1902

NC.EDU

2018-19 College Catalog Addendum

March 2019 Updates

- Pg. 32, Student Responsibilities, Policies, and Procedures: New Student Dress Code/Uniform Policy
- Pg. 49, Health Information Technology Degree, Curriculum changes
- Pg. 52, Nursing Degree, updated Student Learning Objectives; Tuition and Fees; Conditional Requirements; and Curriculum; added new Curriculum for Conditional Admission (effective Winter 2019 Qtr)
- Pg. 59, Radiologic Technology Degree, updated Curriculum
- Pg. 67, Coding Specialist, minor update to Curriculum
- Pg. 70, Dental Assisting, minor update to update Curriculum
- Pg. 73, Medical Assisting, updated Curriculum; added Suggested Quarterly Schedule
- Pg. 74, updates to Course Descriptions

This catalog is applicable for one academic year beginning September 17, 2018. It contains Northwestern College regulations and information about the programs and courses offered. This is neither a contract, nor an offer of a contract. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this catalog may change without notice. Not all courses are offered each quarter and/or academic year. Faculty assignments may change. Courses and/or programs of study may be added and/or discontinued. Courses in all programs of study may be offered in both classroom and online formats. Northwestern College reserves the right, at its sole discretion, to waive any documentation normally required for admission. It also reserves the right to admit or deny a student admission whenever it believes there is sufficient evidence for that decision. For the most up-to-date version of this catalog, please visit our website at www.nc.edu.

MESSAGE FROM THE PRESIDENT
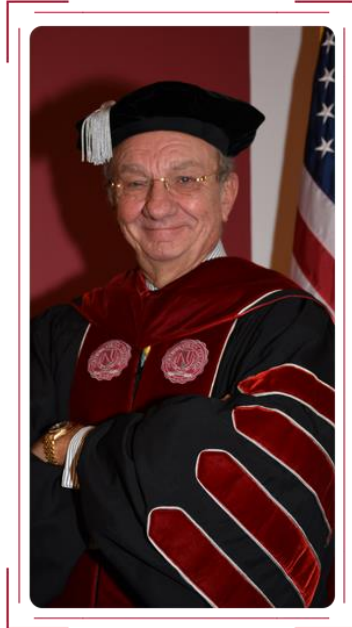
On behalf of the Board of Directors, faculty, staff, and administration of Northwestern College, I would like to extend a warm welcome.

By choosing Northwestern College (NC) to further your education and training, you have entrusted our staff of professionals to advance your knowledge and skill levels in order to be successful in today's competitive job market. Northwestern College has some of the most innovative and visionary instructors you will find anywhere.

As you will see during your time with us, Northwestern College is excited about being a partner in your success, and will give you the foundation to grow.

The faculty and staff at Northwestern College are committed to providing an excellent learning environment supported by outstanding student service and satisfaction. Most NC instructors bring years of experience in industry to the classroom and lab, and services like academic advising, free tutoring, financial aid, financial planning, counseling, and lifetime employment assistance help ensure student success. NC offers free tutoring for most subjects and offers scholarships to students.

We have an array of programs from which to choose and a quality group of advisors and instructors who are dedicated to helping you achieve your academic goals. Class sizes, averaging 12 students per faculty member, offer a level of personalized instruction which cannot be found at larger institutions.

It's not all work at Northwestern College either. NC has extracurricular clubs and organizations intended to complement and enhance classroom experiences and provide students with opportunities for personal growth.

If you are looking for a college that offers classroom and online instruction, financial assistance, academic advising, free tutoring, personal counseling, and lifetime employment assistance, look no further. Northwestern College has what you are looking for.

Come join us and become part of our story!

Lawrence Schumacher

Lawrence W. Schumacher
President, Northwestern College

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    Due from Faculty .... Oct 29 (by 12pm)

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FALL QUARTER 2019

September 2019

Labor Day - College Closed.................................. Sept 2
New Student Orientation (Bridgeview)............. Sept 12
New Faculty Workshop .... Sept 13
Fall Quarter Classes Begin .... Sept 16
Late Registration....................................... Sept 16 - 21

October 2019

Club/Spirit Wear Days .... Oct 2 and 3
Student Event .... Oct 9 or 10
Columbus Day – No Classes .... Oct 14
College Training – All Employees .... Oct 14
Board of Directors Meeting .... Oct 28
Mid Quarter Week....................................... Oct 20 - 26
Mid Quarter Grades
    Due from Faculty .... Oct 28 (by 12pm)

November 2019

Veterans Day - No Classes .... Nov 11
Club/Spirit Wear Days .... Nov 12 and 13
Last Day for "W" (Withdrawal) grade .... Nov 24

Thanksgiving – College Closed .... Nov 28 - 29
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December 2019

Final Examinations .... Dec 4 - 7
Nursing Pinning .... Dec 7
Final Grades Due from Faculty .... Dec 9 (by 12pm)
College Closed .... Dec 24-25, 31

THE COLLEGE

ABOUT NORTHWESTERN COLLEGE

Statement on Equal Educational Opportunity

Northwestern College is committed to an educational and working environment that provides equal opportunity to all members of the College community. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

What NC Offers: A Focused Education

Northwestern College serves more than 600 students in the greater Chicago area with degree programs that can be completed online and on campus located in Bridgeview. Northwestern College (NC) provides career-focused education in the fields of business, allied health, and nursing.

What NC Stands For

NC's Vision
Empowering Students for Success

NC's Mission
Northwestern College, an institution of higher education, encourages, prepares, and empowers its diverse student body to pursue their career and educational goals. Our distinctive programs, combined with our commitment, integrity, and student-centered learning community, provide employers with well-prepared graduates.

NC's Values
LEARNING: Northwestern College is a professional educational community focused and committed to learning for its students, faculty, and staff.
- Striving to create an atmosphere which fosters the acquisition of knowledge
- Encouraging lifelong learning for all members of the College community

PEOPLE: Northwestern College respects the rights and dignity of all people by providing an environment that promotes a sense of accomplishment and self-esteem.
- Hiring, training, and retaining the highest quality people based on an equal opportunity to succeed and produce
- Providing an environment that promotes a sense of accomplishment and self esteem
- Enabling everyone to realize his or her potential by offering opportunities for growth and personal challenges

- Recognizing, rewarding, and compensating people to encourage and reinforce sustained effort and outstanding performance

INTEGRITY: We practice honest, fair, and ethical behavior.
- Acting with openness, mutual trust, and respect in our dealings with each other, our constituencies, and with the community at large
- Obeying the law
- Consistently embracing our values

TECHNOLOGY: We believe that technology is pivotal to the future success of all of the College's stakeholders.
- Creating, acquiring, and developing new technology
- Aggressively applying the most effective technology
- Helping our students, faculty, and staff apply new technologies

STUDENT AND EMPLOYER SATISFACTION: We are committed to the needs of students and employers.
- Focusing on student and employer needs
- Providing quality education, resources, and services
- Recognizing and exploring the interests and motivations of employers and our students

PROGRESS: We challenge ourselves to continually improve.
- Assessing the effectiveness of organizational processes, practices, and policies
- Increasing the efficiency and cost-effectiveness of our operations
- Enhancing the understanding of our direction and performance
- Ensuring a challenging and stimulating workplace where teamwork, participation, innovation, and open communication flourish
- Researching and developing new programs

NC's Institutional Focus
- Northwestern College is committed to guiding innovation, nurturing a student-centered environment, upholding academic excellence, and supporting student services.
- Northwestern College is committed to a comprehensive assessment of institutional effectiveness, student learning, and graduate success.
- Northwestern College is committed to cultivating and fostering a learning community that is

socially, ethically, and environmentally responsible.

- Northwestern College is committed to responsible growth while sustaining a financially secure institution.

Who NC Is: Our History and Our Future

Northwestern Business College (NBC), Chicago's oldest career college, was founded in 1902 by J.F. Fish. While many career colleges are run by large corporations, Northwestern College remains today as it was when it opened in 1902, a family-owned and operated educational institution. Fish had the foresight back then to recognize that businesses would need competent, well-trained workers. With this vision, the College opened its doors at 1747 N. Robey Street (later Damen Avenue) offering programs in accounting and stenography that were designed to equip students with skills that would be marketable in the business world.

By 1918, the College had outgrown its space and relocated to the Logan Square area of Chicago. Although Fish sold the College in 1930, his vision has stood the test of time and lives on in the College's Mission to "encourage, prepare, and empower our diverse student body to pursue their career and educational goals."

> *"Business has changed greatly during the last few years, and schools that keep pace with it must of necessity be aggressive, forward-looking, and always alert to the matter of keeping their courses in harmony with business requirements and of offering to their students thoroughly scientific and, at the same time, practical instruction."*
>
> *J.F. Fish, circa 1925*

In the mid-1930s, the College was sold again, this time to Myrtle M. Voss. During her ownership, one of the students, Violet Schumacher, so impressed Voss that she hired her as a receptionist before she had completed her studies. Violet Schumacher rapidly advanced from that position to admissions representative to director of admissions to registrar and, finally, to director of the College.

In 1958, Violet Schumacher and her husband Edward Schumacher purchased Northwestern Business College from Voss. The slow, yet steady, growth of the College continued under Schumacher's guidance. She believed that career education should not only equip students with skills necessary to succeed in the workplace, but should also provide them with skills necessary to become productive members of society. Schumacher was committed to giving students individual attention and maintaining small class sizes, beliefs that continue to be embraced by the College today. Schumacher also established a policy of free lifetime career assistance that remains in place today.

In the 1970s, Northwestern Business College significantly increased its enrollment. Continued growth led to the College's relocation in Chicago. During this period, Violet Schumacher's daughter and son came to work for the College; Nancy Schumacher Kucienski managed the academic areas while Lawrence W. Schumacher took on responsibilities in the administrative, financial, and recruitment areas.

In 1977, Lawrence Schumacher and Nancy Schumacher Kucienski formed Lancelot, Incorporated and purchased Northwestern Business College from their mother. Lawrence became President of the College and spearheaded expansion of NBC's programs beyond business, focusing on fields that offered significant employment opportunities such as travel and tourism, computer programming, and word processing. The College continued to grow and land was purchased on the Northwest side of Chicago; construction of a new campus began in 1983. The following year, NBC moved to the new, larger facility, and added programs in medical assisting and hospitality management.

In 1987, the College added a second campus, leasing space in Palos Hills, IL, a southwest suburb of Chicago. Because that campus grew quickly, in 1990 a new facility was constructed in nearby Hickory Hills. The College's growth continued; and, in 2001, a third campus was opened, a rented space in Naperville in the western suburbs. Needing to accommodate growth yet again, in 2001, NBC's southwest campus moved to its current location, a completely remodeled 88,000 square foot facility in Bridgeview.

The 1990s were marked by a series of exciting new developments, including new programs, certification of many of its existing programs by programmatic accreditors, and achieving accreditation from The Higher Learning Commission of the North Central Association of Colleges and Schools.

In 2002, the College celebrated its 100th anniversary and was honored by the Chicago Historical Society for over 100 years of longstanding contributions to the City of Chicago. The awards continued and NBC was awarded the 2003 Illinois Family Business of the Year – Community Service Award, and in 2004 was First Runner Up for the Mass Mutual National Family Business of the Year Award.

President Lawrence Schumacher assumed sole ownership of NBC in 2007 and the College continued to grow. In order to more accurately reflect its students and

Mission Statement, as well as the fact that it offered programs beyond just business, in 2008, the College changed its name from Northwestern Business College to Northwestern College. That same year the Higher Learning Commission extended Northwestern College's accreditation to include distance delivery of three degree programs, followed by approval to offer an AAS degree program in Radiologic Technology in 2009. Once an AAS degree in Nursing was approved, in 2010 the Violet L. Schumacher School of Nursing was opened.

Northwestern College continues to focus on the future, planning for growth and new achievements while continuing to embrace the values it has held from its inception: providing student-centered education, maintaining small class sizes, and providing employers with well-prepared graduates.

Where NC Is Located

Bridgeview: The Bridgeview campus at 7725 S. Harlem Avenue, located near the intersection of Harlem Avenue and 79th Street, serves the southwest suburbs as well as those residing in the communities surrounding Midway Airport. It is easily accessible by car or PACE public transportation system.

Online: Four career programs: business administration, coding specialist, health information technology, and health information management can be completed entirely online.

Accreditations and Approvals

- Northwestern College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.
- The Northwestern College Bridgeview Campus Health Information Technology Associate in Applied Science Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601, (312) 233-1100.
- The Radiologic Technology Associate in Applied Science Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300, mail@jrcert.org and www.jrcert.org.
- The Business Administration and Executive Accounting Associate in Applied Science Degree programs are accredited by the

Accreditation Council for Business Schools and Programs, 11520 West 119th Street. Overland Park, Kansas 66213, (913) 339-9356, www.acbsp.org.
- The Associate in Applied Science Degree in Nursing is approved by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Illinois State Board of Nursing.
- Northwestern College is approved by the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377, Phone: (217) 782-2551, Fax: (217) 782-8548. http://www.ibhe.org/. Complaints can be filed at http://complaints.ibhe.org/.
- Northwestern College is approved for veterans training under the G.I. Bill for Veterans Educational Assistance.

ABOUT NC'S CAREER-FOCUSED EDUCATION

Undergraduate Degrees and Certificates

NC has three academic departments, which offer the following degrees and certificates:

Business and Career Education

AAS Degree
Business Administration

BS Degree
Business Administration

School of Health Sciences

AAS Degrees	Certificates
Health Information Technology	Coding Specialist
Radiologic Technology	Dental Assisting
	Medical Assisting

BS Degree	
Health Information Management	

Violet L. Schumacher School of Nursing

AAS Degree
Nursing

Our General Education curriculum: provides a foundation for students in their degree programs.

Program Mission Statements

General Education

The mission of the General Education area is to support the students in expanding their knowledge and skills to become well-rounded employees. The specific general education requirements may be found in the Academics section of this catalog.

Business and Career Education

The mission of Northwestern College's Business and Career Education is to provide students with a quality education that enhances their knowledge of the business industry by offering innovative programs inclusive of theoretical frameworks and real-world learning experiences. Business students will engage in business, technical, and career education:

- Grounded in a foundation that strengthens critical thinking skills
- Developed in scholarly understanding of diverse communication processes, and apply these skills to current needs in the industry
- Prepared for career and lifelong learning

Vision: To cultivate a community built upon respect, professionalism, integrity, and active engagement that satisfies personal and professional growth of a student while contributing as a local, national, and global citizen.

School of Health Sciences

Coding Specialist: The Coding Specialist (CSP) program seeks to educate entry-level health information professionals by incorporating competencies as identified by the American Health Information Management Association (AHIMA). The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIT faculty members. Upon graduation, students will be qualified to sit for the Certified Coding Specialist – Physician-based (CCS-P) examination and meet requirements for employment in the field.

Health Information Technology: The Health Information Technology (HIT) program seeks to educate entry-level health information technicians by incorporating competencies as identified by the American Health Information Management Association (AHIMA). The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIT faculty members.

Health Information Management: The HIM program educates students to competently manage patient health information and information systems. Graduates will possess comprehensive knowledge of medical, legal, and ethical standards related to healthcare delivery. The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIM faculty members.

Medical Assisting: The Medical Assisting program at Northwestern College promotes high standards in the medical assistant profession by providing quality, student-centered education that serves the needs of a diverse population in an ever-changing healthcare environment. We prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Radiologic Technology: The Radiologic Technology program is committed to excellence in radiologic technology education and its administration. Consistent with the mission of Northwestern College to "provide employers with well-prepared graduates," the purpose of the program is to graduate competent and caring entry-level radiographers to meet the healthcare needs of our community.

Violet L. Schumacher School of Nursing

The Northwestern College Violet L. Schumacher School of Nursing strives to prepare a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and seeks to produce skilled professionals and lifelong learners.

BOARD OF DIRECTORS

Northwestern College is an Illinois corporation. The board members are individuals with professional business and educational backgrounds. The members of Northwestern College's Board of Directors are:

Lawrence Schumacher .... President
Gail Schumacher .... Vice President and Secretary
Magda Bennecke .... Member
Karen Hartmann .... Member
Marlene McManus .... Member
John E. Petrik .... Member

ADMISSIONS

ADMISSIONS REQUIREMENTS

Northwestern College seeks students who have the desire for practical career preparation and the ability to achieve academic success. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, sexual orientation, and veteran status.

General Guidelines

To be admitted to Northwestern College, a prospective student must:

1. Be a graduate from a high school recognized by the state in which the diploma was issued or hold a GED (General Educational Development) equivalency diploma. Home-schooling documents will be reviewed under standards set by the state in which the education occurred.
2. Have an ACT (American College Test) score of at least 15 or an SAT (Scholastic Aptitude Test) score of at least 810 on the test version with a total score of 1600 or at least 1070 on the test version with 2400 points. In lieu of ACT or SAT scores, the internal diagnostic assessment may be used for admission.

All prospective students, who are not pursuing a Nursing Degree, may be required to take an internal diagnostic assessment unless they have one of the following:

- Successfully completed 12 college credit hours
- ACT score of 20 or higher
- SAT composite score of 1020 or higher on the test version with total score of 1600
- SAT composite score of 1390 or higher on SAT test version with a total score of 2400
- An associate's degree or higher

Specific programs may have additional admissions requirements. See details in the Degree Programs section of this catalog.

Northwestern College does not make admissions decisions solely on the basis of objective criteria. Subjective criteria, including applicants' on-campus interviews, personal statements/essays, life experience, work experience, personal character, overall suitability for our programs, and likelihood of success, are all considered.

Policy on Enrollment of Students with Criminal History

Northwestern College is dedicated to enrolling students who will benefit from the education provided and can find employment in their chosen field. Our experience is that individuals with a felony conviction may find exceptional difficulty finding employment, depending on the program and the nature of the conviction. Students who have convictions outside of traffic violations may not qualify for registration, licensure or other professional credentialing. Accordingly, the College reserves the right to decline admission, at its sole discretion, to individuals with a felony conviction.

Transfer Students

Transfer applicants from other colleges should contact their former school(s) requesting that official transcripts be sent to:

Office of the Registrar
Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455

Northwestern College will typically accept transfer credits for courses that were completed in the last 10 years, comparable to NC courses, fulfill graduation requirements, and in which a grade of C or higher has been earned. Some programs have additional requirements. Refer to the Degree Programs section for details.

International Students

Northwestern College welcomes applications from international students. International students residing outside the United States should apply at least 120 days before the quarter in which they would like to start to allow ample time to complete the student visa process. Those transferring from a U.S. school should apply at least 60 days before the intended start date. International students should request an I-20 application form from the Admissions Department. This form should be submitted to his/her Admissions Advisor with the following materials:

1. A completed application for admissions with a nonrefundable $100 processing fee.
2. Official English-translated and evaluated transcripts for all university-level credit. This evaluation must be performed by a member of the National Association of Credential Evaluation Services (NACES). For approved evaluation agencies, please contact the International Student Advisor at the Bridgeview campus.

3. Official English-translated and evaluated transcripts for secondary schools. This evaluation must be performed by a member of NACES.
4. Official Test of English as a Foreign Language (TOEFL) scores of at least 500 on the paper-based exam, 173 on the computer-based exam or 79 on the internet-based exam. The College will accept scores for up to two years from the testing date.

International students may use the placement examination administered on campus in lieu of the TOEFL exam. Applicants who are applying for an F-1 student visa must be in valid immigration status and submit evidence of financial support. This documentation must show that the student has necessary funds to cover the expenses for tuition, books, supplies, and any required fees for the entirety of the program.

Once enrolled and registered, international students are expected to meet the same course requirements and academic standards established for domestic students. They must be enrolled in a minimum of 12 credit hours each quarter.

Students with Special Needs

Northwestern College does not discriminate against students with disabilities. All students who meet the admissions requirements of the College and its programs are eligible to attend NC. Each student is encouraged to act as his/her own advocate by taking responsibility for securing pre-admissions services and accommodations. A prospective student with a documented disability who needs an accommodation to in order to complete the placement and/or qualifying admissions exams should speak to his/her Admissions Advisor. The admissions staff can provide information about how to receive appropriate accommodations through the Office of Student Affairs.

At-Large Students

A student who enrolls in classes either part-time or full-time but does not intend to be a candidate for a degree at NC may take classes as either a regular or a special at-large student. Both categories of at-large students who enroll for more than four credit hours are required to take the placement examination. At-large students must meet all course prerequisites. They are subject to all the rules and regulations of the College and are not eligible for any federal, state, or campus-based financial assistance.

Regular At-Large Students. Regular at-large students may earn up to 24 credit hours before they are required to declare a major. They must meet all admissions requirements, including submission of high school transcripts.

Special At-Large Students. Current high school students or students 25 years of age or older who are not seeking a degree may be admitted to the College as special at-large students without presenting high school or college transcripts. Students in this category may take a maximum of 10 credit hours. Students who wish to continue their studies beyond 10 credit hours must meet all admissions requirements, including submission of high school transcripts.

ADMISSIONS PROCEDURES

Applications are available from the Northwestern College website at www.nc.edu or by visiting:

Northwestern College
7725 S. Harlem Ave.
Bridgeview, IL 60455
(708) 237-5000

Following are the steps for applying to the College:

1. All prospective students are required to attend a career information session with a NC Admissions Coordinator.
2. Complete an admissions application for your program of choice (A $25 application fee will be added to the prospective student's first quarter tuition when he/she gains entrance to the college and attends classes the first quarter).
3. Complete the FAFSA at www.fafsa.gov and meet with a NC Financial Aid Representative.
4. Submit proof of graduation from state-recognized high school/GED certificate, enrollment paperwork and completed/signed Enrollment Agreement. Official proof of graduation must be received by the end of a student's first quarter in order to attend/register for future terms.
5. Contact all educational institutes to arrange for official, signed copies of your transcripts to be sent to:

   Office of the Registrar
   Northwestern College
   7725 S. Harlem Ave.
   Bridgeview, IL 60455

6. Take and pass the College's entrance/placement examination administered on campus, unless student has earned an associate's degree or higher.

ADMISSIONS

ADMISSIONS DECISION

The College notifies students of their admissions status once all required documents have been received and reviewed.

FINANCIAL INFORMATION

TUITION AND FEES

Enrollment Fee

An enrollment fee of $25 is a one-time fee applied to all students accepted to the College during their first quarter.

Tuition

Tuition is charged per quarter credit hour. Please refer to the Programs Section of this catalog for tuition rates.

Science Lab Fee

The following courses have a $150 fee in addition to tuition charges: SCIE.111, SCIE.121, and SCIE.131.

Quarterly Fees

Media Resource Fee...$65

Other Fees

The following fees are assessed when applicable:

Diploma Replacement Fee.......................................$35
Graduation Fee $100
ID Replacement Fee $10
Independent Study Fee .... $50/credit hour
Collection Placement Fee..$15
Returned Check Fee $25
Transcripts $5

Tuition for Audited Classes

The current rate of tuition is charged for classes which are audited. Financial aid does not cover audited classes.

Credit by Examination (CBE) Fee

Students who elect to take a CBE are charged 25 percent of the class tuition for the test. Payment must be made in full before scheduling the test. If the CBE is failed or not taken within 30 days of payment, the College will retain 25 percent of the fee as an administrative charge and will credit the balance to the student's account.

Disclaimer

Tuition rates and fees are subject to change at any time without notice.

STUDENT FINANCE OFFICE

The Student Finance Office staff is available to meet with students to calculate tuition, discuss payment options, and answer questions regarding tuition, fees, loan balances, and refunds. Hours are posted at each campus.

Payment of Tuition and Fees

All charges are due before the end of week one of the quarter or satisfactory payment plan arrangements made with Student Financial Services. In order to help students meet their financial obligations, the College offers installment payment plan options for students who have a balance exceeding $500. All payments established per the payment plan is due on either the 1st or the 15th of every month, depending on when the institutional loan was approved and signed. A 5-day grace period is allowed before a hold is placed on a delinquent account.

Methods of Payment

Students may pay their tuition and fees with cash, checks, credit cards (Visa, MasterCard, or Discover), money orders, or cashier's checks. Payments can also be made online through WebAdvisor.

Financial Responsibility

Students are responsible for the payment of their tuition and fees. Registration and enrollment constitute the student's acceptance of all conditions, rules, and regulations of the College. The College reserves the right to:

- Deny registration to any student with an outstanding balance from a previous quarter
- Withhold any student's academic transcript and/or quarterly grades until all monies owed to the College are paid and student loans are in current status

REFUNDS

Tuition Refund

The tuition refund will be calculated according to the student's withdrawal date and the tuition refund schedule. It is the student's responsibility to drop a course by published deadlines.

Courses of 10-12 Weeks

- 100% refund for withdrawal days 1–7 of the quarter
- 50% refund for withdrawal days 8–14 of the quarter
- 0% refund for withdrawal after day 14 of the quarter

Title IV Excess Funds

Northwestern College will retain any excess funds from federal financial aid awards for each loan period through the means of the Authorization to Retain Funds documents. Northwestern College will use the excess

State funds to reduce any outstanding balances incurred in any prior or future term or reducing outstanding Institutional Loan amounts.

Student Withdrawal

There are a number of considerations that a student should make before withdrawing from either a course or the College, for such action can impact his/her academic status and financial aid eligibility.

General Information

Students must discuss withdrawing from a course or courses with their Student Advisor and their Financial Aid Advisor.

Students intending to drop all of their courses in a quarter refer to Withdraw from the College Policy.

When a student withdraws or discontinues academic participation during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. The return of Title IV funds is based on the date of determination. See below for specific information on how the date is determined.

All Title IV refunds are calculated based on the student's last day of academic participation. Any unearned Title IV funds will be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period or period of enrollment as of the date of determination and returns the unearned portion to the appropriate lender or provider.

There can be other consequences if a student is receiving federal financial aid and chooses to withdraw:

Withdrawal can affect financial aid eligibility for the term. As noted above, students considering withdrawal should be aware that returns of Title IV financial aid funds are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed at the time of withdrawal, the unearned funds must be returned. The return of financial aid funds may result in a balance on a student's account, with the balance being the student's responsibility.

Withdrawal can affect overall financial aid eligibility and academic success. Repeated withdrawals could compromise not only a student's future eligibility for financial aid but also jeopardize his/her academic success. All students must maintain satisfactory progress toward completion of their academic program. Students

who fail to meet the academic progress standards are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

Withdrawal will affect loan deferments. Once a student drops below half time or withdraws from an academic program, his/her six-month grace period will begin. At the conclusion of the grace period, students will be required to begin repayment of their federal loans. Students should check with the Student Finance Office at their home campus for more information or contact any outside lender they may have utilized.

Further, students that have borrowed via Federal Direct Stafford Loans and are graduating or leaving the College are required by law to complete the Federal Direct Loan Exit Counseling Session with the Student Finance Office. During the exit counseling session, students will be advised of the next steps regarding their student loans.

Withdrawal can affect other government benefits. Students receiving other state or federal benefits contingent on college participation may find those benefits diminished or terminated upon withdrawal from a course or the College. Students may also be required to report these changes or be subject to repayment if it is determined that the withdrawal resulted in ineligibility to receive these benefits any longer.

Withdrawal can result in additional costs. Upon withdrawal, the cost of attendance for an educational program will escalate as a result of lost time, unearned coursework, delayed graduation, and increased educational debt if a student is borrowing funds to attend school. The College recommends that students who need to withdraw work with their Student Advisor and a Financial Aid Advisor to determine strategies to minimize this cost.

Policy

A. Withdrawal from a Course or Courses

A student who intends to withdraw from an individual course or courses from his/her program is expected to notify his/her Student Advisor of his/her intent to withdraw. The date the notification is received by the Student Advisor shall be the official date of withdrawal.

Simply ceasing to be present and/or participate, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from a course or courses and may result in earning a failing grade and being financially responsible for the costs incurred.

Students who withdraw prior to the 10th week of class will receive a "W" grade. Students who have participated in

class past the 10th week will not be withdrawn and will receive the grade earned in the class.

B. Withdrawal from the College

Official Withdrawal. Students who wish to withdraw officially from the College should first contact their Student Advisor. To request to withdraw, students can submit a request in writing or communicate in person to their Student Advisor. In rare cases, the College may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the College. All withdrawal notifications may be subject to verification.

For a student who is dismissed or withdrawn during an academic term, both the official date of withdrawal and the official date of determination shall be the date the student began the official withdrawal process by notifying the College, the date the College became aware of the student's intent to withdraw through written communication, or the date the student was dismissed/administratively withdrawn for any reason, whichever is earliest.

Students are expected to forfeit their College ID card at the time of withdrawal.

After submitting a request to withdraw to a Student Advisor, a confirmation of withdrawal will be emailed to the student, indicating any additional steps they may need to take in order to complete withdrawal from the College. If a student does not receive an email confirmation, they should contact his/her Student Advisor to both confirm withdrawal and obtain written confirmation.

Unofficial Withdrawal. If a student ceases participating without providing official notification to the College, the date of determination will be the date the College became aware of the student's intent to withdraw through the Student Advisor or the last day that the student completed a qualifying academic activity.

Students who withdraw from the College or who are unofficially withdrawn prior to the 10th week of class will receive a "W" grade in their course(s). Students who have participated in class past the 10th week and who are officially or unofficially withdrawn will receive the grade or grades they have earned in the class(es).

C. Reentering After Official or Unofficial Withdrawal from the College

Students who are reentering the College after a leave of one or more quarters may seek assistance from a Student Advisor in the College's Advising Department.

Reentering students, who have not attended for two or more consecutive quarters, are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment will be readmitted without special procedure. Students who left the College in Academic Warning will be readmitted in Academic Warning status and subject to all of the requirements of that status. Students who were suspended for academic deficiencies will be required to appeal their suspension through the Academic Standards Committee who will render a decision. For more information, refer to the Satisfactory Progress Policy in the Academics section of this catalog.

Fees

Fees are not refundable except as noted above.

Books and Supplies

All book sales are final as we do not provide cash refunds. The Bookstore will offer an in-store credit and exchanges only. Credit will be applied to your NC student account. Receipts must accompany all returns. Not all items are eligible for returns or credits. See the Bookstore for details.

Student Loan In-School Deferments

The U.S. Department of Education requires all students who have obtained student loans to submit an In-School Deferment Request form at the start of each term that they are registered at least half-time status. Copies of the In-School Deferment Request Form can be obtained in the Records and Student Finance Offices at all campuses and the office of the Default Prevention Specialist.

RETURN OF TITLE IV FUNDS

When a student withdraws or ceases participating during a payment period or period of enrollment, federal law mandates specific procedures for the calculation of Title IV funds. Title IV fund return calculations are based on the date the student withdrew or ceased attending. Any unearned Title IV funds must be returned to the appropriate lender (or provider). When a student withdraws, the College calculates how much of the Title IV grants and loans the student has earned for the payment period or period of enrollment as of the date of withdrawal.

Calculation Information

A pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment

period or period of enrollment, a student will have earned 100 percent of the Title IV funds he/she were eligible to receive.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the date of withdrawal.

Returns are calculated according to applicable federal laws. If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The College must return the lesser of:

- the amount of Title IV funds that the student has not earned, or
- the amount of institutional charges that the student incurred for the payment period or the period of enrollment multiplied by the percentage of Title IV funds that was not earned

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any Title IV loan funds in accordance with the terms of the loan
- the remaining unearned Title IV grant funds (not to exceed 50 percent of the grant owed) as an overpayment of the grant

Financial Aid Programs Refund Sequence

Unearned funds returned by the College or the student must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which the return of funds is required in the following order:

1. Direct Stafford Unsubsidized Loans
2. Direct Stafford Subsidized Loans
3. FFEL/Direct PLUS loans received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Federal Pell grants
2. Federal SEOG program aid
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

Refund Disbursement

Refunds are calculated from the official date of withdrawal from the College (refer to previous section on Official Date of Withdrawal and Official Date of Determination). All refunds will be issued within 30 days after the College has determined that the student has withdrawn.

FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

The College's Student Finance Office also provides information to students and families who require financial assistance in addition to their own contributions to cover the cost of their Northwestern College education.

Most financial assistance programs are based on demonstrated need — the difference between the cost of education and the resources of the student (or family). Students may apply for financial assistance and admission to the College at the same time. Please contact the Student Finance Office for minimum credit hour requirements to apply for all financial aid resources listed below. Financial assistance is not available to at-large students.

All federal financial assistance programs are subject to government review and control and are subject to change. Students seeking financial assistance through any of the programs described herein can obtain financial aid application forms from the Student Finance Office, the Admissions Department, or online.

Procedure

1. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Use your Federal Student Aid (FSA) ID number to submit the application. Be sure to add the Northwestern College school code to your FAFSA application (012362).
2. Complete all required verification procedures by the specified deadline. If applying for a loan, students must also complete a student loan counseling and a master promissory note at www.studentloans.gov.

Grants (No repayment required)

Federal Pell Grant

A federal Pell grant is awarded based on financial need and does not have to be repaid. Pell grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree and have not exceeded the lifetime limit.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is for eligible undergraduate students with exceptional financial need. Consideration for an FSEOG will be given first to students with exceptional need and second to students who receive Pell grants and meet certain eligibility requirements for financial assistance.

Illinois Monetary Award Program (MAP) Grant

Recipients of a MAP grant must be Illinois residents. The MAP grant is awarded based on the Illinois Student Assistance Commission's comprehensive review of the family's financial situation and cost of attending the College.

Employment (No repayment required)

Federal Work Study

The Federal Work Study program provides a limited number of jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the course of study. Students who qualify for the program work in various areas of the College as long as funds are available. See the Financial Assistance Office for more details.

Loans (Repayment required)

Direct Loans

All Direct loans are either subsidized (the government pays the interest while in school) or unsubsidized (students pay all the interest, although they may have the payments deferred until after graduation). To receive a subsidized Direct loan, students must be able to demonstrate financial need. With the unsubsidized Direct loan, students can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of financial need, are eligible for the unsubsidized Direct loan.

Direct PLUS Loan

This program allows the parents of dependent undergraduate students to borrow up to the total cost of education minus any financial aid received per academic year.

Tuition Flex Program

This loan may be used to cover the gap between financial aid and tuition cost once all available financial resources have been exhausted. Students may have more than one loan but cannot go above the outstanding loan maximum. Students are eligible to borrow up to $10,000 lifetime loan total. The Bachelor's, Nursing and Radiography program students are eligible to borrow an additional $5,000, with no more than $15,000 lifetime loan total. Repayment options and interest rates vary based on specific loan amounts. Payments begin immediately and are required monthly regardless of enrollment status as long as balance is due. Payment amounts and interest

rates may not be altered after a loan is signed. Students will be subject to holds when past due. Additional requirements/restrictions apply; late and other fees may apply; see the Student Finance Office for details.

Scholarships

Northwestern College offers a scholarship for current year high school graduates. The following scholarship can add considerably to a student's financial aid award.

Early Acceptance Award

Value: $1,000-$6,000
This award is only available in the Summer or Fall quarters to current year high school graduates who are admitted to Northwestern College as entering freshmen and take the maximum credits allowed according to the admission requirements. Award amounts vary by deadline dates.

Veterans Benefits

Special governmental tuition assistance programs are available to veterans. Applicants must complete appropriate VA forms. Contact the Student Finance Office for more detailed information.

STUDENT AFFAIRS

ACTIVITIES/ORGANIZATIONS

There are several student organizations at NC which complement and enhance classroom experiences and provide opportunities for personal growth and community service. Students are encouraged to join a club or honors organization; new members are always welcome. Please contact Student Services for more information.

Student Interest Organizations

BuildingBosses.org. This organization promotes civic, personal, and professional development in the interdisciplinary field of business. Students who are planning a career in Business Administration will be exposed to the Real Estate Market, Non-Profit Organizations (501c3), Small Business Ownership, Entrepreneurial Ventures, Financial Investments, Trading Stocks, Graphic Design and the multiple arenas of Business. This opportunity will increase knowledge, develop networks with professionals, while making contributions to the evolving world of business. Students will gain valuable experience, develop professional connections, and expand on education received. Students will also be introduced to a number of excellent national organizations with broad and narrow focuses in business. Membership in this organization can help a student during college with opportunities for internships, as well as assist students after college when seeking out employment.

Tooth Be Told. In this organization, dental assisting students network with other students and professionals in dentistry to explore real life topics in the dental industry.

Student Nurse Association. An organization that is dedicated to fostering the professional development of future registered nurses by provided peer and faculty support, leadership development opportunities and community service options.

Student Ambassador Program

Northwestern College's Student Ambassador Program enables current students to enhance and utilize their leadership skills to incoming and peer students. Student Ambassadors will act as first contact to visitors and provide campus tours. Student Ambassadors will serve as an NC representative for on campus and community events.

What does a Student Ambassador do?
- Welcome and greet guests
- Conduct campus tours
- Represent Northwestern College during college and community events
- Provide tips on being a successful student
- Attend weekly meetings and trainings
- Provide various services and referrals to the campus
- All other duties assigned

As a Student Ambassador, students will develop transferrable skills that will benefit their career path. Employers are looking for more than academic excellence; they want community involvement and service. Student Ambassadors will gain leadership skills that will help enhance and build an outstanding resume. Student Ambassadors will earn letters of recommendation. They will connect with nearby communities and educate them about Northwestern College.

Honors Organizations

Alpha Beta Gamma. Alpha Beta Gamma is the international honor society for students majoring in business and business-related areas who are enrolled in a certificate or associate degree program at two-year colleges. The Gamma Kappa (Bridgeview) and Eta Zeta (Chicago) chapters have been established to recognize academic achievement. Students who have completed 15 credit hours (12 hours must be in their major program) with a cumulative grade point average of 3.0 or higher are eligible to join.

Advising Services

The Advising center at Northwestern College is committed to providing advising services to all students. An academic advisor is assigned to each student and serves as a mentor and career counselor. Advisors review students' educational plans so they can successfully meet their targeted graduation date. Advisors are available to meet with students any time during posted hours.

Professional & Peer Tutoring

Tutoring is available at no charge through the Advising Center in a variety of subjects and courses. Students are welcome to seek tutoring on a walk-in basis; however, an appointment is recommended. For more details, visit the Advising Center on campus.

Career Assistance

The Office of Career Development and Alumni Relations is committed to supporting students and alumni in searching and acquiring employment in their field of

study. The office supports students, graduates, and alumni in developing job search skills and providing opportunities for them to meet with recruiting businesses that may help them attain their career goals.

Students are encouraged to participate in workshops and events offered by the career services staff. Students are given opportunities to interact with recruiting companies each quarter on and off campus. The more students interact with other professionals and participate in their professional communities, the more prepared students will be to gain employment. Services provided to students, graduates and alumni include:

- Personal career advising
- Resume evaluation
- Mock interview sessions
- Fall and Spring Career Fair and other career related events
- Job leads via email
- Resume distribution assistance
- On-campus recruitment sessions
- Career search tools and techniques
- Resume and interviewing workshops
- A career-related college web site providing valuable career development tools, websites, and other resources

Career Service Early in a Student's Academic Career

In their new student orientation, students are introduced to the services offered by the Office of Career Development and Alumni Relations. During their first quarter, students learn more about the College's career services resources in their College Success class. Students in the Professional Development class launch a career search by producing the required career documents and applying for positions electronically.

Students who would like to work while attending Northwestern College are encouraged to seek assistance from the career development office to learn about opportunities both on and off campus.

Students' Responsibilities

Students are ultimately responsible for their own job search and for securing career-related employment.

Those responsibilities include:

- Creating and executing a job search plan with the Office of Career Development and Alumni Relations

- Making and keeping appointments with career services staff
- Informing the office of any life changes including changes in career goals, employment status, mailing and email addresses, and phone numbers
- Completing and submitting job search materials to career services including the graduation petition, a finalized resume and reference sheet
- Actively searching for jobs, which includes attending networking and industry related events, calling potential employers, applying for jobs, and following up on those applications
- Dressing appropriately for all company visits including the interview and arriving to all scheduled meetings and interviews on time
- Calling to reschedule all appointments, both on and off campus, that students cannot attend

Alumni Relations

The services offered through the Office of Career Development and Alumni Relations continues after a student graduates from Northwestern College. Alumni are offered lifetime career assistance and may visit and use the resources of the office anytime during their career.

Services for Students with Special Needs

Northwestern College is committed to integrating students with disabilities as fully as possible into all aspects of college life. It is the College's goal to help ensure equal opportunity for self-identified students with documented disabilities. Each student is encouraged to act as his or her own advocate by taking responsibility for securing services and accommodations through the Office of Student Affairs. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 with its amendments prohibit discrimination against individuals with disabilities by mandating provision of reasonable accommodations to make programs and activities accessible to qualified individuals with disabilities.

Although the College is able to respond to most requests, there are natural and legal limitations to what services can be provided. It is the College's goal to assist students in developing their potential in light of what is feasible and reasonable under the law.

All or some of the following services may be available on an individual basis to on-site students depending on the specific documented disability. Some of these accommodations may not be available for students taking only online classes:

STUDENT AFFAIRS

- Academic accommodations
- Accessibility information
- Advocacy
- Audiobooks
- Classroom accommodations
- Note takers
- Referral services
- Scribes
- Sign language interpreters
- Test taking accommodations
- Tutors

The documentation requested by and submitted for review will provide the basis for granting the appropriate services/accommodations. Documented special needs may include:

- ADD/ADHD
- Alcohol and substance abuse recovery
- Emotional/psychological disabilities
- Hearing disabilities
- Learning disabilities
- Physical/mobility disabilities
- Specific chronic health conditions
- Visual disabilities

For further information regarding services for students with disabilities, please contact Student Services.

Student Services

The mission of Student Services Department is to ease the transition into college life while supporting the mission of academic departments. We uphold the integrity of the academic record in a professional and ethical manner. We assist students to achieve their academic goals through meaningful collaborative services and high quality programs that enhance the student experience.

The Student Services Department serves as a one-stop shop for student information and resources. Students are directed to this department to have questions answered and obtain student forms. Student Services provides training on WebAdvisor, the web interface on the NC Student Hub that allows students to check grades, access account information, make payments and view class schedules, calendars, and unofficial transcripts. A WebAdvisor Access Guide and video are available on the NC Student Hub.

Orientation for New Students

New student orientation takes place before classes begin each quarter; all new students are strongly encouraged to attend. Students learn essential information about the academic programs, the student organizations and activities, and the wide range of campus resources, both academic and non-academic, available to NC students. Orientation is intended to help new students connect with the campus community and to prepare for success. Please refer to the Academic Calendar for the dates of orientation.

Library/Resource Center

The Edward G. Schumacher Memorial Library offers a wide variety of resources for students, faculty, and staff. The library is a non-profit organization, supporting the College's programs through books, videos, periodicals, reference materials, and Internet resources. Enrolled students may borrow circulating books and videos from the library for a period of three weeks. The library's website, https://nc.edu/explore-nc/library/, is the gateway to a wide variety of library services and research resources and also provides access to the online catalog.

Many specialized research databases with information and references to journal, magazine and newspaper articles, are available. Services include reference assistance, bibliographic instruction for individuals and groups, and interlibrary loan using the Online Computer Library Center (OCLC). Students have access to over 8,000 volumes and 25 print periodical subscriptions. The library is a member of the RAILS (Reaching Across Illinois Library System), OCLC, Network of Illinois Learning Resources in Community Colleges (NILRC).

College Bookstore

eBooks and other digital learning resources have replaced traditional hard-copy books in most classes. Students purchase these materials through the College's eBook vendor. A limited number of courses still require hard-copy books and other materials that students may purchase through the College's bookstore.

All NC students are required to have a laptop or personal computer that meets NC's technical requirements and is suitable for use in their studies. The College has limited ability to provide technical support for students' laptops/personal computers.

School supplies, gift items, and Northwestern College spirit wear can be purchased from the College's bookstore. Please check for specific hours.

ACADEMICS

ACADEMIC COMMITMENT

Northwestern College's Responsibility

By accepting a student for admission, Northwestern College makes a commitment to provide resources that will aid each student in being successful.

Student Responsibility

Students who enroll are expected to make a commitment to their own success by agreeing to become familiar with and observe the policies, procedures, and regulations presented in this catalog, and all other authorized publications of the College. It is the student's responsibility to meet course prerequisites and graduation requirements. Curricula are described in this catalog and faculty advisors are available to assist students in planning their programs. However, it is the student alone who must assume responsibility for making his/her own decisions. Students also agree to comply with the directions of authorized College personnel.

Academic Year

NC's calendar includes four terms organized on the quarter system. The fall quarter begins in September followed by the winter quarter in January, the spring quarter in late March or early April, and the summer quarter in June. Each quarter is 11 weeks in length. An academic year is comprised of three sequential quarters and in most instances coincides with financial aid eligibility renewal.

Calendar

The College calendar may be found in this catalog or on the NC Website.

Student Classifications

Full-Time/Part-Time. Students who enroll for 12 or more credit hours per quarter are considered full-time. Students who enroll for fewer than 12 credit hours in a quarter are considered part-time.

Credit Hour Overload

Students wishing to carry more than 20 credit hours in any quarter must have a cumulative grade point average (CGPA) of at least 2.5 and obtain written approval from the Program Director or Dean.

Externships/Practicums/Clinicals

Many of NC's programs require, or provide the opportunity for students to complete an externship, a practicum, or clinical experiences. Students enrolled in these courses gain practical experience in their field prior to completing their program. Students are responsible for their own transportation, appropriate wardrobe, etc. and do not receive compensation. Students may be required to adjust their work or school schedule to accommodate the hours of the site.

Articulation Agreements

For students that have completed their associate degrees, the advising center and Office of Career Development and Alumni Relations have a list of colleges with which NC has articulation (transfer) agreements.

Transfer of Credits

To NC from U.S. Colleges. For students enrolling at Northwestern College, credit for courses or degrees completed at another institution is subject to approval by the Registrar. These courses or degrees must be similar in content and duration to those offered in the program for which an applicant has applied. The Registrar makes the final decision of accepted transfer credits from the received transcript. However, only courses listed on official transcripts receive permanent official transfer credit. To ensure that credit can be reviewed promptly, transcripts should be mailed directly to Northwestern College by the previous institution. All transfer credit must be posted no later than one quarter prior to graduation.

Students who do not attend NC for two or more quarters may, upon their return, forfeit previously earned transfer credits in the event there have been changes in their program's curricula or requirements. Therefore, Northwestern College is unable to promise of acceptance of credits from any other institution.

Transfer from Regionally Accredited Institutions.
Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale).

Transfer from Non-Regionally Accredited Institutions.
Credit for courses from non-regionally accredited institutions, which are substantially equivalent in content to Northwestern College courses and are applicable to an applicant's program of study, may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale).

To Other Colleges. NC's programs are career-oriented and most students seek employment after graduation.

ACADEMICS

Students who wish to continue their education should confer with the Office of Career Development and Alumni Relations and/or the advising center. Because each college determines which credits it will and will not accept, no guarantee of transfer of credit is made by Northwestern College.

To NC from Foreign Colleges. Students who earned college credit in a foreign country must have an official translation and evaluation performed by an education credential evaluator which is a member of the National Association of Credential Evaluation Services. For approved evaluation agencies, please contact the registrar's office.

Residency Requirements

Degree-seeking and certificate students must complete at least 33 percent of their program in residence at NC.

Assessment of Student Learning

Through on-going evaluation of students' academic achievement, the College ensures that it continues to meet its mission of providing students with a quality education, empowering them to reach their career potential and individual goals, and providing a vital human resource to the community. Assessment takes place in a variety of ways and settings, including the classroom. Reports which describe assessment activities, results, and conclusions are published by the Academic Leadership Committee and distributed as necessary to the appropriate stakeholders.

Registration Policies

Students will be automatically enrolled in classes for the upcoming term. Students may view their current and future quarters schedules on the College's web interface, WebAdvisor. No schedule adjustments can be made without confirming with a Student Advisor.

Class Schedule

The College reserves the right to determine which courses will be scheduled each quarter. Not all courses listed in the catalog are offered each quarter. The College also reserves the right to make changes as necessary in programs, regulations, fees, and class schedules at any time.

Change of Schedule

Schedule changes must be approved by the student's Student Advisor. Students who have questions about their schedule should consult with their Student Advisor.

Adding Classes. Classes may not be added to a schedule after the Official add/drop week.

Dropping Classes. A withdrawal during the first 75 percent of any quarter will result in the issuance of a W (withdrawn) grade which does not affect the student's GPA. A withdrawal after this date will result in the issuance of a WF grade (withdrawn/failure), which is equivalent to an F grade in calculating the student's GPA.

Change of Major

Students wishing to change majors should consult with their Student Advisor.

Independent Study

Students must complete an Application for Independent Study form and obtain necessary signatures before submitting it for approval. Independent studies will not be approved for any course the student has previously taken but did not successfully complete.

ACADEMIC POLICIES

Repeating a Class

Students must repeat a required class in which they have received a grade of F and, in some cases, a grade of D (see specific departmental requirements). Students may repeat a class in which they have received a grade of D.

Students may attempt courses no more than two times. After the second failure a petition to the Academic Standards Committee is required, and prior to registering for the course for the third time students must receive approval from the Academic Standards Committee. Please see Program requirements as well regarding repeating courses.

Repeated Course Grades

Students who earn a D or F in a course have the opportunity to void the effect of the grade in their cumulative GPA by repeating the course and earning a higher grade. The grade received on the last attempt becomes the final grade and will replace all other grades for that course in calculation of the cumulative GPA. All previous attempts will continue to appear on the

transcript, but the grades will be "forgiven" and designated on the transcript as "R" for repeated.

Participation

Regular class participation is an important part of the educational process necessary for students to achieve academic success. While the College does not require instructors to take daily attendance, instructors have the authority to monitor class attendance/participation as academically appropriate. Students with excessive absences may be subject to grade reductions and/or course failure at the discretion of the instructor.

Academic Participation

Participation is defined as a class-related activity which includes the following:
- Submitting an assignment
- Taking a quiz or an exam
- Posting to a graded online discussion forum

Students with excessive absences, missing assignments, and/or failed/missed evaluations (tests, quizzes, etc.) in an individual course will be referred to the advising department by the instructor. A notice will also be sent to the advising department when it appears to an instructor that a student may have ceased participating in a class. Upon receipt of such a notice/referral from an instructor, the advising department will attempt to contact the student and provide him/her with academic counseling, tutoring, or other appropriate services.

Administrative Withdrawal

Day 1 through 14 of the quarter, if a student ceases participating without providing official notification to the College, he or she will be administratively withdrawn and the date of determination will be the last date of academic participation.

After day 14 of the quarter, a student, who has not been in contact with his/her instructor and/or has not participated in an academic related activity after the 6th week of class he/she will be administratively withdrawn.

Academic Integrity

Northwestern College is committed to upholding high standards of academic integrity and honesty. All students are expected to respect and adhere to these standards, and any incident of academic misconduct is viewed by the NC community as a serious offense. Any attempt by a student to present work as his/her own is regarded as a violation of academic integrity. This encompasses all written and computer-based work that may include, but is not strictly limited to, homework, classroom assignments, compositions, essays, tests, and quizzes. Copying another student's work or assisting another student in copying or cheating is academic dishonesty. Material copied from books, encyclopedias, magazines, the internet, or other sources that are not the student's original work must be properly cited.

Faculty members have the primary responsibility of bringing forward possible academic integrity violations that occur in a course in which the faculty member is teaching to their supervisor (Dean of Academic Affairs, Program Director or Lead Faculty). The supervisor will conduct an investigation and contact the student with the results of the investigation. If the student is found to be in violation of academic integrity:

- First Documented Violation: Zero on the assignment
- Second Documented Violation: F letter grade for the course
- Third Documented Violation: Dismissal from the College
- Depending on the severity of the violation a student can be dismissed after one offense

Transcripts

High School Transcripts. A high school transcript or GED record must be on file for each student. Files which are incomplete will prevent students from enrolling for classes or receiving their grade reports or transcripts.

NC Academic Transcripts. Written authorization is needed from the student in order for the College to release a transcript. Transcripts are not issued to students who are under financial obligation to the College. The College also reserves the right to withhold transcripts from students under certain circumstances.

Academic Transcripts from Previous Colleges. It is the student's responsibility to have transcripts from colleges previously attended sent to NC for transfer credit evaluation.

Reentering Students

Students who are reentering Northwestern College after a leave of one or more quarters may seek assistance from a returning student advisor. Students who do not attend two or more consecutive quarters are subject to the rules, regulations, and requirements of the Northwestern College Catalog effective on the first day of the quarter in which they are readmitted. Students who were making satisfactory progress at the time of last enrollment may be readmitted without special procedure. Students who left the College in Academic Warning may be readmitted

in Academic Warning status and subject to all of the requirements of that status. Students who were suspended from the College for not meeting minimum Satisfactory Academic Policy requirements will be required to appeal their suspension through the Academic Standards Committee who will render a decision. Refer to the Satisfactory Progress Policy in this section.

Program or Academic Department Requirements

Each academic department or program has requirements in addition to institutional requirements. Students should carefully check the Career Programs section of this catalog for more information.

Corequisite/Prerequisite

A corequisite is a course which is to be taken during the same quarter as another designated course. A prerequisite is a course which is to be successfully completed prior to enrolling in the next required course in the sequence.

Dual Degrees

A student may earn two or more degrees from NC. Credits earned for the first degree may apply toward subsequent degrees. However, all current institutional and program requirements must be fulfilled.

Advanced Standing

Applicants entering Northwestern College may qualify for advanced standing on the basis of transfer of credit from another institution and/or credit for life experience through proficiency examinations.

Life Experience Credits

The College will evaluate life experience credits through written examination. The student may elect to take either of the two proficiency examinations offered by the College.

Proficiency Examinations

Northwestern College offers two types of proficiency examinations to determine a student's prior knowledge of a subject. Students should contact the Registrar for a list of classes for which proficiency examinations may be taken.

- Proficiency tests are written by faculty in the related academic department and content is based on the specific criteria of a given course.

The student may not have attempted, be currently enrolled in, or have completed the class for which he or she decides to test.
- The minimum passing score is 70 percent. No more than 50 percent of the credits in a given program may be earned through proficiency examinations. No more than 50 percent of the credits in the major may be earned through proficiency examinations.

Advanced Status Examinations. These tests are given to determine class placement but do not award college credit. There is no charge for this exam. Students may elect to take the Advanced Status Examination for any of the following reasons:

- to verify the class placement when credits have been earned at a foreign college or university
- to provide advanced standing for skills learned in high school
- to provide advanced standing for life experience
- to verify competency in a prerequisite

Credit by Examination (CBE).
All CBE requests must be approved by the Program Director of Dean prior to taking the exam. Students who take and pass a CBE will receive credit for the course. Students may not earn credit by exam for a course they are currently taking or for a course they have failed in a previous quarter at NC.

Honors Program

Through its Honors Program, Northwestern College offers an enriched academic experience for intellectually curious, motivated, and ambitious students. Courses in the Honors Program foster leadership skills by emphasizing critical thinking, analytical written and oral communication, and research at a depth and breadth which stimulates, encourages, and recognizes exceptional academic work.

Students who complete 24 credit hours in honors coursework receive special recognition at graduation.

Eligibility Requirements

Entering freshmen:
- Cumulative high school GPA of 3.2 or higher on a 4.0 scale
- ACT score of 22 or higher or SAT score of 1070 or higher

ACADEMICS

- Completion of at least 8 credit hours of college-level coursework
- Cumulative college GPA of 3.2 or higher on a 4.0 Scale

GENERAL EDUCATION

The General Education Department is committed to empowering students to realize their full potential by providing a solid foundation and the skills necessary to succeed in their chosen field of study at Northwestern College. The General Education Department seeks to help students recognize their abilities and continue their personal and intellectual growth.

Goals

Because of its commitment to general education, the College subscribes to the goals listed below. Each student who completes a Northwestern College degree program should be able to:

- communicate effectively through writing and speaking clearly in a variety of contexts and forms
- use critical thinking in a mathematical context by applying formulas and perform computations
- apply group theory to a variety of small and large group contents
- effectively use critical thinking skills
- show awareness of and respect for individual social and cultural differences
- practice patterns of behavior contributing to personal and professional success

Requirements

Students in degree programs must satisfactorily complete general education requirements, which vary by program.

Communications

Communication is the art of expressing and exchanging ideas in speech and writing. By requiring communications coursework, the College fosters development of writing, speaking, and listening skills that will help students become effective communicators. Students must earn a grade of C or better in order to successfully complete English or communications courses and progress to the next sequential course.

Mathematics

Focusing on quantitative reasoning, math courses provide a base for developing problem-solving techniques.

Social Sciences

Coursework in the social sciences explore individual and group thought and behavior in context of various internal and external factors.

Humanities

These courses help to develop original thinking, analyze human traditions in relation to present society, and reach beyond personal cultural experiences.

Sciences

Coursework in this area provides students with a foundational understanding of science.

Life Skills

Life skills courses provide students with skills and strategies that prepare them for academic and professional success.

ACADEMIC STANDARDS

Credit

NC uses the quarter system, dividing the calendar year into four quarters or terms. A quarter hour of credit is equal to a minimum of 10 hours of in-class instruction, 20 hours of laboratory, 30 hours of practicum, or a combination of the above distributed over an academic term. A quarter hour equals 2/3 of a semester hour. Divide quarter hours by 1.5 to convert to its semester hour equivalent. Multiply semester hours by 1.5 to convert to quarter hours.

Grades Issued by Instructors

Grades and their point values, which instructors may assign, are as follows:

Grade	Meaning	Grade Point Value
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
U	Failure as a result of student ceasing participation-Issued at Mid-Term only	

P	Passing	-
I	Incomplete	-

Passing Grade. The grade of P does not calculate in the GPA and is used only in classes designated as Pass/Fail.

Incomplete. The incomplete grade of "I" is assigned by the instructor for students who have encountered unforeseen circumstances not experienced by other students in the class that prevent them from completing the requirements by the end of the quarter. In order to qualify for an incomplete grade, the student must:

- have completed 75 percent of the required coursework for the course and Is passing the course with a C grade or higher.
- have requested the incomplete grade via email to his/her instructor(s) by the Monday of the second to last week of the quarter.
- have submitted appropriate documentation corroborating the reason he/she is requesting an incomplete grade.

Students receiving the incomplete grade are responsible for completing the course requirements within two weeks from the end of the quarter. If the outstanding assignments are not completed within this time frame, the grade earned at the end of the incomplete period will be the final grade.

Administrative Grades

Please refer to the Financial Information section for details on withdrawing from courses or the College.

Grade	Meaning	Grade Point Value
W	Withdrawal issued for all withdrawals prior to week 10	-
CF	Failing grade indicating a dismissal or suspension for disciplinary/conduct issues	0
N	Audit. No credit earned for course	-

Auditing a Class. Students may audit classes with the permission of the Program Director or Dean. The grade of N is issued for audited classes and students do not earn credit for the course. Decisions to audit a class cannot be changed after the first week of the quarter in which schedule adjustments are allowed.

Grade Point Average (GPA)

Grade points are calculated by multiplying the credit hours of a course by the grade point value of the grade earned. For example, a student receiving a grade of C in a 4 credit hour course has earned 8 grade points. The grade point average is obtained by dividing the total number of grade points earned by the total number of credits for which A, B, C, D, F, WF, or CF grades have been earned. The grade point average for all of a student's coursework is referred to as the cumulative grade point average (CGPA).

Grade Reports

Students may view their grades online at the conclusion of the quarter. Grade reports are not mailed or issued in any other manner.

ACADEMIC HONORS

Academic honors are determined by the staff and faculty members of NC. Non-GPA-bearing courses are not included in honors calculations.

Honors List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.5 to 3.74.

High Honors List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 3.75 to 3.99.

President's List. Awarded to students enrolled for 12 credit hours or more who earn a quarterly grade point average of 4.0.

Part-Time Student Honors List. Awarded to part-time students enrolled for 6 to 11 credit hours who attain a quarterly grade point average of 3.5 or above.

Graduation Honors. Graduation honors are awarded to students whose cumulative GPA for all courses taken at NC meets the following criteria:

- Honors: GPA of 3.5 to 3.74
- High Honors: GPA of 3.75 to 3.99
- Highest Honors: GPA of 4.0

The honors designation in the commencement program reflects the cumulative grade point average at the end of the winter quarter before graduation.

ACADEMICS

SATISFACTORY PROGRESS

Academic Standards for All Students

All NC students must maintain satisfactory progress toward completion of their academic program. Students who fail to meet the academic progress standards (below) are subject to both academic penalties and the potential loss of eligibility for federal and Illinois student financial aid.

Qualitative Requirement

- **Cumulative Grade Point Average (CGPA):** Students must maintain a specified minimum cumulative grade point average within their program as listed in the Satisfactory Progress Table. College-level credits (non-remedial) carrying grades A, B, C, D, F, WF, or CF are considered in the CGPA calculation. Grades of P, I or W, transfer credits or credits earned by examination or proof of proficiency do not affect the CGPA. Cumulative grade point averages will be recalculated when an "incomplete" (I) grade is updated. If a class is repeated, only the higher grade will be calculated in the GPA.

Quantitative Requirement

- **Completion Rate:** Students must maintain a specified percentage of credit hours completed as listed in the Satisfactory Progress Table. College-level (non-remedial) credits for courses taken at NC or accepted as transfer credit by NC are considered "attempted credits" regardless of the grade received. "Completed credits" include all "attempted credits" for which credit has been earned. This includes courses for which grades of A, B, C, D, or P have been earned. Completion rates will be recalculated when an "incomplete" (I) grade is updated.

Satisfactory Progress Table

Degree Programs		
Hours Attempted	Minimum CGPA	Minimum % of Hours Completed
1-25	1.5	67%
26-50	1.75	67%
51 or more	2.0	67%
Certificate Programs		
Hours Attempted	Minimum CGPA	Minimum % of Hours Completed
1-12	1.5	67%
13 or more	2.0	67%

- **Maximum Time Frame:** Students must complete their academic program within one and one-half times the standard program length as measured in credit hours. All "attempted credits" (see definition on previous page) are included in the Maximum Time Frame calculation. The Maximum Time Frame for students with double majors shall be adjusted proportionately to the total credits required for the completion of both programs.

Transfer Credits, Credit by Examination, etc.

Credits accepted for transfer by NC, earned by examination, AP, CLEP, or other similar credits are considered both "attempted" and "completed" but do not affect the CGPA calculation.

Standards and Procedures

Satisfactory progress is reviewed at the end of each quarter in which a student attends, regardless of whether financial aid was received for that quarter. Each student's status is determined during that review, and a status is assigned for the next quarter in which a student enrolls. Students whose academic performance is consistent with all academic standards are deemed to be in good academic standing.

Only college-level credits (non-remedial) will be included in calculating minimum CGPA and completion rates for satisfactory progress. Satisfactory Academic Progress is monitored by the academic office.

Warning Status (1 Quarter)

Students who are in good academic standing during a quarter and subsequently fail to meet the minimum CGPA and/or the minimum percentage of hours completed will be placed in Academic Warning status for the next quarter they attend. Students in Academic Warning status are expected to seek academic advisement and assistance through their student advisor and/or a tutor. Students in Academic Warning Status must meet with a college designee to complete an Academic Success Plan.

Students placed in this status have one quarter to correct or improve the deficiency. If a student is unable to move from Warning to Good Academic Standing he or she will be placed on Probation.

For student financial aid recipients/applicants, Academic Warning status is equivalent to Financial Aid Warning status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Warning status.

Students who correct the deficiency by raising their CGPA and/or completion rate above minimum standards will be removed from Academic Warning status and returned to good academic standing status at the conclusion of the academic warning quarter.

Probation Status (1 Quarter)

Students who subsequently fail to meet the minimum CGPA and/or the minimum percentage of hours completed will be placed in Academic Probation status for the next quarter they attend. Students in Academic Probation status are also expected to seek academic advisement and assistance through their student advisor and/or a tutor. Students in Academic Probation Status must meet with a college designee to complete an Academic Success Plan.

Students placed in this status have one quarter to correct or improve the deficiency and show academic improvement or they will be suspended.

Suspension Status

Students who are in Academic Probation status and do not remove the deficiency by raising their CGPA and/or completion rate to meet the minimum academic standards will be placed on Academic Suspension and lose eligibility for federal and Illinois financial aid. A suspension is appealable under certain conditions (see Appeal Process below). Suspended students may not enroll in the quarter following the assignment of the suspension status but are eligible to petition for readmission after suspension after an absence of one quarter.

If readmission is approved, the student will return to NC in Academic Probation status, will be placed on an academic plan, and will be required to meet with a student advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic standing. The student will remain in Academic Probation status (and remain ineligible for federal and Illinois student financial aid) until he/she has returned to good academic standing according to the academic standards. A student in Academic Probation status who fails to meet the requirements of his/her academic plan will be dismissed from NC with no further opportunity to appeal.

Appeal Process

A student who is placed on Suspension status may appeal the suspension based upon mitigating circumstances. Mitigating circumstances are defined as circumstances beyond the student's direct control that led to, or substantially contributed to, the student's academic difficulty. A mitigating circumstance may be personal (e.g., death of a relative, injury or illness of the student) or academic (e.g., learning disability).

Suspended students who wish to appeal must write a letter to the Academic Standards Committee (ASC), which includes:

- The reason(s) the student failed to meet academic progress requirements
- A description of what has changed in the student's situation that will allow the student to demonstrate academic progress at the next evaluation
- A letter of recommendation, preferably from a member of the NC faculty

The ASC will render a decision on each appeal and notify the student in writing. Appeal decisions made by the ASC are final and are not subject to further appeal.

Appeal Approval/Probation Status/Academic Plan

If the appeal is approved, the student will be placed in Academic Probation status, will be placed on an academic improvement plan, and will be required to meet with an academic advisor. The academic plan will list specific requirements the student must meet to correct deficiencies and return to good academic Standing. The student will remain in Academic Probation status (and remain eligible for student financial aid) as long the student continues to meet all terms and conditions of his/her academic plan, until he/she has returned to good academic standing according to the academic standards minimum requirements.

For students who have applied for or are receiving student financial aid, Academic Probation status is equivalent to Financial Aid Probation status. Aid applicants/recipients remain academically eligible to receive financial aid while in Financial Aid Probation status.

Students who correct the deficiency by raising their CGPA and/or completion rate above minimum standards will be removed from Academic Probation status and returned to good academic standing at the end of the probation quarter.

Regaining Eligibility for Financial Aid Other than Through Appeal

Suspended students, who do not submit an appeal or for whom an appeal is denied, may regain eligibility for federal and Illinois student aid by one or more of the following methods:

1. Making up the deficiencies (regaining good academic standing) by completing coursework at NC as a student in Academic Restriction status (without benefit of student financial aid)
2. Completing coursework at another accredited institution which is accepted for transfer to NC, resulting in compliance with the attempted/completed (quantitative) standard
3. Returning to NC after an absence of not less than five years and being accepted into a degree program. Such acceptance will be based upon professional, academic, and/or personal success during the period of absence. Students re-admitted in this manner will have their prior academic record at NC re-evaluated in a manner consistent with transfer students.

Notification

Students will be notified in writing when they are placed on or removed from warning, probation, suspension or restriction status, or have exceeded the maximum time frame.

GRADUATION

Degree Requirements

Students who have successfully completed a prescribed degree program may be recommended by the faculty for graduation. In order to graduate, students must:

- Successfully complete a minimum of 180 quarter credit hours for a bachelor of science degree or 90 quarter hours of college-level credit for an associate of applied science degree
- Complete at least 33 percent of the degree program at NC
- Complete at least 33 percent of the major program coursework at NC
- Successfully complete a prescribed major field of study with a cumulative GPA of 2.0 or better
- Attain a cumulative GPA of at least 2.0 based on all coursework attempted at NC
- Clear all financial obligations to the College

Certificate Requirements

In order to complete a certificate, students must:

- Successfully complete the credit hours required for the certificate
- Complete at least 33 percent of the certificate coursework at NC

- Attain a cumulative GPA of 2.0 or above on all coursework
- Clear all financial obligations to the College

Program/Departmental Requirements

There may be program or academic departmental requirements in addition to the general requirements stated above (see the Career Programs section of this catalog).

Graduation Petition

All candidates for graduation must submit a completed graduation petition to student services on or before the date published in the academic calendar of the intended year of graduation. Students who do not meet the deadline will be ineligible for graduation that year and must re-petition the following year.

Commencement Exercises

Formal commencement exercises are held annually in June for students who have completed degree or certificate programs by the spring quarter of that year. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled. To participate in commencement exercises, students are required to meet with the Student Services Department to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

GENERAL INFORMATION

Accommodation Requests by Students with Disabilities

Students with documented disabilities who wish to make requests for accommodation should contact the Office of Student Affairs. (See the Services for Students with Disabilities in the STUDENT AFFAIRS section of this catalog for more details.)

Bulletin Boards

A variety of information is posted regularly by the College on bulletin boards. Students may post signs or notices on bulletin boards with prior approval from Student Services.

WebAdvisor

WebAdvisor is a web interface that allows students to access College information and complete a variety of activities. New students will be given instruction and assistance to access WebAdvisor for the first time. Through WebAdvisor, students may:

- Check grades
- Check financial aid information
- Make a payment
- Create a course planning worksheet
- View class schedules
- View unofficial transcripts
- View program evaluation
- Change or reset password
- Access student email

Student Email Account

The College's primary channel of communication to students is the students' NC email account. It is imperative that students activate their account and check it on a regular basis.

Campaigning on Campus

Except for NC student club elections, political activity in support of or in connection with any campaign for elective office or any political organization is prohibited.

Children on Campus

Children are not permitted on campus unless it is for a sanctioned event, in which case they must be supervised by an adult at all times.

Liability for Personal Property

Northwestern College does not assume any liability nor provide insurance for loss of personal property belonging to students, employees, or visitors. All personal items including automobiles and property left in the parking lots are the responsibility of the student or visitor.

Lost and Found

Contact the campus security desk or the Student Services Department regarding any lost or found items.

School Closing Information

NC observes legal holidays. Consult the school calendar for the dates of holidays and quarter breaks.

In the event classes are canceled because of snow, severe weather conditions, or some other type of emergency, students will receive a text or voicemail message on their phone and/or email in their NC email account. It is important that students keep their contact information up to date so they will receive these alerts.

Closings will also be announced on radio stations WGN (720 AM) and WBBM (780 AM). Information on school closings may also be obtained by checking www.emergencyclosings.com or calling 847-238-1234.

Solicitation on Campus

Solicitation is not permitted on College property.

Student Dress Code/Uniform Policy

In alignment with our Mission, NC is committed to preparing our students for employment. Professionalism is a key to you meeting your career goals. Effective Spring Quarter 2019, all new students who attend courses on-campus will be required to wear the college-issued uniform.

This uniform is as follows:
- Northwestern College branded Scrubs (color is designated by Program)
- Coding, Health Information Technology Students: Northwestern College polo shirt worn with appropriate bottoms (tan, khaki, or black pants or appropriate length skirts)
- Appropriate footwear for the uniform includes:

- Shoes or sneakers that are closed toed (flip flops, crocs, mules, and slides are not appropriate)

Students who entered their program prior to the Spring Quarter 2019 are not required to wear a uniform unless otherwise instructed by the policies within their program. Although NC students may wear jeans, gym shoes, collarless shirts, and in warm weather, shorts and sandals, it is strongly recommended that they begin to establish and wear a career wardrobe. While the dress code is lenient, the following choices are unacceptable for attire at NC:

- very short shorts or skirts (should be no shorter than your fingertips when your arms are extended at your sides)
- baggy, torn, dirty, or low-cut jeans or pants
- revealing attire such as midriff tops, halters, strapless tops, or tight clothing
- tank tops that are very tight, short, or excessively revealing
- hats, caps, scarves, and other head coverings, all styles and colors
- clothing with slogans or advertising which, by its controversial or obscene nature, disrupts the educational setting, including those which promote alcohol, drugs, tobacco, gang, or any illegal activity
- cutoffs

It is impossible to write rules for every conceivable situation or type of clothing, but the expectation is that each student will use good judgment in selecting attire each day. Students who do not adhere to the dress code guidelines will be considered in violation of the Student Conduct Code and subject to disciplinary action. Requests for exceptions to the dress code must be made in writing and submitted to your Program Director or Dean for review, and prior approval.

Academic departments may have specific requirements for student attire which take precedence over this dress code.

Student Lounge

The student lounge contains vending machines and is the only place on campus where eating and drinking are permitted.

HEALTH AND SAFETY

Health Services

Northwestern College does not provide medical or dental services. Students should consult their own healthcare professionals and are responsible for all medical or dental expenses incurred. The College encourages and, in some programs requires, students to maintain health insurance coverage.

Drug and Alcohol Policy

Consistent with its mission as an institution of higher education, NC is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such abuse is prohibited. All students should be aware that substance abuse causes serious health risks: altered mood, altered behavior, sleep disorders, distorted senses, addiction, communication of infectious disease, altered breathing and heart rate, unconsciousness leading to coma, and permanent damage to the liver, heart, and central nervous system leading to death.

While on campus or at any College-sponsored event, faculty, staff, and students may not possess, use, deliver, sell, or distribute any illegal controlled substance. Further, faculty, staff, and students may not possess or consume alcoholic beverages on College property or at College-sponsored events, and may not be present on College property or at College-sponsored events while under the influence of alcohol or illegal substances.

Those who violate this policy will be subject to College disciplinary action as well as the sanctions imposed by local, state, and federal laws. Students should be aware that substance abuse carries legal consequences which may include imprisonment, fines, and/or loss of property.

Hazing

Hazing by any group or individual is prohibited. Hazing occurs when a student or group knowingly requires the performance of any act which exposes a student to ridicule or which poses a hazard to the safety of the student or other individuals for the purpose of induction or admission into any organization or society associated or connected with the College.

Smoke-Free Environment

Smoking is permitted only in designated outdoor areas. Smoking is not permitted within 15 feet of any entrance

to any building. City/municipal ordinances will be enforced at all campuses.

Security

Northwestern College believes that individuals have the right to work, study, and learn in a safe and secure campus setting. The College and its students and employees share the responsibility of maintaining this atmosphere by taking reasonable precautions, being vigilant, and using a common sense approach to personal safety.

Refer to the Campus Security Report on the NC website or NC Student Hub, which includes statistics for campus crime reported over the last three years.

Identification Cards

Identification cards are required for all students and personnel and must be worn on campus at all times. Students are required to present their ID to College personnel upon request and will be refused admittance to College buildings if not wearing their ID. If the ID is lost or destroyed, its replacement will cost $10.

Access to Campus Facilities

Building access is limited to students and employees wearing an NC ID and authorized visitors. Students who forget their ID must obtain a temporary one. Students are not permitted in buildings or classrooms unless a College employee is present. All visitors must register at the front desk and must be escorted by an employee while on campus. Solicitors are not permitted at any time.

Reporting Crimes and Emergencies

It is each person's responsibility to report any incident of observed or suspected criminal activity by calling 911 and/or informing College personnel.

Security of Campus Facilities

The College's buildings and grounds are monitored by security personnel. These officers are on duty at the College during times when classes are offered and students are on campus. The College's security staff, to whom emergency reports are to be made, do not have the authority to arrest individuals. Their responsibility and authority are limited to enforcing College policies, regulations, and rules; providing assistance to the person making a security report; and, contacting law enforcement or emergency agencies whenever appropriate.

COMPUTERS AND ELECTRONICS

Computer Use and Electronic Media Policy

Electronic services and media provided by the College to students and employees are College property and are used to facilitate academic purposes. With the rapidly changing nature of electronic media, this policy cannot cover every possible situation. Instead, it expresses the College's philosophy and sets forth general principles to be applied to the use of electronic media and services. The procedures indicated in this policy apply to all electronic media and services, which are:

- accessed on or from College premises or while on College business
- accessed using College equipment, hardware or software, or via College-paid access methods
- used in a manner which identifies the individual with the College

Acceptable Uses

Acceptable uses of electronic media by students include class assignments, educational research, and communication between students and College employees.

Unacceptable Uses

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications of a discriminatory or harassing nature; or which are derogatory to any individual or group; or obscene or X-rated, defamatory or threatening in nature; or "chain letters;" violation of copyright including peer-to-peer file sharing or for any other purpose which is illegal or against College policy or contrary to the College's interest. It is also unacceptable to alter or tamper with College software and/or equipment. Installing or removing hardware, software, and/or application patches (e.g., screensavers, drivers, service packs, updated versions) without written approval from the Chief Information Officer is strictly prohibited.

Policy Essentials

Personal Use. Electronic media and services are primarily for College business and educational use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-academic purposes is acceptable. However, students need to demonstrate a sense of responsibility and may not abuse the privilege. Students who have been assigned email addresses by the College may use them for personal purposes but must limit the amount of time online as per library and

computer laboratory regulations. Abuse can result in disciplinary action.

Email Address. Email addresses consisting of the first initial and last name of employees and students are used by the College. In case of duplicate names, middle initials will be used or a number will be added to the end. These addresses may not be changed or reassigned to anyone else. Abuse can result in disciplinary action up to, and including, termination or expulsion.

Monitoring. Electronic information created and/or communicated by an employee or student using email, word processing, database applications, utility programs, spreadsheets, voice mail, telephones, Internet access, etc., will not generally be monitored by the College. However, the following conditions for monitoring should be noted:

1. Cost analysis/allocation and the management of NC's gateway to the Internet are periodically monitored.
2. Random messages may be viewed to determine whether any outsiders are using the system and to monitor the operation of the network.
3. The College also reserves the right, at its discretion, to review, audit, and disclose any user's (employee or student) electronic files, messages, and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other College policies.
4. Any information obtained as a result of such monitoring may be disclosed to law enforcement officials and regulators.
5. Anyone using the College's electronic media should, therefore, not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.
6. Passwords remain the property of the College and the College reserves the right to override individual passwords.
7. The existence of "message delete" functions and passwords do not restrict or eliminate the College's ability to retrieve and review correspondence.

Confidentiality. All users of College electronic media must respect the confidentiality of other people's electronic communications. Users may not attempt to read or "hack" into other systems or other people's logins, "crack" passwords, breach computer or network security measures, or monitor electronic files or communications of other employees, students, or third parties except by explicit direction of College administration.

Passwords. Personal passwords should not be given out to anyone. The College may monitor messages randomly to determine whether any outsiders are using the system or whether any violations of College policy have occurred.

Misrepresentation. No email or other electronic communications may be sent which attempt to hide the identity of the sender or represent the sender as someone else from another company.

Interference with Access. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Copyright Materials. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner or may only obtain a single copy for reference use.

Disclaimers. Any message or information sent by any NC user to one or more individuals via an electronic network (e.g., bulletin board, online service, or Internet) are statements identifiable and attributable to the College. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with the College, and the statement might still be legally imputed to the College. Consequently, all communications sent by any user via the NC network must comply with this and other College policies, and may not disclose any confidential or proprietary College information.

Monitoring of Use Patterns. Network services and World Wide Web sites can and do monitor access and usage and can identify which company – and often which specific individual – is accessing its services. Thus, accessing a particular bulletin board or website leaves College identifiable electronic "tracks" even if the user merely reviews or downloads the material and does not post any messages.

Solicitation Not Permitted. Email must not be used to solicit for business ventures, political or religious causes, or other matters not connected to the College's business.

Privilege Suspension/Sanctions

Those who are found in violation of NC's Computer Use and Electronic Media Policy will have their Internet privileges canceled and may be subject to sanctions, which can range from a warning to criminal prosecution

and expulsion or termination. Should suspension occur, review by the administration may be requested after a three-month period of time.

Cellular Phones and Other Electronic Devices

Cellular phones may be used only in the common areas of the College, such as the corridors or the student lounge. Cellular phones must be silenced before entering classrooms, computer laboratories, or the library and must not be visible. Use of electronic devices with photographic capabilities in secured areas such as washrooms or other areas where a reasonable expectation of privacy exists, and/or taking photos of any individuals against their will, is strictly prohibited. Students may use portable media devices with headphones at moderate volume levels in lounge areas only.

Peer-to-Peer File Sharing

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technologies. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a general rule, before a student receives anything for free, he/she should research whether that source provides material licensed by the copyright owner. Northwestern College offers a list of licensed sources at: http://www.nc.edu/ci.

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between $750 and $150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have ranged from $3,000 to $4,000 and up while juries have issued verdicts of hundreds of thousands and even millions of dollars. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted material is a violation of the College's Computer Use and Electronic Media Policy which provides penalties up to and including expulsion from the College.

Student Communications through Social Media Platforms

This policy establishes the expectations of Northwestern College (NC) when students identify or associate themselves with Northwestern College through social media. For the purpose of this policy, social media platforms are defined as technology tools and online spaces that allow constituencies to participate in conversations, content, and community. This policy applies to the social media platforms cited below and any other online platform now available or emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following:

- Blogging/Blogger, LiveJournal, Xanga
- Microblogging - Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, Orkut
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging - Delicious, Diigo, Google Reader, StumbleUpon, Pinterest, Instagram
- Video hosting - Vimeo, YouTube

Student Responsibility

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of social media and are expected to adhere to the NC Student Conduct Code published in the NC Catalog. NC students are expected to be thoughtful about how they present themselves in online networks. Content contributed on all platforms becomes immediately searchable and can be immediately shared. Once posted, the content leaves the contributing individual's control forever and may be traced back to the individual after long periods of time. Reflect how you wish to present yourself to NC students, alumni, faculty, staff, and present and future employers. Make sure content associated with you is consistent with your professional goals. A good general rule is: don't post anything on a social media site that you wouldn't want to appear on the front page of tomorrow's newspaper credited to you.

- Photographs, videos, and any other digital media should demonstrate individual professionalism and be consistent with Northwestern College (NC) student conduct policy.

- Do not disclose or use confidential information or that of any other person or agency.
- Anyone who identifies himself/herself as an NC student and/or uses an NC email address in an online posting must clarify that the views and opinions expressed in the content are personal and not necessarily the views and opinions of Northwestern College.
- Be sensitive to and respectful of others. The NC community is composed of many individuals: students, alumni, faculty, staff, externship and clinical staff, and present and potential employers. These individuals represent a diverse set of customs, values, and points of view which must be considered and respected in posting online content. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, inappropriate images etc.) but also means avoiding unsuitable, objectionable, or inflammatory topics (e.g. politics and religion).
- If someone or some group offers to pay a student for participating in an online forum in a NC student role and/or offers advertising for pay and/or for endorsement, it could constitute conflict of interest. In this situation, students must consult with an NC administrator on campus before agreeing or participating in an endorsement.

Students who fail to conform to this policy will be subject to disciplinary action and all sanctions up to and including dismissal from the College.

STUDENT CONDUCT POLICIES

Student Conduct Code

Northwestern College students have the right to free, open, and responsible inquiry and discussion as well as the right to a quality education. The College has an obligation to provide an environment that is conducive to the academic and personal development of its students. To that end, this Student Conduct Code has been developed.

The following behaviors are considered unacceptable and will be dealt with on a case-by-case basis. Students whose misconduct falls into any of these categories risk being dismissed from the College. The Student Conduct Code applies to time spent on campus, at employer sites during externships, clinicals, or practicums, or off campus during College-sponsored activities.

1. Disruption or obstruction of teaching, learning, administrative, or other educational activities, including conduct that is considered to be disorderly or otherwise unacceptable.
2. Slanderous, abusive, or improper language.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, coercion, or conduct that threatens or endangers the health or safety of any person. Note: Any student making threatening remarks/gestures to harm the physical well-being of any person will be immediately suspended pending the outcome of a disciplinary hearing. All students will be held strictly accountable for such inappropriate actions.
4. Theft or damage to College property, theft or damage to the property of any member of the College community, theft or damage to externship sites or property used for College-sponsored activities.
5. Knowingly furnishing false or misleading information to the College. For example, forgery, alteration of College documents or IDs, or issuing fraudulent checks.
6. Sex and/or gender-based misconduct which includes sexual harassment, sexual assault, violence, dating violence, stalking, sexual exploitation, and gender-based harassment.
7. Behavior or actions which discriminate against another based on race, religion, sexual orientation, ethnicity, national origin, gender, age, disability, or other legally protected class.
8. Violation of the computer lab rules and guidelines.
9. Cyber bullying–using information and communication technologies such as email, cellular phone, text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated, and hostile behavior by an individual or a group that is intended to harm others.
10. Using cellular phones or other electronic devices in a classroom or in a manner which causes disruption. Inappropriate use of electronic devices with photographic capabilities.
11. Possession, use, distribution, or attempting to use or distribute alcoholic beverages, illegal drugs, or controlled substances.
12. Possession or use of explosives, fireworks, firearms, dangerous chemicals, or other weapons.
13. Failure or refusal to comply with the direction of school officials acting in performance of their duties. For example, failure to produce ID upon request.

14. Disrespect toward faculty, staff, visitors, other students, or anyone at externship sites.
15. Smoking in campus buildings or in unauthorized areas.
16. Eating or drinking in unauthorized areas.
17. Gambling.
18. Using the College name, emblem, or logos in an unauthorized or unseemly manner.
19. Student dress or grooming that is not consistent with the NC dress code.
20. Trespassing or unauthorized entry into restricted areas.
21. Violating the Hazing Policy.
22. Violating the Children on Campus Policy.
23. Retaliation against any member of the College community including anyone who has filed a complaint against the student.
24. Participation in a campus demonstration which disrupts the operation of the College and/or prevents members of the College community from participating in College programs or activities.
25. Providing false information during the admissions process or providing false information when applying for financial aid.
26. Violating the Academic Integrity Policy.
27. Filing a false complaint.
28. Violating any other College rule or policy including those not specifically listed here.
29. Other actions that violate federal, state, or local laws.

Disciplinary Sanctions

Sanctions up to and including dismissal from the College may be imposed on students who fail to conform to the Student Conduct Code. The College reserves the right to impose its own sanctions whether or not legal action or investigation is also warranted. The following sanctions apply:

1. Reprimand. The student is admonished verbally or in writing.
2. Warning. The student is warned in writing that the College has taken note of the misconduct and further improper conduct may result in probation, suspension, or expulsion, depending on the incident.
3. Conduct Probation. A status for a specific period of time that places the student on notice that further misconduct will result in suspension or expulsion, depending on the incident.
4. Conduct Suspension. Involuntary separation from the College or a particular class for a stated period of time or until stated conditions are met. Days on

suspension are considered unexcused absences from classes.
5. Expulsion. Permanent dismissal from the College.
6. Assessment for Restitution. Payment for restoration of property or to resolve financial obligations to the College.

Origin of Complaint

Conduct complaints against a student may be initiated by any member of the College community including another student, or by externship site supervisors. Complaints filed by students should be submitted in writing to the Student Conduct Officer (SCO) on the form called Student Complaint of a Student Conduct Code Violation Complaints against a student filed by faculty or staff should be submitted in writing to the SCO stating the nature of the conduct that allegedly requires disciplinary action. Complaints should be submitted on the form called Faculty/Staff Complaint of a Student Conduct Code Violation form.

Investigation

Investigations related to student conduct violations will be conducted by the Student Conduct Officer (SCO). The SCO will conduct an interview with the student against whom the complaint has been filed. The student will be told of the allegation and evidence and questioned about the incident. The student has no right to review or receive a copy of the original complaint(s) and/or evidence, witness statements, or other documents. The SCO may also interview witnesses and/or review any evidence that may help in the investigation. The Title IX Coordinator of the College rather than the SCO will investigate, complaints related to discrimination of any kind or sex and/or gender-based misconduct which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation, and gender-based harassment. Students who believe they have been the victim of sexual misconduct should file a Sexual Misconduct Incident Report. Reports may be made by submitting the Sexual Misconduct Reporting Form, which is available online through the NC public website, and the NC Student Hub. Reports submitted electronically will go directly to the Title IX Coordinator. Forms may also be obtained on campus from the Student Services department or the Office of Counseling and Disability Services.

Procedure

Based on the information gathered, the SCO may proceed directly with any of the following:

STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

1. **Drop the Complaint.** If the SCO determines the matter is not serious enough to warrant disciplinary action, he/she will drop the complaint and inform the person who filed the complaint of the decision and explanation.
2. **Act as Mediator.** If both the complainant(s) and the student agree, the SCO may act as a conciliator mediator to attempt to resolve the complaint.
3. **Impose Penalties.** If the student's behavior warrants, the SCO may impose the penalties of reprimand, warning, or conduct probation or any penalties of an appropriate, but lesser nature.
   a) The decision will be mailed to the student within five business days from the date of the informal interview.
   b) The student may appeal the decision to the JC within ten business days.
   c) The decision of the JC is final.
4. **Refer the Complaint to the Judicial Committee.** Should the SCO determine that the evidence warrants possible suspension or expulsion, the complaint will be sent to the JC.
   a) The notice of the JC hearing will be sent to the student's last known address by certified mail, return receipt requested, or by express mail, signature required, within five business days of the informal interview or by email if an address is unknown.
   b) The notice will contain the date (within 10 business days after the informal interview) and the location of the hearing.
   c) The notice will state the reasons for the proposed discipline with sufficient detail to permit the student to prepare for the hearing, including a summary of the witness statements with the names of the witnesses removed.
   d) A copy of the disciplinary hearing procedures will be included.
5. **Impose Disciplinary Procedures.** Should the SCO determine that the student's conduct is of an extremely serious nature or imposes an immediate threat to the student, to members of the College community, to College property, or to the operation of the educational process, the student will be immediately suspended from the College without first conducting the investigation. In such cases, the student is to be notified of this decision in writing as soon as possible by certified mail, return receipt requested, or by express mail, signature required. The notice shall:
   a) State the reason(s) for suspension from the College.
   b) Request that the student attend a scheduled JC hearing (within five business days).

   c) Contain a statement indicating that failure to respond to the notice within five business days of its date indicates a waiver of the right to the hearing. If the student does not respond to the notice or fails to attend the hearing, a waiver of such hearing will be considered to have occurred, and the JC will make its decision based upon the information available.

Should the SCO, after the interview, determine that the student poses an immediate threat, the SCO will suspend the student.

Disciplinary Hearing

Should the complaint be referred to the JC, the accused student and the complainant will both have an opportunity to present their information before the committee, in person or in writing, and to respond to questions from the committee. Minutes of the hearing will be kept.

1. **Committee Composition.** The committee will consist of both faculty and staff, and will be comprised of at least five people, one of whom will chair the committee. No one who has a complaint or is a witness, has a personal interest in the case, or has advised the student in this matter may sit on the committee. The SCO may not sit on the committee.
2. **Investigation.** The JC will review the SCO's Investigation Report prior to the hearing. The members of the JC will determine if they wish to interview any witnesses prior to and/or during the hearing.
3. **Investigation Report.** The accused student is not entitled to receive a copy of or generally review the SCO's Investigation Report or notes from his/her investigation.
4. **Witnesses.** Witnesses have a right to refuse to testify at the hearing.
5. **Hearing Process.**
   a) The hearing will be in a closed session. The JC is not bound by any legal rules of evidence and will review all information it considers relevant.
   b) Cellular phones must be turned off, and no photographic or recording equipment will be permitted in the hearing.
   c) The student may have a person who is not a College employee present to consult with during the hearing, but in no circumstances may this person speak for the student or take an active part in the proceedings. Should this occur, the person will be asked to leave or the hearing will be terminated.

d) The student may bring witnesses and/or evidence that was not already presented to the SCO during the investigation.

e) The JC or the chair of the JC shall use reasonable judgment in determining whether or not any of the SCO's witnesses and/or the student's witnesses are to be heard.

f) The hearing will begin with short introductory statements from both parties.

g) The SCO will present a summary of the Investigation Report in written or oral form through documents or witnesses. The student and the JC will have an opportunity to question witnesses if they are present. The complainant will have an opportunity to present any additional information that was not already presented during the SCO's investigation.

h) The student will present information in written or oral form through documents or witnesses. The complainant, the JC, and the SCO will have an opportunity to question any witnesses that the student brings.

i) Both parties may make closing statements.

j) Within 10 calendar days, the JC must render a decision as to whether the student has violated the conduct code, and if so, the sanction to be imposed.

k) A written copy of the decision will be mailed to the student within 14 days of the hearing.

l) The findings and decision of the JC will not be revealed to the complainant because FERPA regulations prohibit the release of conduct proceedings to other parties without the written consent of the accused student.

6. Appeal Process.

a) In the event the student has reason to believe the hearing process did not comport with the aforementioned policy or if the student obtains new information that was not available for consideration by the JC, he/she may obtain an appeal form from the chair of the JC, complete it, and return it to the chief academic officer within seven days of the receipt of the decision.

b) The chief academic officer will then review all information and make a decision. The decision of the chief academic officer is final. There is no further appeal authority.

7. Guidelines. The above procedures are to be considered general guidelines and not specific requirements. Substantial compliance with these procedures will be considered to meet the requirements of the process.

8. Costs. Should any costs be incurred, such as for advisers or printing or copying of materials, they are to be borne by the party that required the services.

If the instructor and student cannot arrive at an agreement, or in cases of repeated offenses, the matter is referred to and taken up by the Academic Standards Committee within 10 or 15 business days. The committee will interview both parties and make a decision based upon the facts presented. The Committee may enact the following sanctions:

- Extra or repeated assignments
- Re-examination
- Lowered grade or no credit for assignment or exam
- An F grade for the course
- Suspension from the College
- Dismissal from the College

Petition Procedures. If the student disputes the finding of the Academic Standards Committee, he or she may petition for a review by the chief academic officer. The petition must be in writing and submitted within seven business days of the decision of the committee. The case will be reviewed by the chief academic officer. The student will be notified of the decision. All sanctions are possible. The decision of the CAO is final and there are not additional petition steps available.

STUDENT COMPLAINT PROCESS

It is the intention of the institution to hear student complaints promptly and act on such complaints fairly. In order to allow for this to happen it is important for students to follow the complaint process. The student complaint process below may only be used for matters which no appeal process exists.

Student grievances may involve academic matters, administrative matters, discrimination, or sexual or other harassment.

Process for Filing a Complaint

The complaint process is initiated by the student and begins as an informal complaint. Students should file complaints as soon as possible – it is requested that all complaints are filed no later than 90 days after the incident occurs.

STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

Informal Complaint

Step 1:

Northwestern College requires that you (the student) make every attempt possible to resolve a complaint informally. Please do so by:

- Contacting College employees by phone or email to schedule an appointment – please reach out to your Student Advisor if you need assistance with this step.
- Providing clearly to the College employee specifically what your concern is and how you would like the issue to be resolved.

After following step one, if your complaint has not been resolved to your satisfaction you have the opportunity to file a Formal Complaint.

Formal Complaint

Step 2:

If you have exhausted all options through Step 1 and your complaint is still unresolved you can file a Formal Complaint using this process.

- Request a formal complaint form by emailing studentcomplaints@nc.edu
- Then, submit your form via email to studentcomplaints@nc.edu
- You will receive a response regarding your complaint within five business days
- The next step in the process will be provided to you after the complaint is reviewed by the appropriate College Personnel

After following step two, if your complaint has not been resolved to your satisfaction you have the opportunity to appeal the decision. These appeals will be reviewed by the Appeals Committee which includes the appropriate members of the Executive Leadership Team.

Step 3:

- To appeal the decision of your formal complaint please email the following information to: studentcomplaints@nc.edu
- Summary of the steps you have already taken providing as much information as possible.
- Decision that was reached during the formal complaint step
- Reason for appealing the decision
- Possible solution(s) you expect

- Your contact information and how you want to be reached
- You will receive a response regarding your complaint within five business days.
- The next steps will be provided to you after the complaint is reviewed by the appropriate College Personnel.

Decisions made by the Appeals Committee are final and cannot be appealed.

Complaints are not grade protests, inquiries, or appeals regarding discipline issues or academic standards decisions. Additionally, examples of grievances that are not appealable include:

- Federal and State Laws
- Employment and personnel decisions
- Decisions and policies ruled on by the Board of Directors

As an institution accredited by the Higher Learning Commission, the College is required to document certain student complaints and their disposition. All Formal Complaints are documented and tracked.

Grade Appeals

In the event a student disagrees or questions a final grade, the student should first consult with his/her instructor. If the student continues to question the grade after meeting with the instructor, the student would proceed with a grade appeal, which must be made within 45 days from the end of the quarter in which the grade was earned. To appeal a grade, a student must have evidence that one of the following took place:

1. The instructor did not follow the stated grading policy.
2. The grade was based upon prejudice or bias.
3. There was a computational error.
4. The grade assigned was inconsistent with the standards applied to other students.

The grade appeal review is processed through the levels of (in order) program director, Academic Standards Committee, and the chief academic officer. There is no further appeal authority.

STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

Discrimination, Harassment, Sex or Gender-Based Misconduct

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

NC is committed to providing an environment that is free from all forms of conduct that can be considered discriminatory, harassing, coercive, disruptive, or an incident of sexual misconduct. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sex or gender-based misconduct includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment. The following is a partial list of sexual harassment examples:

- unwanted sexual advances
- offering employment or other benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances
- visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters
- verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- verbal sexual advances or propositions
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- physical conduct that includes touching, assaulting, or impeding or blocking movements
- displays of inappropriate material (e.g., posters, screensavers, emails, calendars)

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of continuation of educational services.
2. Submission or rejection of the conduct is used as a basis for making grading decisions.
3. The conduct has the purpose or effect of interfering with school performance or creating an intimidating, hostile, or offensive school environment.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward a student because of his or her race, religion, national origin, gender, age, disability, or sexual orientation that:

1. Has the purpose or effect of creating an abusive or hostile environment.
2. Has the purpose or effect of unreasonably interfering with a student's school performance.
3. Otherwise adversely affects a student's educational opportunities.

All allegations of discrimination, harassment, and/or sex and gender-based misconduct will be quickly and discreetly investigated by the College's Title IX Coordinator. To the extent possible, confidentiality of the complainant, respondent and any witnesses will be protected against unnecessary disclosure. When the investigation is completed, involved individuals will be informed of the outcome of the investigation in accordance with applicable law.

Any employee at the College who becomes aware of possible discrimination, harassment, or sexual misconduct must immediately notify the Director of Human Resources (Title IX Coordinator) so it can be investigated in a timely and confidential manner. Anyone engaging in any prohibited or unlawful conduct will be subject to disciplinary action, up to and including expulsion or termination of employment.

Complaint Procedures

To support the College's policy against discrimination, harassment or sexual misconduct of any kind, the College has developed a complaint procedure for students to follow if they believe the policy has been violated.

1. If an individual feels comfortable doing so, talk to the person who is harassing. Tell the person that his/her conduct is offensive and must stop.
2. If an individual does not feel comfortable talking to the person whose conduct is offensive or if the individual has discussed the matter and the offender refuses to stop, the student should report

the incident to a faculty or staff member at NC. Incident complaint forms can be obtained through Student Services or online through the NC Student Hub or NC's public website.

3. All complaints will be referred to the director of human resources (Title IX Coordinator) for an immediate, thorough, and objective investigation. It is important to understand that once the College is made aware of the complaint, it has a legal obligation to investigate. The investigation will be conducted with as much confidentiality as possible. However, since several individuals may need to be involved in the investigation and resolution process, absolute confidentiality cannot be guaranteed.

4. A decision regarding the complaint will be made as soon as possible. If the investigator decides that harassment occurred, the College will take corrective action. The person responsible for the harassment will be subject to the appropriate disciplinary action, up to and including expulsion or termination. Appropriate action will also be taken to avoid any future harassment or retaliation.

5. Any notifications of resolution will be made in accordance with applicable law.

Students are encouraged to report incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. The College will not take any retaliatory action against a student who makes a complaint and will not knowingly permit retaliation by others.

False Charges

If the College determines that a complaint was made by a student with the knowledge that the facts were false, the investigator may recommend appropriate disciplinary action up to and including expulsion.

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, or other appropriate official, written requests that identify the record(s)

they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a College employee in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. *[Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northwestern College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

The following information on students at the College is designated as Directory Information, which is public data accessible to the public upon request as permitted pursuant to 34 C.F.R. 99.37:

- name, address, and telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous educational institution attended
- grade level or enrollment status (e.g., full-time or part-time)
- degrees, honors, and awards received
- date of graduation
- photographs
- email address

Notice to Students about Directory Information

Students may request that any or all of the above-listed directory information be withheld from public disclosure by completing a Directory Information Confidentiality form each academic year, and submitting it to the Office of the Registrar.

ASSOCIATE DEGREE PROGRAMS

ASSOCIATE DEGREE PROGRAMS

CAMPUS LOCATIONS AND ONLINE

The following chart shows the campus where each degree program is offered and whether the program's major courses may be completed online or partially online. Note: most general education courses may be completed online.

Degree Program	Bridgeview Campus	Offered Online	Offered Partially Online
Business Administration	✓	✓	✓
Health Information Technology	✓	✓	
Nursing	✓		
Radiologic Technology	✓		

BUSINESS ADMINISTRATION

Business administration encompasses planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business is an organization or economic system where goods and services are exchanged for one another or for money. Business leaders train, direct, create, and introduce innovations to measure the performance of business. Business administrators must be well diverse in business ventures inclusive of local, national, and global trends in management, marketing, finance, accounting, human resources, and computer applications.

Program

Associate of Applied Science Degree in Business Administration

Program Availability

This program is offered at the Bridgeview Campus, Online, and Hybrid (partially online and on ground). Not all courses may be offered on-campus please refer to the quarter schedule for specific details on course offerings.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge of the common professional components of the business environment
- Understand and analyze ethical behaviors in the business environment
- Recognize and apply clear oral, written, and electronic communication when making professional business decisions
- Interact effectively with teams as both leader and member
- Possess knowledge and skills to solve business problems

Tuition

The tuition rate for the associate of applied science degree in business administration is $425 per credit hour.

Accreditation

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th St., Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

Progression Requirement

Students must earn a grade of C or higher in all courses with a BUSN or ACCT prefix.

Externship

Students who enroll in an externship course apply their coursework and knowledge in practical on-the-job experiences. Students receive academic credit upon successful completion. There is no remuneration for time spent on the externship nor are students entitled to a job at the end of the externship.

CURRICULUM

92 Total Credit Hours

Business Courses: **36 credit hours**
BUSN.100   Introduction to Business......................................4
BUSN.106   Business Law I 4
BUSN.120   Management...4
BUSN.131   Macroeconomics...4
BUSN.140   Finance...4
BUSN.160   Marketing..4
BUSN.227   Organizational Behavior.......................................4
BUSN.250   Business and Professional Ethics 4

Additional requirement: **4 credit hours**
(Choose One Course)
BUSN.221   Human Resource Management 4
BUSN.290   Externship 4

Accounting Courses: **12 credit hours**
ACCT.110   Financial Accounting I 4
ACCT.120   Financial Accounting II..4
ACCT.130   Financial Accounting III.......................................4

Computer Courses: **10 credit hours**
CPTR.130   Intermediate Spreadsheet 2
CPTR.140   Intermediate Database..2
CPTR.150   Intermediate Document Processing 2
CPTR.230   Advanced Spreadsheet.......................................4

General Education Courses: **34 credit hours**
Communications 16
    ENGL.100 (4), COMM.100 or COMM.110 (online students) (4),
    ENGL.120 (4), and COMM.200 (4)
Mathematics...4
    MATH.112 (4)
Life Skills 6
    CPTR.100 (4), COLL.104 (1), and COLL.290 (1)
Social Sciences - Select one course...4
    SOCS.200 (4), SOCS.210 (4), SOCS.220 (4)
Humanities - Select one course...4
    HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)

HEALTH INFORMATION TECHNOLOGY

Health information technology is a growing field that combines the areas of healthcare, administration, and information systems to manage and report healthcare data. Health information professionals have career opportunities in acute care hospitals, ambulatory care practices, insurance companies, public health organizations, skilled nursing facilities, home health, and government agencies. Health information technicians collect, organize, summarize, analyze utilize, and report data collected for patient care and reimbursement. Some also choose to specialize in particular areas such as coding, billing, cancer registries, electronic health record systems, quality improvement or release of information.

Program

Associate of Applied Science Degree in Health Information Technology

Program Availability

This program is offered at the Bridgeview Campus and entirely online. Not all courses may be offered on-campus please refer to the quarter schedule for specific details on course offerings.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, pathophysiology, and pharmacology
- Be adequately prepared as health information technicians in health data management
- Be adequately prepared as health information technicians in health statistics and quality management
- Be adequately prepared as health information technicians in medical law and ethical standards
- Be adequately prepared as health information technicians in health informatics
- Be adequately prepared as health information technicians in organization management

Tuition and Fees

The tuition rate for the Associate of Applied Science in Health Information Technology is $425 per credit hour.

Accreditation

The accreditation of the Northwestern College Health Information Technology Associate in Applied Science Degree program at the Chicago Campus is in Inactive Status with the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601, (312) 233-1100.

The Northwestern College Bridgeview Campus Health Information Technology Associate in Applied Science Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (www.cahiim.org), 233 N. Michigan Ave., 21st Floor, Chicago, IL 60601, (312) 233-1100

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care and those with access to confidential medical and financial information. Individuals who have been convicted of certain criminal offenses (i.e. theft, fraud, battery) generally are not eligible to work in a health care setting. The IHWA also prohibits the hiring of any applicant or retaining any employee who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Admission Requirements

1. Acceptance to Northwestern College.
2. Attendance at a program Information Session (waived for continuing Northwestern College students.
3. Submission of a Statement of Purpose addressing professional and personal goals related to becoming a health information professional.
4. Two letters of recommendation from an instructor, academic advisor, employer, or coworker.
5. Cumulative college GPA ≥ 2.0.
6. Wonderlic Verbal and Quantitative (assessment test) (waived with ACT ≥ 20 English, Math, and Reading subscores).
7. Review and sign Statement of Student Responsibility. You will be required to comply with this statement at all times while attending classes at Northwestern College (waived for current students).
8. Interview with the HIT program director.

Progression Requirements

- Students must earn a grade of C or higher in all courses. It is necessary to repeat courses in

which a grade below C is earned before taking the next course(s) in the sequence.

- Students may attempt HLTH or HITC prefix courses no more than two times. After the second failure, a petition to the Academic Standards Committee is required, and prior to registering for the course for the third time students must receive approval from the Academic Standards Committee.

Program Requirements

- Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read fine print of documents, microfiche, and computer screens; and have mobility and manual dexterity sufficient to operate a computer and handle charts, paperwork, and office equipment. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

Professional Practicum Experience Requirements

- Prior to enrolling in HITC.295 Professional Practicum Experience, students at their own expense are required to submit a current physical examination; current immunizations, including hepatitis (or lab results indicating acceptable titers); and up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated); and proof of liability insurance.
- Students must plan to be available for the minimum professional practice hours during normal weekday business hours. Students who are employed may be required to adjust their work schedule to accommodate their supervised practicum schedule.
- Students are not paid for the hours they spend at the practicum nor are they entitled to a job at the end of the practicum. Upon successful completion, students receive academic credit for these structured, supervised learning experiences.
- Students must provide their own transportation to and from their supervised practicum site.
- Placement in the practicum, selection of the site, and scheduling is at the discretion of the HIT faculty or program director.

- A student refusal to complete practicum hours at a site assigned by the College will result in a failing grade for the course.
- Students are supervised by site personnel and expected to function as contributing members of the health information management (HIM) staff. Students will observe and experience day-to-day health information management operations, provide documentation and recommendations in workflow, and complete special projects.
- Students play a significant role in identifying and acquiring a suitable site for their professional practicum experience. At least 60 days prior to the quarter in which they will do the practicum, students must provide contact information for three potential sites which they have contacted and which have expressed interest and ability in being a practicum site. The College will follow-up with the sites and attempt to secure affiliation agreements with the sites that have been deemed suitable by the program director/coordinator. This process can be quite lengthy; therefore, it is imperative that students furnish the required contact information by the deadline or risk delay in completing their professional practicum course.
- Most affiliation sites are either acute care (hospitals) or non-acute care sites such as ambulatory clinics, larger physician practices, skilled nursing and long-term care facilities, and/or home health or hospice centers. Contemporary trends in placement also include working at health information management service providers, software vendors, insurance companies, pharmaceutical companies, firms, outpatient behavioral health centers, and various state agencies.

HEALTH INFORMATION TECHNOLOGY

CURRICULUM

94 Total Credit Hours

Health Information Technology Courses: **44 credit hours**

HITC.100	Health Data Content and Structure	3
HITC.101	Health Data Content and Structure Lab	1
HITC.110	Healthcare Statistics and Data Literacy	3
HITC.145	Coding and Classification Systems I	3
HITC.146	Coding and Classification Systems I Lab	1
HITC.155	Coding and Classification Systems II	3
HITC.156	Coding and Classification Systems II Lab	1
HITC.205	Health Information Financial and Resource Management	3
HITC.210	Information Systems in Healthcare	4
HITC.240	Clinical Quality Assessment and Performance Improvement	4
HITC.245	Medical Law and Ethics in HIM	4
HITC.255	Coding and Classification Systems III	3
HITC.256	Coding and Classification Systems III Lab	1
HITC.265	Coding and Classification Systems IV	3
HITC.266	Coding and Classification Systems IV Lab	1
HITC.272	RHIT Exam Review	2
HITC.295	Professional Practicum Experience	4

Allied Health Courses: **14 credit hours**

HLTH.140	Medical Terminology	3
HLTH.151	Anatomy, Physiology, & Pathophysiology I	4
HLTH.161	Anatomy, Physiology, & Pathophysiology II	4
HLTH.225	Pathopharmacology	3

Computer Courses: **2 credit hours**

CPTR.140	Intermediate Database	2

General Education Courses: **34 credit hours**

Communications.. 16
ENGL.100 (4), COMM.100 or COMM.110 (online students) (4), ENGL.120 (4), and COMM.200 (4)

Mathematics..4
MATH.112 (4)

Life Skills 6
CPTR.100 (4), COLL.104 (1), and COLL.290 (1)

Social Sciences...4
SOCS.200 (4)

Humanities - Select one course...4
HUMN.200 (4), HUMN.210 (4), HUMN.220 (4)

NURSING

The Northwestern College Violet L. Schumacher School of Nursing prepares a diverse student body to pursue educational and professional goals in an atmosphere of intellectual curiosity. We are committed to enhance student knowledge of health and illness in a compassionate, student-centered environment that remains rooted in the community and produces skilled professionals and lifelong learners.

The faculty believe that nursing is an applied science with its foundation in the biological and behavioral sciences. The practice of nursing is guided by principles of logic, ethics, and the law, and the science of nursing is distinguished by a deep and abiding understanding of the human condition. Nurses apply their knowledge, skills and professional behaviors to the care of individuals, families, and groups.

The nursing professional seeks to return clients to a state of physical, emotional, and social equilibrium in the face of actual health problems/disease states and/or seeks to maintain clients in a state of physical, emotional and social equilibrium in the face of potential health problems/disease states. Evidence-based practice is the hallmark of the nursing professional.

Program

Associate of Applied Science Degree in Nursing

Program Availability

This program is offered at the Bridgeview Campus only. Clinical experiences are arranged by agreements with local health facilities and hospitals.

Student Learning Objectives

Upon completion of the nursing program, it is expected that students will be able to:

- Plan, implement, and evaluate the effectiveness of a plan of care
- Communicate and collaborate with individuals, families, groups, and other health professionals in promoting health planning and delegating nursing care
- Assume accountability for clinical judgement, critical thinking, and nursing interventions to deliver safe and effective care.
- Model professional behaviors that adhere to standards of practice and ethical codes of conduct

- Use leadership skills and knowledge to advocate for patients

Tuition and Fees

The tuition rate for the Associate of Applied Science in Nursing is $558 per credit hour.

Students enrolled in the Nursing program will have the following one-time fees:

Nursing Student Bundle......................................$134

Admissions Requirements

The Northwestern College School of Nursing has specific admission requirements. Applicants are responsible for ensuring that all of the requirements are met and all supporting documents are submitted. Only complete application files will be reviewed for admission.

1. Application to Northwestern College
2. High school graduate diploma or GED certificate
3. Achieve the minimum scores or higher on the College's standardized assessment for admission into the nursing program. Information about the exam is available through the Office of Admissions.
4. Submit official college transcripts (if applicable). Transfer of college credit: A grade of C or above is required for general education courses in the Nursing program. Only general education courses required for the AAS in Nursing will be considered for transfer credit. Sciences must be within 5 years of the application submission date to the program.
5. Achieve the minimum scores or higher on the ATI TEAS. A maximum of three attempts is allowed for the ATI TEAS. Adherence to application process and deadline.

Conditional Admission

Applicants who do not meet these specific Admissions Requirements may be enrolled conditionally into the Nursing program to begin their general education coursework.

Conditionally admitted students who meet the following requirements will be officially admitted to the School of Nursing:

1. Successfully complete 2 quarters of pre-nursing coursework with a C or higher.
2. Meet or exceed the minimum scores on the ATI TEAS after no more than three attempts.

Once the College determines that a student has satisfied admission requirements 1-5 above, prior to being scheduled for NURS courses, each student must have the following:

1. Current American Heart Association Healthcare Provider level BLS/CPR certification.
2. Major medical insurance coverage.
3. Background screen including sanctions under the U.S. Patriot Act done within the past six months.
4. A clean (negative) 10-panel drug screen done within the past 30 days of admission into the Nursing program (Nursing Fundamentals).
5. Immunization within the past year for influenza
6. Titer levels within the past two years for rubella, rubeola, mumps, varicella and hepatitis B demonstrating immunity. (If results show that the student is not immune, a booster vaccination is required followed by repeat titers).
7. The following immunizations also must be current: diphtheria, pertussis and tetanus within the last 10 years
8. A 2-step TB or quantiferon gold test (from within the past year and annually thereafter); a current negative chest x-ray, including completing of the TB questionnaire form for positive TB results is required.
9. Liability insurance as a registered student nurse annually.
10. Physical exam signed by a healthcare provider within the last six months.
11. Completion of HIPAA and OSHA requirements via Castle Branch.

Full admission to the nursing program is based on review of the above items submitted at the designated time provided by the Nursing Department.

Criminal Background Check

Background screening including sanctions under the U.S. Patriot Act must be done at least one term prior to enrollment in Nursing Fundamentals via Castle Branch, an external credentialing vendor. Criminal background checks and annual drug testing are required for the nursing program. Students demonstrating a positive background check or drug test will be denied admission to the nursing program unless or until a waiver or expungement is granted. Students demonstrating a positive background check or annual drug test while enrolled in the nursing program will be dismissed.

Illinois Health Care Workers Act (IHWA)

The Illinois Healthcare Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed health care worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the health care worker shall immediately practice only with a chaperone who is a licensed health care worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed health care worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Transfer Credit

- Nursing courses completed at other institutions will not be accepted for transfer credit.
- Transfer credit for non-nursing courses will be considered upon review of an official college transcript.
- Anatomy and Physiology and Microbiology courses must have been successfully completed within the past five years of admission to the Nursing Program (with a grade of C or higher) in order to be considered for transfer credit.

Progression Requirements

- A student must earn a grade of C or higher in all NURS courses and general education courses before enrolling in subsequent NURS courses.
- A student must earn a grade of C or higher for all courses required in the Nursing Program which includes general education courses.
- A student may repeat only one nursing (NURS) course.
- Two (2) nursing course failures and/or withdrawals with a failing grade in the nursing program will result in dismissal from the Nursing Program.
- Two (2) general education course failure and/or withdrawals with a failing grade required for the nursing program (AAS Nursing) will result in denial/dismissal from the Nursing Program.
- Students must have current BLS/CPR certification, major medical insurance coverage, background check, 10 panel drug screen, immunizations, TB test, influenza immunization, and completed HIPAA/OSHA certifications via Castle Branch.
- Successfully pass a math/dosage calculation exam at 90% or better in each clinical course.

CURRICULUM – FULL ADMISSION

107 Total Credit Hours

Nursing Courses: **64 credit hours**

NURS.102	Pharmacology I	2
NURS.103	Pharmacology II	2
NURS.110	Fundamental Concepts in Nursing	6
NURS.110C	Fundamental Nursing-Clinical	4
NURS.120	Psychiatric/Mental Health Nursing	4
NURS.120C	Psychiatric/Mental Health Nursing-Clinical	2
NURS.130	Maternity/Women's Health Nursing	4
NURS.130C	Maternity/Women's Health Nursing-Clinical	2
NURS.140	Medical Surgical Nursing	6
NURS.140C	Medical Surgical Nursing-Clinical	4
NURS.151	Pediatric Nursing	4
NURS.150C	Pediatric Nursing-Clinical	4
NURS.258	Medical Surgical Nursing II	6
NURS.261C	Medical Surgical Nursing II-Clinical	2
NURS.262	Nursing Care of Diverse Groups	6
NURS.262C	Nursing Care of Diverse Groups-Clinical	4
NURS.277	Leadership Seminar	2

Related Courses: **18 credit hours**

SCIE.115	Anatomy & Physiology I with Lab	6
SCIE.125	Anatomy & Physiology II with Lab	6
SCIE.135	Microbiology with Lab	6

General Education Courses: **25 credit hours**

Communications 8
ENGL.100 (4) COMM.100 (4)

Mathematics 4
MATH.112 (4)

Life Skills 1
COLL.290 (1)

Social Sciences and Humanities 12
HUMN.200 (4) and SOCS.200 (4) SOCS.210 (4)

CURRICULUM – CONDITIONAL ADMISSION – effective for the Winter 2019 Quarter and forward

107 Total Credit Hours

Nursing Courses: **65 credit hours**

NURS.100	Academic Skill for Nursing	1
NURS.102	Pharmacology I	2
NURS.103	Pharmacology II	2
NURS.110	Fundamental Concepts in Nursing	6
NURS.110C	Fundamental Nursing-Clinical	4
NURS.120	Psychiatric/Mental Health Nursing	4
NURS.120C	Psychiatric/Mental Health Nursing-Clinical	2
NURS.130	Maternity/Women's Health Nursing	4
NURS.130C	Maternity/Women's Health Nursing-Clinical	2
NURS.140	Medical Surgical Nursing	6
NURS.140C	Medical Surgical Nursing-Clinical	4
NURS.151	Pediatric Nursing	4
NURS.150C	Pediatric Nursing-Clinical	4
NURS.258	Medical Surgical Nursing II	6
NURS.261C	Medical Surgical Nursing II-Clinical	2
NURS.262	Nursing Care of Diverse Groups	6
NURS.262C	Nursing Care of Diverse Groups-Clinical	4
NURS.277	Leadership Seminar	2

Related Courses: **18 credit hours**

SCIE.115	Anatomy & Physiology I with Lab	6
SCIE.125	Anatomy & Physiology II with Lab	6
SCIE.135	Microbiology with Lab	6

General Education Courses: **24 credit hours**

Communications 8
 ENGL.100 (4) COMM.100 (4)

Mathematics 4
 MATH.112 (4)

Social Sciences and Humanities 12
 HUMN.200 (4) and SOCS.200 (4) SOCS.210 (4)

RADIOLOGIC TECHNOLOGY

The radiologic technologist/radiographer specializes in the use of x-ray radiation (energy) and performs a wide variety of radiologic procedures for use in the diagnosis and treatment of illnesses, diseases, and injuries. Radiographers also assist radiologists in the performance of many specialized exams. Radiographers must be deeply compassionate, have strong communications skills, enjoy teamwork, and also meet the challenge of working independently in high pressure clinical situations. A career as a radiologic technologist/radiographer gives graduates many different job opportunities. Graduates may specialize in magnetic resonance imaging, radiation therapy, nuclear medicine, cardiac catheterization, medical sonography, mammography, or computed tomography. Radiographers may also choose careers in radiography education, management, sales, and marketing.

Program

Associate of Applied Science Degree in Radiologic Technology

Program Availability

This program is offered at the Bridgeview Campus only. General education coursework may be completed online.

Accreditation

The Radiologic Technology program at Northwestern College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, (312) 704-5300, mail@jrcert.org; www.jrcert.org.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Be clinically competent entry level radiographers
- Communicate effectively
- Use critical thinking and problem-solving skills
- Evidence professional responsibility, development, and lifelong learning

Student Learning Outcomes

- Apply positioning skills, practice radiation safety, and evaluate radiographic images as clinically competent entry-level radiographers
- Use of effective oral communication skills and practice effective writing skills, in both the laboratory and classroom setting

- Select radiographic technical factors and perform non-routine radiographic procedures using critical thinking and problem-solving skills
- Demonstrate professional behavior and prepare for initial employment and career advancement evidencing the importance of professional growth and development

Tuition and Fees

The tuition rate for the Radiologic Technology Associate in Applied Science degree program is $525 per credit hour.

Students enrolled in the radiography program will incur the following fees:

Professional Organization Student
     Membership Fee ....$35 each year
Electronic Recordkeeping System Fee $150
Tool Kit and Uniform...$135
Lead Markers/Radiation Badge $55
HESI Testing Solution $288.20

Science Lab Fees

The following courses have a $150 fee in addition to tuition charges: SCIE.111 and SCIE.121.

National Certification

Graduates of this program are eligible to sit for the national certifying exam administered by the American Registry of Radiologic Technologists (ARRT). Students should be aware, however, that individuals with felony and/or misdemeanor convictions may not be eligible to take this exam and should contact ARRT for details.

RADIOLOGIC TECHNOLOGY

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The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a health care worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed health care worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation, and the health care worker shall immediately practice only with a chaperone who is a licensed health care worker during all patient encounters pending the outcome of the criminal proceedings.

A licensed health care worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Admissions Requirements

The radiography program has specific admission requirements in addition to the College's regular admissions requirements and limited enrollment. Applicants are responsible for ensuring that all requirements are met and all supporting documents are submitted on time. Only complete application files will be reviewed for admission. Applicants who satisfy the requirements listed below will be invited to interview with the program's Admission's Committee.

1. Acceptance to Northwestern College
2. Attendance at a program information session
3. Two letters of recommendation from an instructor, academic advisor, employer, or coworker

4. High school graduate or equivalent
5. High school and/or college cumulative GPA (CGPA) of 2.0 or higher
6. Wonderlic (assessment exam) - minimum scores required in writing, reading, and algebra waived with ACT of 20 or higher or associate's degree or beyond
7. TEAS V (assessment exam) - minimum scores required in reading, math, science and English

Applicants who are interviewed and selected for admission are accepted on the condition that the post-offer program admission requirements are successfully completed by the published deadline. Payment for costs incurred in completing these requirements is the responsibility of the student:

- Physical fitness and good health - record of a physical exam, immunizations, drug screening, TB screening, flu shot, and other labs
- Successful background check
- Liability insurance
- Health insurance
- CPR certification for the healthcare provider

Transfer of Credit

- Radiography courses completed at a college prior to enrolling at NC will not be accepted for transfer of credit
- Anatomy and physiology courses must have been successfully completed within the past ten years in order to be considered for transfer credit

Qualifications (Technical Standards)

The radiography program identifies non-academic qualifications that are essential for students' satisfactory completion of classroom and clinical learning objectives. Students must be able to:

1. Transport patients from or onto wheelchairs, stretchers, and examination tables.
2. Operate medical imaging equipment and accessory devices.
3. Position/maneuver patients and medical imaging equipment to perform radiographic examinations and procedures.
4. Monitor the physical and emotional state of patients for their care and safety.
5. Evaluate medical images for technical quality and accuracy of patient positioning.
6. Evaluate diagnostic information on display screens/monitors and adjust controls as required.
7. Verbally communicate and demonstrate an auditory sense sufficient to:

a) Give and acknowledge receipt of information in classroom and clinical instruction and in processes that involve the care, safety, and examination of the patient.

b) Transfer information within a timeframe appropriate to the situation.

8. Document/input information on/with appropriate recording mediums, i.e. computer keyboard, request forms, labels, x-ray film envelopes.

9. Lift and transport radiographic equipment and supplies weighing up to 15 pounds.

10. Perform required and essential tasks wearing protective (lead lines) apparel on the neck (thyroid collars), trunk (full aprons), and hands (gloves) with an approximate equivalent weight of 10 to 15 pounds.

11. Demonstrate the manual dexterity to perform venipuncture, monitor pulse, blood pressure, temperature, and prepare syringes and medications for injection.

12. For extended periods of time, demonstrate the physical strength, coordination, and endurance to independently navigate in diagnostic examination rooms.

Progression Requirements

- All courses with a RADS prefix (professional courses) must be taken in sequence. Students may only enroll once in courses with a RADS prefix.

- Students must earn a grade of C (80%) or higher in all courses with a RADS or HLTH prefix. Failure to earn a letter grade of C (80%) or higher in all RADS or HLTH prefix courses will result in dismissal from the program.

- Any student dismissed for academic performance or who voluntarily withdraws from the program and wishes to seek reinstatement must meet with the program director and participate in the interview process. Re-instatement to the program is at the discretion of the Program Director.

- Satisfactory completion of the clinical and academic curriculum must be within 150% of the stated program's length.

- Students must earn a letter grade of C or higher in courses with a SCIE prefix. A student earning a letter grade below a C will be required to repeat the course to earn an acceptable letter grade of C or higher.

- A student may not enroll more than twice in courses with a SCIE prefix.

- Students must maintain a minimum cumulative GPA of 2.0 for continued enrollment in the program.

The Student as a Guest/Visitor of the Clinical Education Center

Students are guests or visitors of the clinical sites to which they are assigned. Students are not paid for the time they spend at clinical sites nor are they entitled to a job at the conclusion of their hours. Students are responsible for:

1. Following the policies, standards, and practices of their clinical sites and the clinical education guidelines established by the College and program.

2. Obtaining medical care at their own expense for any injuries that may occur at their clinical sites.

3. Their own transportation to and from their clinical education centers.

4. Reporting to their clinical education centers on time and staying in their assigned areas.

The terms of the affiliation agreements between the clinical site and the College include the right of the clinical education center to prohibit a student from the buildings and grounds of the clinical site given just cause. The College and program do not have the authority to overrule a clinical education center's decision to accept or refuse a student's participation at its location.

In a situation where a student is refused clinical participation at a clinical site (i.e., a student is suspended and wishes to resume his clinical assignments and no other placement for the student is possible at other affiliates), the student will be withdrawn from the program.

RADIOLOGIC TECHNOLOGY

CURRICULUM

108 Total Credit Hours

Radiologic Technology Courses: **75 credit hours**

RADS.100	Fundamentals of Radiography	3
RADS.101	Radiographic Exposure I	3
RADS.102	Radiographic Exposure II	3
RADS.104	Patient Care in Radiography	3
RADS.105	Radiation Protection	3
RADS.106	Radiographic Exposure III	3
RADS.107	Radiography Patient Care Activities	1
RADS.108	Image Systems I	3
RADS.110	Radiographic Procedures	3
RADS.111	Radiographic Procedures Lab	1
RADS.112C	Clinical I	2
RADS.120	Radiographic Procedures II	3
RADS.121	Radiographic Procedures II Lab	1
RADS.122C	Clinical II	2
RADS.130	Radiographic Procedures III	3
RADS.131	Radiographic Procedures III Lab	1
RADS.132C	Clinical III	2
RADS.140	Radiographic Procedures IV	3
RADS.141	Radiographic Procedures IV Lab	1
RADS.162C	Clinical IV	3
RADS.201	Radiation Physics I	3
RADS.202	Radiation Physics II	3
RADS.203	Radiographic Pathology	3
RADS.205	Radiation Biology	3
RADS.206	Digital Imaging Critique & Technical Evaluation	3
RADS.210	Radiographic Procedures V	3
RADS.211	Radiographic Procedures V Lab	1
RADS.212C	Clinical V	3
RADS.220	Registry Review	3
RADS.222C	Clinical VI	3

Related Courses: **19 hours**

HLTH.141	Medical Terminology in Medical Imaging	3
HLTH.245	Medical Law and Ethics for Radiographers	4
SCIE.115	Anatomy & Physiology I with Lab	6
SCIE.125	Anatomy &Physiology II with Lab	6

General Education Courses: **14 credit hours**

Communications 4
ENGL.100 (4)

Life Skills 2
COLL.104 (1) and COLL.295 (1)

Math 4
MATH.112 (4)

Social Sciences 4
SOCS.200 (4)

RADIOLOGIC TECHNOLOGY

FIRST YEAR QUARTERLY SCHEDULE OF CLASSES

First Quarter: **Credit hours: 15**
- COLL.104   College Success 1
- HLTH.141   Medical Terminology in Medical Imaging 3
- RADS.100   Fundamentals of Radiography 3
- RADS.104   Patient Care in Radiography 3
- RADS.107   Radiography Patient Care Activities....................1
- RADS.110   Radiographic Procedures I 3
- RADS.111   Radiographic Procedures I Lab............................1

Second Quarter: **Credit hours: 16**
- MATH.112   College Mathematics..4
- RADS.101   Radiographic Exposure I 3
- RADS.105   Radiation Protection...3
- RADS.112C   Clinical I 2
- RADS.120   Radiographic Procedures II 3
- RADS.121   Radiographic Procedures II Lab 1

Third Quarter: **Credit hours: 18**
- RADS.102   Radiographic Exposure II 3
- RADS.108   Image Systems I 3
- RADS.122C   Clinical II 2
- RADS.130   Radiographic Procedures III.................................3
- RADS.131   Radiographic Procedures III Lab 1
- SCIE.115   Anatomy & Physiology I with Lab 6

Fourth Quarter: **Credit hours: 15**
- RADS.106   Radiographic Exposure III 3
- RADS.132C   Clinical III 2
- RADS.140   Radiographic Procedures IV.................................3
- RADS.141   Radiographic Procedures IV Lab 1
- SCIE.125   Anatomy & Physiology II with Lab 6

SECOND YEAR QUARTERLY SCHEDULE OF CLASSES

Fifth Quarter: **Credit hours: 13**
- RADS.162C   Clinical IV...3
- RADS.201   Radiation Physics I..3
- RADS.205   Radiation Biology 3
- RADS.210   Radiographic Procedures V 3
- RADS.211   Radiographic Procedures V Lab 1

Sixth Quarter: **Credit hours: 17**
- ENGL.100   Composition 4
- HLTH.245   Medical Law and Ethics
  for Radiographers 4
- RADS.202   Radiation Physics II 3
- RADS.203   Radiographic Pathology 3
- RADS.212C   Clinical V 3

Seventh Quarter: **Credit hours: 14**
- COLL.295   Professional Development
  for Rad Sciences 1
- RADS.206   Digital Imaging Critique &
  Technical Evaluation 3
- RADS.220   Registry Review 3
- RADS.222C   Clinical VI 3
- SOCS.200   Introduction to Psychology 4

Note: All professional/occupational courses must be taken as sequenced.

BACHELOR'S DEGREE PROGRAMS

BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration prepares students for the challenges of today's organizations as well as the business world of tomorrow. The program provides students with the knowledge, skills, and abilities to compete in the local, national, and global business environments. In this program, students select a specialization in Human Resources Management or Logistics/Supply Chain Management.

The Human Resources Management Specialization prepares students to understand the fundamental functions of HR including staffing, human resource development, compensation and benefits, safety & health, and employee and labor relations. Student knowledge of employee and group performance-improvement are the ultimate goals of this concentration.

The Logistics/Supply Chain Management Specialization is designed to provide a foundation in supply chain and logistics management from both a U.S. and global perspective.

Program

Bachelor of Science in Business Administration

Program Availability

This program is offered at the Bridgeview Campus, Online, and Hybrid (Partially Online and On Ground). Not all courses may be offered on-campus please refer to the quarter schedule for specific details on course offerings.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge of the common professional components of the business environment
- Understand and analyze ethical behaviors in the business environment
- Recognize and apply clear oral, written, and electronic communication when making professional business decisions
- Construct and implement strategies to maximize operational effectiveness in a dynamic and rapidly evolving business environment
- Prepare a comprehensive business capstone project

Program Requirements

Students must earn a C grade or higher in all courses with a BUSN, ACCT, and HUMR prefix. Students who earn a letter grade less than C will be required to repeat the course. All Business core courses must be completed before registering for specialization courses.

Tuition

The tuition rate for the Bachelor of Science Degree in Business Administration is $425 per credit hour.

BUSINESS ADMINISTRATION

CURRICULUM

181 Total Credit Hours

Business Core Courses   **56 credit hours**
BUSN.100	Introduction to Business	4
BUSN.106	Business Law	4
BUSN.120	Management	4
BUSN.131	Macroeconomics	4
BUSN.140	Finance	4
BUSN.160	Marketing	4
BUSN.227	Organizational Behavior	4
BUSN.231	Microeconomics	4
BUSN.250	Business & Professional Ethics	4
BUSN.310	Legal & Ethical Environment of Business	4
BUSN.315	Basic Information Systems	4
BUSN.340	Operations Management	4
BUSN.420	Business Policy	4

SELECT ONE FROM THE FOLLOWING:
BUSN.221	Human Resource Management	4
BUSN.290	Externship	4

(Choose a Specialization in Logistics or Human Resources)

Logistics Specialization Courses   **44 credit hours**
ACCT.330	Cost Accounting	4
LSCM.310	Logistics & Supply Chain Management	4
LSCM.320	Principles of Transportation	4
LSCM.330	Professional Selling	4
LSCM.340	Purchasing & Materials Management	4
LSCM.400	Transportation Economics	4
LSCM.410	Logistics & Intermodal Transportation Ops	4
LSCM.415	Logistics Application of ERP Systems	4
LSCM.420	International Logistics	4
LSCM.440	Production and Quality Control	4
LSCM.445	Advanced Logistics Problems (Capstone)	4

Human Resources Specialization   **44 credit hours**
HUMR.310	Employee & Labor Relations	4
HUMR.320	Workplace Health and Safety	4
HUMR.330	Strategic Staffing	4
HUMR.340	Recruitment, Selection, and Placement	4
HUMR.350	Topics in Organizational Behavior	4
HUMR.410	Organizational Leadership	4
HUMR.415	Training and Development	4
HUMR.420	Compensation & Benefits	4
HUMR.425	Employment Law	4
HUMR.430	Human Resource Information Systems	4
HUMR.445	Contemporary Issues in HR Management	4

Accounting Courses   **12 credit hours**
ACCT.110	Financial Accounting I	4
ACCT.120	Financial Accounting II	4
ACCT.130	Financial Accounting III	4

Computer Courses   **10 credit hours**
CPTR.130	Intermediate Spreadsheets	2
CPTR.140	Intermediate Database	2
CPTR.150	Intermediate Document Processing	2
CPTR.230	Advanced Spreadsheet	4

General Education Courses   **59 credit hours**

Communications
COMM.100	Effective Speaking	4
COMM.200	Business Communications	4
ENGL.100	Composition	4
ENGL.120	Advanced Composition	4
ENGL.300	Technical and Professional Writing	4

Mathematics
MATH.112	College Mathematics	4
MATH.200	College Algebra	4

Life Skills
CPTR.100	Introduction to Computer Information Systems	4
COLL.104	College Success	1
COLL.290	Professional Development	1

Humanities

Select two from the following:
HUMN.200	Ethics	4
HUMN.210	Introduction to Logic & Critical Thinking	4
HUMN.220	Introduction to Literature	4

Social Sciences
SOCS.310	Statistics	4
SOCS.311	Statistics Lab	1
SOCS.340	Research Methods	4

Select one from the following:
SOCS.200	Introduction to Psychology	4
SOCS.210	Introduction to Sociology	4
SOCS.220	Cultural Diversity	4

Sciences
SCIE.200	Environmental Science	4

Note: Additional prerequisite courses may be needed based on entrance requirements.

HEALTH INFORMATION MANAGEMENT

The Bachelor of Science in Health Information Management is an online program designed to be an extension of the curriculum required for the Health Information Technology AAS degree.

Health information management (HIM) professionals have skills and competencies in health data management, information policy, information systems, and administrative and clinical workflow. Our program focuses on the skills and knowledge essential to managing employees and departments responsible for ensuring an accurate and complete medical record with cost-effective methods. The HIM program prepares students for entry-level management positions to competently perform a wide variety of roles from patient and physician interaction to the analysis, security, and integration of health information and its use in healthcare facilities, third-party organizations, and governmental agencies.

Certification

Students completing the HIM baccalaureate degree program will be eligible to sit for the RHIA exam during the timeframe of July 1, 2017 through 2021 under the following conditions:

- Have at least a baccalaureate degree from a regionally accredited institution
- Received the RHIT credential on or before August 31, 2018
- Have complied with Standards for Maintenance of the RHIT credential

Mission Statement

The HIM program educates students to competently manage patient health information and information systems. Graduates will possess comprehensive knowledge of medical, legal, and ethical standards related to healthcare delivery. The program empowers students to meet AHIMA's core values of quality, integrity, respect, and leadership demonstrated through knowledgeable and competent HIM faculty members.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Acquire the requisite professional knowledge, skills and competencies fundamental to the health information management profession
- Gain self-directed learning skills using a variety of resources and technologies

- Develop critical thinking skills and the ability to solve problems
- Learn effective communication skills
- Demonstrate the personal attitudes and attributes critical to professional leadership

Tuition

The tuition rate for the Bachelor of Science Degree in Health Information Management is $425 per credit hour.

CURRICULUM

In order to be admitted to the HIM baccalaureate degree program, students must have completed an associate degree HIT.

HIM Courses — 62 credit hours

Junior Level

HIM.300	Healthcare Communications	4
HIM.305	Healthcare Human Resources & Leadership Theory	4
HIM.310	Reimbursement Systems Survey	4
HIM.315	Biomedical Research Support & Ethics	4
HIM.320	Healthcare Financial Administration I	4
HIM.325	Healthcare Financial Administration II	4
HIM.330	Coding Classifications Systems Theory	4
HIM.340	Risk Management and Compliance in Healthcare	4

Senior Level

HIM.400	Information Governance	4
HIM.410	Regulatory Reporting	4
HIM.415	Database Architecture & Queries	4
HIM.420	Health Systems Networks & Database Security I	4
HIM.425	Health Systems Networks & Database Security II	4
HIM.430	Health Information Networks & Data Mining	4
HIM.435	Senior Capstone	4
HIM.440	RHIA Exam Review	

General Education Courses — 25 credit hours

Junior Level

MATH.200	College Algebra	4
SCIE.200	Environmental Sciences	4

Select one from the following:

SOCS.200	Introduction to Psychology	4
SOCS.210	Introduction to Sociology	4
SOCS.220	Cultural Diversity	4

Senior Level

ENGL.300	Technical and Professional Writing	4
SOCS.300	Developmental Psychology	4
SOCS.310	Statistics	4
SOCS.311	Statistics Lab	1

CERTIFICATE PROGRAMS

CERTIFICATE PROGRAMS

CAMPUS LOCATIONS AND ONLINE

The following chart shows the campus where each certificate program is offered and whether the major courses in the certificate may be completed online or partially online. Note: most general education courses may be completed online.

Certificate Program	Bridgeview Campus	Offered Online	Offered Partially Online
Coding Specialist	✓	✓	
Dental Assisting	✓		
Medical Assisting	✓		✓

GENERAL INFORMATION

Northwestern College has a few certificate programs that offer students a two-tiered option for education in their chosen career major. Most certificate programs are derived from degree programs and may be completed within a year or less. Students have the advantage of transferring credits earned in a certificate program to the related degree program.

Certificate programs are intended for the student who has previous college and/or work experience and is seeking to enhance his or her career skills. Students who have no previous college or work experience may find their opportunities for employment enhanced by completing one of the College's degree programs.

Certificate programs do not require students to complete general education coursework and are most appropriate for individuals who wish to acquire career skills in as short a time as possible.

Admissions Requirements

Unless otherwise noted, students in certificate programs are required to meet the same general institutional admissions requirements as degree-seeking students.

Completion Requirements

Students must successfully complete all coursework with a cumulative GPA of 2.0 or above.

CODING SPECIALIST

The Coding Specialist program is intended for individuals already employed in a medical records-related field who wish to enhance their coding knowledge, as well as those without prior experience who wish to gain skills for entry-level coding positions with healthcare providers. This program emphasizes skills for assigning codes using current classification systems in both acute and ambulatory care settings. In-patient diagnosis-related group that determine payments will be introduced as well as ambulatory payment classifications in an out-patient setting.

Program Availability

This program is offered at the Bridgeview Campus and entirely online.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Demonstrate knowledge in medical terminology, anatomy and physiology, and pathophysiology
- Specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers
- Review patient records and assign numeric codes for each diagnosis and procedure
- Demonstrate in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems
- Demonstrate proficiency in health information documentation, data integrity, and quality

Tuition and Fees

The tuition rate for the Coding Specialist certificate program is $425 per credit hour.

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care and those with access to confidential medical and financial information. Individuals who have been convicted of certain criminal offenses (i.e. theft, fraud, battery) generally are not eligible to work in a health care setting. The IHWA also prohibits the hiring of any applicant or retaining any employee who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Progression Requirements

- Students must earn a grade of C or higher in all courses. It is necessary to repeat any courses in which a grade below C is earned before taking the next course(s) in the sequence.
- Students may attempt HLTH or HITC prefix courses no more than two times. After the second failure, a petition to the Academic Standards Committee is required, and prior to registering for the course for the third time, students must receive approval from the Academic Standards Committee.

Program Requirements

- Students in the CSP program must be able to hear well enough to answer a telephone; see well enough to read fine print of documents, microfiche, and computer screens; and have mobility and manual dexterity sufficient to operate a computer and handle charts, paperwork, and office equipment. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

CODING SPECIALIST

CURRICULUM

37 Total Credit Hours

COLL.104 College Success 1
COLL.290 Professional Development 1
HITC.100 Health Data Content and Structure.....................3
HITC.101 Health Data Content and Structure Lab...............1
HITC.130 Ambulatory Reimbursement I..............................3
HITC.145 Coding and Classification Systems I....................3
HITC.146 Coding and Classification
Systems I Lab...1
HITC.155 Coding and Classification Systems II 3
HITC.156 Coding and Classification
Systems II Lab..1
HITC.265 Coding and Classification Systems IV..................3
HITC.266 Coding and Classification
Systems IV Lab...1
HITC.267 Coding Exam Review..2
HITC.280 Advanced Coding & Abstracting...........................3
HLTH.140 Medical Terminology 3
HLTH.151 Anatomy, Physiology & Pathophysiology I............4
HLTH.161 Anatomy, Physiology & Pathophysiology II...........4

SUGGESTED QUARTERLY SCHEDULE

First Quarter   **12 credit hours**
COLL.104 College Success 1
HLTH.140 Medical Terminology 3
HLTH.151 Anatomy, Physiology & Pathophysiology I...........4
HITC.100 Health Data Content and Structure.....................3
HITC.101 Health Data Content and Structure Lab..............1

Second Quarter   **11 credit hours**
HLTH.161 Anatomy, Physiology & Pathophysiology II..........4
HITC.130 Ambulatory Reimbursement I..............................3
HITC.145 Coding and Classification Systems I....................3
HITC.146 Coding and Classification
Systems I Lab...1

Third Quarter   **8 credit hours**
HITC.155 Coding and Classification Systems II 3
HITC.156 Coding and Classification
Systems II Lab..1
HITC.265 Coding and Classification Systems IV 3
HITC.266 Coding and Classification
Systems IV Lab...1

Fourth Quarter   **6 credit hours**
COLL.290 Professional Development...................................1
HITC.267 Coding Exam Review...2
HITC.280 Advanced Coding & Abstracting 3

DENTAL ASSISTING

Dental assistants work for private dental practices, dental clinics, or even for federal, state, or local government health agencies. Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team.

Program Availability

This program is offered at the Bridgeview Campus.

Program Goals

Upon completion of the program, it is expected that students will be able to:

- Apply infection control and safety guidelines in the dental setting
- Complete patient information on the dental record including medical and dental histories, vital signs and tooth charting annotations
- Assist with or perform an extra/intraoral examination and record findings
- Expose, process and mount dental radiographs using both traditional and digital techniques
- Perform dental laboratory procedures
- Assist in managing medical emergencies
- Model professional behaviors, ethics, and appearance
- Effectively communicate with patients, family members and other members of the healthcare team
- Exhibit professional conduct including reliability, responsibility, honesty and ethical behavior

Registered Dental Assisting Certification (AMT)

Students completing the Dental Assisting certificate program at Northwestern College are eligible to take the Registered Dental Assistant (RDA) certification exam offered by American Medical Technologists (AMT). The RDA(AMT) certification is designed to signify entry-level competence in basic dental assisting competencies.

Tuition and Fees

The tuition rate for the Dental Assisting certificate program is $476 per credit hour.

Students will be assessed a one-time fee of $190 for the Dental Assisting Bundle which includes uniforms and lab fees.

Progression Requirements

- Students must earn a grade C or higher in all courses with a DNTL prefix. It is necessary to repeat any of the DNTL courses in which a grade C is earned before taking the next course(s) in the sequence.
- Students may attempt DNTL prefix courses no more than two times. After the second failure a petition to the Academic Standards Committee is required, and prior to registering for the course for the third time students must receive approval from the Academic Standards Committee.

Program Requirements

- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the dental assisting program, the student must notify the program director immediately. A pregnant student must have permission from her physician in order to register for DNTL courses which involve exposure to scattered radiation.
- Typically, dental assisting students must be able to hear well enough to communicate with patients and see well enough to read fine print on documents, charts, equipment and have mobility, manual strength and dexterity sufficient to handle and operate dental equipment; and have physical endurance sufficient to stand for long periods of time. If students with reasonable accommodation are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
- Students must possess psychological stability to perform at the required levels in the clinical portion of the program.

Externship

The Dental Assisting Externship provides practical on-the-job experiences that augment the student's in-class experiences. Students are required to complete 120 hours at a dental practice office. Placement in the externship site, selection of the site, and scheduling is at the discretion of the dental assisting faculty or program coordinator whose decisions are final. Refusal to complete externship hours at the assigned site will result in a failing grade for the course.

- Prior to enrolling for the dental assisting externship, students at their own expense are required to submit a current immunization for the Hepatitis B vaccination. They are also required to submit a resume and externship request form.

DENTAL ASSISTING

- Depending on the site, students may be required to have a background check.
- Students must plan to be available for the externship schedule given by their site supervisor.
- Students who are employed may be required to adjust their work schedule to accommodate their supervised externship schedules.
- Students are not paid for the hours they spend at the externship site nor are they entitled to a job at the end of the externship. Upon successful completion, students receive academic credit for their supervised learning experiences.
- Students must provide their own transportation to and from their supervised site.

CURRICULUM

48 Total Credit Hours

MEDICAL ASSISTING

The Medical Assisting certificate program prepares students with clinical and administrative skills that will enable them to perform effectively as an entry-level member of a multidisciplinary healthcare team within an ambulatory care setting. The Medical Assisting certificate program prepares students to sit for the Registered Medical Assistant (RMA) credentialing exam administered by American Medical Technologists. The RMA certificate is recognized throughout the medical assisting profession and gives students a professional edge in the workplace.

Program Availability

This program is offered at the Bridgeview Campus and partially online.

Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains
- To provide academic assessment of critical thinking, effective communication, and personal responsibility of students in the medical assisting program
- To prepare graduates of the medical assisting program to be self-assured, responsible, and competent in the field of medical assisting
- To provide the community with skilled medical assistants that interacts with patients in a professional and empathic manner
- To prepare students to become (AMT) Registered Medical Assistants
- To encourage lifelong learning opportunities

Student Learning Goals

Upon completion of the program, it is expected that students will be able to:

- Communicate effectively with patients, supervisors, support personnel, and other healthcare team members using suitable verbal, nonverbal, and written skills
- Apply knowledge of basic sciences and medical theory to the application and appropriate knowledge of administrative and clinical medical assisting procedures
- Apply critical and creative thinking and analytical skills to make sound administrative and clinical judgments to enhance patient care.
- Deliver patient care in a respectful manner that reflects sensitivity to individual differences

- Earn their (AMT) Registered Medical Assistant credential

Tuition and Fees

The tuition rate for the Medical Assisting certificate program is $475 per credit hour.

Students will be assessed a one-time fee of $125 for the Medical Assisting Tool Kit and Uniforms.

Professional Credentialing Exam

As a feature of MEDS.243 Certification Preparation, students register to take the professional credentialing Registered Medical Assistant exam administered by the American Medical Technologist.

Illinois Health Care Workers Act (IHWA)

The Illinois Health Care Workers Act (IHWA) mandates a Criminal Background Check under certain circumstances, including personnel engaged in direct patient care. Individuals who have been convicted of certain criminal offenses are not eligible to take their professional credentialing exam.

The IHWA also prohibits the hiring of any applicant or retaining any employee involved in direct patient care who has been convicted of any of the enumerated criminal offenses unless the applicant or employee obtains a waiver. The Illinois Department of Public Health may grant a waiver under certain circumstances. Please contact IDPH, Office of Health Care Regulation, 525 W. Jefferson, 5th floor, Springfield, IL 62761, (217) 782-2913.

Health Care Worker Licensure Actions - Sex Crimes

No person may receive a license as a Health Care Worker in Illinois who has been convicted of: 1) a criminal act that requires registration under the Sex Offender Registration Act, 2) a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration, or 3) a forcible felony.

Immediately after criminal charges are filed alleging that a licensed Health Care Worker committed any of the above-referenced acts, the State's Attorney shall notify the Department of Professional Regulation and the Health Care Worker shall immediately practice only with a chaperone who is a licensed Health Care Worker during all patient encounters pending the outcome of the criminal proceedings.

MEDICAL ASSISTING

A licensed Health Care Worker convicted of any of the above-referenced criminal acts shall have his or her license permanently revoked without a hearing.

Progression Requirements

- Students must earn a grade of C or higher in all courses with a HLTH, MEDS, or HITC prefix. It is necessary to repeat a course in which a grade below C is earned before taking the next course(s) in the sequence or before participating in their externship.
- Students may attempt HLTH or MEDS prefix courses or HITC.130 no more than two times. After the second failure a petition to the Academic Standards Committee is required, and prior to registering for the course for the third time students must receive approval from the Academic Standards Committee.

Program Requirements

- Students are encouraged to take on the characteristics of an allied health professional while enrolled in the program. To assist students in making the transition, all medical assisting majors are required to wear the uniform approved by the department whenever they are in MEDS courses or at their externship sites. Uniforms must include shoes that are liquid resistant. The use of acrylic nails/fake nails is prohibited. Nails should be short, clean and trimmed. Body tattoos & piercings should be covered with clothing at all times. Facial earrings are prohibited. Earrings that lie flat on the ear (no hoops or dangling earrings) are acceptable. White gym shoes or duty shoes are to be worn with uniform, clean and in good condition.
- If a student becomes pregnant upon enrollment or becomes pregnant while enrolled in the Medical Assisting program, the student must notify the program director immediately. A pregnant student must have permission from her physician by completion of the Medical Permission to Participate form in order to register for MEDS courses which involve exposure to clinical laboratory chemicals, chemical reagents, blood/body fluids, handling contaminated syringes/equipment giving injections on a practice pad, and being a practice patient for clinical skills (i.e. vital signs, phlebotomy, EKG, and more). Intentionally concealing a pregnancy or failure to notify the director as described will be treated as academic dishonesty and dealt with according to the College's Academic Dishonesty policy.
- Typically, medical assisting students must be able to hear well enough to communicate with patients, assess the condition of the patient and auscultate vital signs; see well enough to read fine print on documents, charts, equipment and assess the physical condition of the patient; have mobility, manual strength, and dexterity sufficient to handle and operate medical equipment; and have physical endurance sufficient to stand for long periods of time. If students, with reasonable accommodation, are unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.
- Students must possess psychological stability to perform at the required levels in the clinical portion of the program. (See the program handbook for more detailed information.)
- Students are required to register for the RMA (AMT) exam while enrolled in MEDS.243 Certification Preparation.

Externship

- This program requires students to complete an externship. Students must be available for a minimum of 160 clinical externship hours during their final quarter. It is highly likely that students will need to adjust their school and/or work schedules to accommodate their clinical schedule during the quarter they are completing the externship.
- Students are not paid for the time they spend at their externship site but upon successful completion receive academic credit for these structured, supervised learning experiences. Students are not entitled to a job upon completion of the externship.
- Students must provide their own transportation to and from their externship site.
- Placement in the externship, selection of the site, and scheduling are at the discretion of the medical assisting program director whose decisions are final. A student refusal to complete externship hours at the assigned site will result in a failing grade for the course.
- Prior to enrolling for the medical assisting externship course, students at their own expense are required to submit a current physical examination; current immunizations including hepatitis (or lab results indicating acceptable titers); up-to-date TB test (unless their personal physician provides a statement indicating immunizations are contraindicated);

MEDICAL ASSISTING

and proof of liability insurance. Students must also present a current American Heart Association Healthcare Provider CPR/AED and Heart Saver First Aid card prior to placement at the externship site.

- Students are required to submit a resume, externship request form, and health forms described above to the program director by the sixth week of the quarter prior to the externship.

CURRICULUM

48 Total Credit Hours

Allied Health Courses		24 credit hours
HLTH.126	Communication Skills for Healthcare Workers	4
HLTH.131	Principles of Billing and Coding	4
HLTH.142	Medical Terminology	4
HLTH.205	Medical Records & Office Procedures	4
HLTH.240	Medical Law, Ethics, & Human Relations in Healthcare	4
HLTH.250	Anatomy and Physiology for the Medical Assistant	4

Medical Science Courses		22 credit hours
MEDS.121	Clinical Assisting Skills	4
MEDS.171	Specialized and Diagnostic Procedures	4
MEDS.221	Clinical Laboratory	4
MEDS.236	Pharmacology	4
MEDS.243	Certification Preparation	2
MEDS.251	Medical Assisting Externship	4

Life Skills		2 credit hours
COLL.104	College Success	1
COLL.290	Professional Development	1

SUGGESTED QUARTERLY SCHEDULE

First Quarter		13 credit hours
COLL.104	College Success	1
HLTH.142	Medical Terminology	4
HLTH.250	Anatomy and Physiology for the Medical Assistant	4
HLTH.205	Medical Records and Office Procedures	4

Second Quarter		16 credit hours
HLTH.126	Communications Skills for Healthcare Workers	4
HLTH.240	Medical Law, Ethics, and Human Relations in Healthcare	4
MEDS.121	Clinical Assisting Skills	4
MEDS.171	Specialized and Diagnostic Procedures	4

Third Quarter		12 credit hours
HLTH.131	Principles of Billing and Coding	4
MEDS.236	Pharmacology	4
MEDS.221	Clinical Laboratory	4

Fourth Quarter		7 credit hours
COLL.290	Professional Development	1
MEDS.243	Certification Preparation	2
MEDS.251	Medical Assisting Externship	4

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ACCOUNTING

ACCT.100   **4 credit hours**
Essentials of Accounting
This course is an introduction to general accounting for the non-major who needs to understand basic accounting concepts. Topics include general bookkeeping records and procedures, recording and posting transactions, managing petty cash, collecting and updating demographic customer data, billing and collection procedures, control of accounts receivable, financial records, and bank reconciliations. Credit will not be given for both ACCT.100 and ACCT.110.

ACCT.105   **2 credit hours**
Concepts of Payroll Accounting
An introduction to payroll accounting for the non-major. The basics of payroll accounting are covered including calculating wages and salaries, benefits, unemployment compensation, withholding taxes, and maintenance of employer payroll records.
Prerequisite: ACCT.100 or ACCT.110

ACCT.110   **4 credit hours**
Financial Accounting I
An introductory course consisting of the fundamental principles of accounting as they relate to corporate ownership. Emphasis is given to developing the technical procedure of completing the accounting cycle, special purchase journals, preparing financial statements, financial analysis, and interpretation.

ACCT.120   **4 credit hours**
Financial Accounting II
This course builds upon accounting principles and concepts covered in Financial Accounting I. Topics include merchandising operations, internal controls, receivables, inventory, current liabilities, and fixed and intangible assets.
Prerequisite: ACCT.110

ACCT.130   **4 credit hours**
Financial Accounting III
A completion of the presentation of accounting concepts and an expanded presentation and analysis of accounting information. Topics include nature of corporations, capital stock and dividend transactions, income taxes, bonds payable, investment in bonds, statement of cash flows, and financial statement analysis.
Prerequisite: ACCT.120

ACCT.160   **4 credit hours**
Computerized Accounting
Students will establish, maintain, and learn how to use Quick Books to export data to other software packages on the computer. Emphasis will be placed on multiple and single-user mode, bill payments, check writing, invoicing, deposits, journalizing, inventory reports, new company setup, adjusting, payroll setup and processing, credit card changes, jobs and time tracking, and customizing company files. The student will obtain practical experience in handling Quick Books Pro accounting techniques that encompass both accounting and computer knowledge. Out-of-class laboratory time is required.
Prerequisites: ACCT.120 and CPTR.100

ACCT.230   **4 credit hours**
Income Taxes for Individuals
The student is introduced to the fundamentals of federal income tax regulations. Emphasis is placed on the preparation of federal returns for individuals and proprietorships.
Prerequisites: ACCT.100 or ACCT.110

ACCT.245   **4 credit hours**
Managerial Accounting I
Students learn how to interpret accounting data to assist in the planning and controlling functions of management. Topics include job order and process cost systems, activity-based costing, cost-volume-profit relationships, and budgeting.
Prerequisite: ACCT.120

ACCT.246   **4 credit hours**
Managerial Accounting II
Topics include budgetary control and responsibility, accounting, performance evaluation, incremental analysis, capital budgeting, pricing, and financial analysis.
Prerequisite: ACCT.245

ACCT.250   **4 credit hours**
(Cross-listed as BUSN.250)
Business and Professional Ethics
An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.
Prerequisites: BUSN.100

ACCT.290   **4 credit hours**
Accounting Externship
This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day accounting assignments and situations, and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.
Prerequisites: Sophomore status and consent of the program director

ACCT.330   **4 credit hours**
Cost Accounting
This course covers the managerial use of accounting data to assist managers in their plans and decisions regarding resource allocation, organizational control, and performance evaluations. Topics include: Budget and planning; control and performance evaluation, cost concepts and systems, overhead allocation, activity based costing, standard cost and variance analysis, balanced scorecard, cost-volume-profit analysis, marginal analysis. make vs. buy decisions, and pricing decisions and cost management.

BUSINESS ADMINISTRATION

BUSN.100   **4 credit hours**
Introduction to Business
This course covers the various forms of business ownership, major business functions, and roles played by businesses. Other topics include marketing, management, human resources, and finance.

COURSE DESCRIPTIONS

BUSN.106   **4 credit hours**
Business Law I
An introductory survey of the basics of contractual law, torts, and specific forms of contractual relationships. Also includes a review of the nature and kinds of commercial paper and the treatment of negotiated commercial paper including holders of due course. The law surrounding sales contracts and security devices will be covered.

BUSN.120   **4 credit hours**
Management
This course covers the analysis of the various theories of organization and management from the standpoint of organizational and individual effectiveness. The management functions of planning, organizing, directing, and controlling are thoroughly covered and discussed.
Prerequisite: BUSN.100

BUSN.131   **4 credit hours**
Macroeconomics
This course covers the fundamental principles of economic concepts, and the way in which they are used to make sound business decisions. Topics include macroeconomic modeling, monetary and fiscal policy, private sector components of aggregate demand, and macroeconomic synthesis and challenges for the future.
Prerequisite: BUSN.100

BUSN.140   **4 credit hours**
Finance
This course presents a study of various methods of financing public and private organizations. An analysis of common service should be implied, business finance, savings, and consumer finance are included. Financial planning and management of liquid assets are emphasized.
Prerequisites: ACCT.110 and BUSN.100

BUSN.160   **4 credit hours**
Marketing
Emphasis is given to the basic and constant recognition of the subjective forces that lie beyond choice. Marketing is portrayed as an integral part of the whole business process, presented primarily from the management point of view.
Prerequisite: BUSN.100

BUSN.221   **4 credit hours**
Human Resource Management
This course examines the functions of the human resource manager including recruitment of personnel, training, evaluation of employees, wage and salary administration, and basics of labor law. Conflict management, discipline programs, and labor relations are also included.
Prerequisite: BUSN.120

BUSN.227   **4 credit hours**
Organizational Behavior
This course is designed to help students understand the fundamentals of organizational behavior. Topics address all levels of an organization: the individual, the group, and the organization as a whole. It draws heavily from management theories and shows students implications in today's organizations.
Prerequisites: BUSN.120 and ENGL.120

BUSN.231   **4 credit hours**
Microeconomics
An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Students will learn how markets work and gain an understanding of the role of economics in business and in public and private decision-making. Topics include: markets and prices, consumer and producer behavior, and risk and cost measurement, the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

BUSN.250   **4 credit hours**
(**Cross-listed as ACCT.251**)
Business and Professional Ethics
An examination of important ethical problems and issues as applied to various business and professional environments. Topics include job discrimination, corporate responsibility, environmental obligations, power, accountability, social responsibility, and professional codes of ethics.
Prerequisites: BUSN.100

BUSN.260   **4 credit hours**
Principles of Selling
This is a course in practical selling. Topics covered include ethics, social issues, the psychology of selling, communication and persuasion, prospecting, and the legal responsibilities of selling. Students are required to do sales presentations in class.
Prerequisites: BUSN.100 and COMM.100

BUSN.290   **4 credit hours**
Business Externship
This course offers students a supervised learning experience outside of the classroom. Students deal with day-to-day office situations and perform services of value for a participating employer in order to receive academic credit. There is no remuneration for this externship.
Prerequisites: Sophomore status and consent of the Program Director

BUSN.310   **4 credit hours**
Legal and Ethical Environment of Business
This course covers the historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprises.

BUSN.315   **4 credit hours**
Basic Information Systems
Topics in the course include theory, capabilities, applications, benefits, liabilities, and economics of business computer information systems. Students will learn how to use management information systems and computer-based decisions using standard support application packages.

BUSN.340   **4 credit hours**
Operations Management
The course covers the management of production emphasizing industrial enterprises, production objectives, design and improvement of process, work methods, and physical facilities, use

of measurements and standards, production planning and control, quality control, budgetary and cost control, materials management.
Prerequisite: BUSN.227

BUSN.420   **4 credit hours**
Business Policy
Students integrate the functional areas of business administration into a realistic approach to solve business problems.
Prerequisite: Final quarter and consent of program director

COLLEGE SUCCESS AND LIFE SKILLS

COLL.102   **1 credit hour**
Success Strategies
Students are introduced to concepts and practices that lead to individual academic and career success. Required for all online students in their first quarter unless they have a bachelor's degree, an associate's degree, or have completed at least 30 semester credit hours or 45 quarter credit hours of transfer college-level coursework with a 2.5 GPA or higher.

COLL.104   **1 credit hour**
College Success
Students are introduced to concepts and practices leading to individual and academic success. Specific attention is given to academic skills, commitment to one's goals, self-management, and strategies for connecting with resources for student success.   Required of all students in their first quarter unless they have a bachelor's degree, associate's degree, or have completed at another college prior to enrolling at NC at least 30 semester credit hours or 45 quarter credit hours of college-level course work with a 2.5 GPA or higher.

COLL.290   **1 credit hour**
Professional Development
This course assists students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Professional self-image, ethics, human relations, employer expectations, and communication skills are addressed. Students prepare a resume and participate in a mock interview.
Prerequisite: 70 completed hours

COLL.295   **1 credit hour**
Professional Development for Rad Sciences
This course assists radiography students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Continued professional development and lifelong learning through continuing education, career advancement, and involvement in professional organizations is stressed. Students prepare a resume and participate in a mock interview with professionals from the field. Required for all radiography students.
Prerequisite: Final quarter or approval from program director

COMMUNICATIONS

COMM.100   **4 credit hours**
Effective Speaking
A participation course designed to expand self-confidence in oral expression. Oral communication principles and techniques are applied with particular attention given to communication used in the professional world. Formal and informal individual presentations and group discussion skills are emphasized.
Prerequisite: ENGL.100

COMM.110   **4 credit hours**
Introduction to Communication
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socio-economic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social, and professional contexts. Specific topics will include perception, self-concept, verbal and nonverbal communication, effective listening and communicating in culturally diverse settings. This course is only available to students completing their degree online.
Prerequisite: ENGL.100

COMM.200   **4 credit hours**
Business Communications
A capstone course that furthers each student's ability to communicate in business situations. Students enhance their writing styles by reviewing key concepts and by producing a variety of written communications including letters, memos, minutes, and short reports. Peer collaboration and oral presentations are required.
Prerequisites: COMM.100 and ENGL.120

COMPUTER SCIENCE

CPTR.100   **4 credit hours**
Introduction to Computer Information Systems
This course provides students with a fundamental understanding of the computer and its current role in business and society. Topics include components of a computer including hardware, software, and operating systems. Students get actual hands-on experience with commonly used software applications in database management, spreadsheets, and word processing and the Windows operating system. Out-of-class laboratory time is required.

CPTR.125   **2 credit hours**
Presentation Graphics
This course introduces students to the techniques needed for making professional-looking presentations. Students are required to prepare a presentation of their own.
Prerequisite: CPTR.100

CPTR.130   **2 credit hours**
Intermediate Spreadsheet
This course provides students with experience in using an electronic spreadsheet. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to build a worksheet, use functions, create graphs, and generate printed reports. Out-of-class laboratory time is required.
Prerequisite: CPTR.100

COURSE DESCRIPTIONS

CPTR.140   **2 credit hours**
Intermediate Database
Students use a widely used software package to learn the principles of database construction as it relates to business situations. File creation, editing, sorting, report creation, and updating files are the main topics presented. Out-of-class laboratory time is required.
Prerequisite: CPTR.100

CPTR.150   **2 credit hours**
Intermediate Document Processing
This course provides students with experience in document production. Students will use a popular integrated software package in working out various business scenarios and problems. Students learn how to create, format, design, edit, merge, and print documents. Practical exercises include production of letters, memoranda, reports, and tables. Out-of-class laboratory time is required.
Prerequisite: CPTR 100

CPTR.230   **4 credit hours**
Advanced Spreadsheet
A continuation of CPTR.130, students in this course use and apply advanced features of the spreadsheet software to solve business problems. Advanced topics such as macros, goal seek, solver, pivot tables, and scenario manager are discussed. Out-of-class laboratory time is required.
Prerequisite: CPTR.130

CPTR.240   **4 credit hours**
Advanced Database
This course is a continuation of CPTR.140. Students solve business problems utilizing advanced features of a popular database software package. Topics include creating complex queries, customizing forms with OLE fields, hyperlinks and subforms, customizing reports, creating macros, and creating an application.
Prerequisite: CPTR.140

DENTAL ASSISTING

DNTL.100   **2 credit hours**
Orientation to Dental Assisting
In this course, students will learn the skills performed by members of the dental team, industry requirements, and professional organizations that represent each of the dental professions. Specific topics include how to prepare a patient for care, aseptic techniques, recording patient information, legal issue in the dental field and patient vital signs. Students will be trained and certified as Healthcare Providers for CPR with AED as well as basic First Aid.

DNTL.103   **4 credit hours**
Oral Anatomy
This course covers the anatomy and structure of the head and neck, bones of the head, face, musculature, innervation, and the circulatory system. Instruction will include specific terms relative to general anatomy and physiology of the human body related to dentistry, including systems, planes, cavities, and basic units.

DNTL.107   **4 credit hours**
Dental Assisting I
In this course, students will learn tooth anatomy, including primary and permanent teeth bones, muscles, glands, blood vessels and nerves as they relate to the functional dentition and the jaw joint.

Fetal and pediatric development are covered. The lab includes crown carving and beginning charting.
Prerequisite: DNTL.112

DNTL.109   **4 credit hours**
Dental Materials I
This course introduces students to the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing the skills necessary to carry out laboratory and chairside procedures.
Prerequisite: DNTL.112

DNTL.110   **4 credit hours**
Dental Records and Office Applications
This course covers the recording of accurate patient information. Emphasis is placed on official dental office document that records diagnostic information, clinical notes, treatment done, referrals, observations, and all patient-related communications that occur in the dental office, such as instructions for home care and consent to treatment. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, patient communication, and financial arrangements are covered.
Prerequisite: DNTL.112

DNTL.112   **4 credit hours**
Chairside Dental Assisting I
Students gain practical experience in chairside procedures of general dentistry. Students learn how to work side-by-side with dentists to ensure procedures are performed smoothly, efficiently and comfortably including equipment use and care, saliva control, and instrument transfer between the dental assistant and the dentist. Other topics covered in this course include, greeting patients, helping patients get comfortable, and asking patient about recent medical and dental health issues. Procedures for tooth restoration and cleaning are covered.

DNTL.115   **4 credit hours**
Dental Radiography
This is a lecture and laboratory class in which students learn techniques involved in exposing, processing, and mounting dental x-rays using both digital and analog x-rays. Two basic techniques are taught the paralleling and the bisecting angle. This course stresses radiation safety for the operator and patient, anatomy of the bony structures radiographed and history and physics of radiography. All work will be completed on manikins.
Prerequisites: DNTL.107, DNTL.109

DNTL.120   **4 credit hours**
Oral Radiology
This course covers safety precautions, makeup of the dental x-ray unit, and their functions. Students are introduced to the principles of, and the reasons for, radiation protection. The responsibilities of the dental assistant and protective measures for patients, personnel, and the public are studied. Also covered is discussion of the sources of radiation, the units of radiation measurement, and federal and state radiation health, safety regulations and storage requirements of dental x-ray film.
Prerequisites: DMTL.115, DNTL.205, DNTL.230

COURSE DESCRIPTIONS

DNTL.205   **4 credit hours**
Dental Assisting II
This course presents a variety of concepts applied to the dental office including first aid, CPR, dental pathology, pharmacology, diet and nutrition, fluoridation, and patient education.
Prerequisites: DNTL 107, DNTL.109

DNTL.210   **4 credit hours**
Dental Materials II
This course is a continuation of Dental Materials I and covers concepts applied to prosthetic dental impression materials, acrylic materials and metals. Emphasis is on manipulative techniques and their use in general dentistry.
Prerequisites: DNTL.115, DNTL.205, DNTL.230

DNTL.230   **4 credit hours**
Chairside Dental Assisting II
A continuation of Dental Assisting II, students get in-depth classroom and laboratory experiences in chairside dental assisting procedures. Emphasis is on charting, Endodontics, Oral and Maxillofacial Surgery, Orthodontics, fixed restorations, Pediatric Dentistry, and Periodontics.
Prerequisites: DNTL.107, DNTL.109

DNTL.235   **4 credit hours**
Dental Assisting Externship
Students apply theories and skills learned in the classroom to clinical surroundings of dental practice offices Student affiliations can include: oral and maxillofacial surgery, general dentistry, orthodontics, periodontics and pediatric dentistry.
Prerequisite: Final quarter status and consent of the Program Chair

ENGLISH

ENGL.100   **4 credit hours**
Composition
This course emphasizes the development and organization of expository prose through the writing of short and long compositions. Critical thinking, public speaking, and research skills are also introduced so that these skills may be applied throughout the curriculum. Students do peer editing of projects in collaborative groups.
Prerequisite: Placement examination
(Online Students Only) Prerequisite: Successful completion of or exemption from ENGL.096

ENGL.120   **4 credit hours**
Advanced Composition
Skills learned in the first composition course are reinforced and amplified through more complex writing projects. Students continue to develop independence in preparing and organizing written materials through peer editing. Specific attention is given to the process of finding and working with information from a variety of sources in order to write a research paper. Assignments completed outside of class are required to be submitted in typed final form.
Prerequisite: ENGL.100

ENGL.300   **4 credit hours**
Technical & Professional Writing
Students will gain intensive practice in professional/technical writing genres, styles, research techniques and editing for specialized audiences. This course focuses on basic principles of good writing and emphasizes the relationship between scientific and technical writing and elements of clear, effective informative and instructional writing.
Prerequisite: ENGL.120

HEALTH INFORMATION MANAGEMENT

HIM.300   **4 credit hours**
Healthcare Communications
This course will enable the student to develop skills to evaluate internal and external messaging in healthcare, to explore the emerging field of consumer driven health information, and to evaluate the most effective methods to communicate needs and policies for healthcare organizations. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare. Topics include: policy creation, HIM job descriptions, information technology proposal requests, e-mail etiquette and presentation skills.

HIM.305   **4 credit hours**
Healthcare Human Resources & Leadership Theory
This course provides an understanding of the principles of human resource management in the health care environment. Students will understand how to evaluate staffing levels and productivity as it relates to performance feedback and benchmarking staff performance data incorporating labor analytics. Emphasis is placed on management techniques such as recruitment, interviewing, staff orientation and training programs, career development, job analysis and design, performance evaluation, retention, compensation and benefits, and employment law. Topics covered will also addresses trends in human resource management in health care.

HIM.310   **4 credit hours**
Reimbursement Systems Survey
This course is designed to introduce students to the concepts of modern reimbursement methodologies for health care services in the United States. Students with and without previous experience will gain in-depth knowledge of the various reimbursement methodologies utilized in healthcare today. Topics covered include trends in healthcare reimbursement, coding compliance, Health insurance policy and managed care organizations, various prospective payment systems, and revenue cycle management. Value-based purchasing and pay-for-performance systems will also be introduced
Prerequisite: HIM.305

HIM.315   **4 credit hours**
Biomedical Research Support & Ethics
This course introduces the student to the basic principles and concepts of Biomedical Research and the role of the HIM practitioner in Biomedical Research. The student will receive an overview of descriptive and inferential statistical concepts used in research studies and the components of Research Design. Ethical issues in Biomedical Research will also be explored in this course.
Prerequisite: HIM.300

COURSE DESCRIPTIONS

HIM.320   **4 credit hours**
Healthcare Financial Administration I
Emphasis is placed on business fundamentals and building a working knowledge of accounting principles needed to effectively manage accounting issues for department managers. These skill sets include: creating a budget, budget planning, accounts receivable process, accounts payable process, and salary band research.
Prerequisite: HIM.310

HIM.325   **4 credit hours**
Healthcare Financial Administration II
Interpret the principles of healthcare finance, sources of healthcare revenue, expenses, and budgeting. Develop capital, operating and/or project budgets using basic accounting principles. Perform cost-benefit analysis for resource planning and allocation. Evaluate the stages of the procurement process.
Prerequisite: HIM.320

HIM.330   **4 credit hours**
Coding Classification Systems Theory
This course reviews the most common classification systems currently in use in the U.S. and worldwide. Students will analyze classification systems as they support patient care, healthcare communications, and medical research. Most notably, students will evaluate the role of SNOMED in electronic health record system data transfers and discuss the effect of standardization guidelines as well as legislation on classification systems. Examine current healthcare data sources, mapping terminologies, and standardized vocabularies for the purpose of health information exchange.
Prerequisite: HIM.315

HIM.340   **4 credit hours**
Risk Management and Compliance in Healthcare
The purpose of this course is to reinforce legal concepts relevant to healthcare organizations and to address the growing need to adequately train health care leaders in the field of health care compliance. This course begins with a review of the legal system in the United States along with basic civil procedures and the rules of evidence as it pertains to health information management. Consent to treatment and the maintenance, content, documentation, and disposition of the legal health record is also evaluated. Emphasis is placed on risk management, corporate compliance, and the HIPAA Privacy and Security Rule provisions.
Prerequisite: HIM.320

HIM.400   **4 credit hours**
Information Governance
Analyze the concepts of patient data as a corporate asset, explore methods of information exchange with external organizations, and evaluate policies that focus on data standards for access and sharing of patient data. Students will participate in creating strategies to develop sound information governance practices.
Prerequisite: HIM.325, HIM.340

HIM.410   **4 credit hours**
Regulatory Reporting
Develop awareness of current laws and standards regarding health information reporting to federal agencies and organizations. Participate in designing compliance practices, and develop methods of auditing the quality of health information. Focus is on risk management and avoidance of penalties for violations for federal and state guidelines.
Prerequisite: HIM.340

HIM.415   **4 credit hours**
Database Architecture & Queries
Defining various leading database architecture models, understanding the structure of data integrity and methods of maintaining data validity, and perform data queries against a variety of data sources. Students will conduct lab time to perform hands-on quality assessments and audits to test data integrity.
Prerequisite: HIM. 400

HIM.420   **4 credit hours**
Health Systems Networks and Database Security I
This course focuses on the development organizational policies and procedures that are required to successfully maintain the security of information systems used in healthcare organizations. Students will take part in the development of information management plans that support an organization's strategic goals. A review of the system design life cycle is covered. Students will also learn the importance of collaborating in the development and implementation of information governance initiatives and facilitating the use of enterprise-wide information assets to support organizational strategies and objectives. Finally, students will develop educational programs for employees in privacy, security, and confidentiality.
Prerequisite: HIM.400

HIM.425   **4 credit hours**
Health Systems Networks and Database Security II
This course is a continuation of Health Systems Networks and Database Security I. This course includes an examination of current information technologies including data sources; mapping terminologies and standardized vocabularies for the purpose of health information exchange. Students will gain practical skills in utilizing a variety of health care technology applications. Students will analyze the many issues concerning the success and failure of health systems networks to maintain security of patient data, as well as participating in assessment of systems capabilities, and evaluate the level of security needed for data transfer to external agencies.
Prerequisite: HIM.420

HIM.430   **4 credit hours**
Health Systems Networks and Data Mining
This course teaches students to use common spreadsheet and statistical programs to analyze clinical data to identify trends. A focus of the course is to apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval. Students will ascertain the quality, safety, and cost effectiveness of healthcare services using sample datasets. Students will also present information from large databases for the purpose of meeting strategic and operational objectives of healthcare organizations. This course also covers issues concerning the success and failure of health system networks to maintain security of patient data, as well as participating in the assessment of system capabilities and evaluating the level of security needed for data transfer to external agencies.
Prerequisite: HIM.420

COURSE DESCRIPTIONS

HIM.435   **4 credit hours**
Senior Capstone
In this capstone course, online students will have an opportunity to demonstrate HIM skills and competencies in a controlled online environment for 80 hours where they will participate in a combination of projects, utilization of virtual lab applications and skill testing, with a minimum of 40 hours assigned to a healthcare facility. This hybrid course gives students the opportunity to enhance their knowledge of Health Information Management and practice problem-solving. Campus-based students will be assigned to a healthcare facility for 120 hours of field based experience. Students will have an opportunity to enhance their knowledge of Health Information Management and practice problem-solving in a live HIM environment. This course is completed in the final quarter.
Prerequisite: Final term of study and consent of Program Chair

HIM.440   **2 credit hours**
RHIA Exam Review
This course is designed to prepare health information management students to successfully complete the AHIMA national credentialing exam to become certified as a Registered Health Information Administrator (RHIA). Students will review all exam domains, take mock exams, and register for the RHIA certification exam. Early testing is an option so that students can complete the certification exam during their last term. Northwestern College covers the cost of the exam.
Prerequisite: Final term of study and consent of Program Director

HEALTH INFORMATION TECHNOLOGY

HITC.100   **3 credit hours**
Health Data Content and Structure
An introduction to the components of the content, use, and structure of healthcare data and data sets, and the relationship of these components to primary and secondary record systems. History of the United States healthcare systems and trends and introduction to the health information management profession are covered. Organization, financing, and delivery of healthcare services are also discussed.
Corequisite: HITC.101

HITC.101   **1 credit hour**
Health Data Content and Structure Lab
This course is the required lab component of HITC.100. Students will be introduced to the practices and procedures associated with the content, use, and structure of healthcare data and data sets. Hands-on training will include chart assembly, admission and discharge procedures, and terminal digit filing and retrieving. Laboratory exercises related to deficiency analysis and release of information will be completed using virtual training management system software.
Corequisite: HITC.100

HITC.110   **3 credit hours**
Healthcare Statistics and Data Literacy
This course will cover calculating and reporting healthcare statistics associated with various healthcare settings with an emphasis on descriptive statistics utilized in acute care facilities. This course also covers what statistics are, reasons to study them, the difference between inferential and descriptive statistics, basic research principles, and data analytics. The data literacy portion of the course will focus on data acquisition and skill development in data

presentation techniques. This course builds competency through skill building using practice exercises and case studies.
Prerequisites: HITC.100, HITC.101, and MATH.112

HITC.130   **3 credit hours**
Ambulatory Reimbursement I
Introduction to insurance basics and principles as it pertains to the variety of payers; direct application of third-party and managed-care policies, procedures, and guidelines, including obtaining referrals and pre-certifications; and billing for services, including insurance claim forms and fee schedules.
Prerequisite: HLTH.140

HITC.145   **3 credit hours**
Coding and Classification Systems I
This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic codes for ICD-10-CM. Students will abstract health information according to regulatory guidelines for acute hospital or professional coding. Out of class laboratory time is required.
Prerequisite: HITC.100
Prerequisite or Corequisite: HLTH.161
Corequisite: HITC.146

HITC.146   **1 credit hour**
Coding and Classifications Systems I Lab
This is a hands-on laboratory component required for students enrolled in HITC.145. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time is required.
Prerequisite: HITC.100
Prerequisite or Corequisite: HLTH.161
Corequisite: HITC.145

HITC.155   **3 credit hours**
Coding and Classification Systems II
This is an intermediate course in the study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic, codes for ICD-10-CM. Students will evaluate and code health information according to regulatory guidelines for acute and ambulatory coding. Out of class laboratory time is required.
Prerequisite: HITC.145
Corequisite: HITC.156

HITC.156   **1 credit hour**
Coding and Classifications Systems II Lab
This is a hands-on laboratory component required for students enrolled in HITC.155. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time is required.
Prerequisite: HITC.146
Corequisite: HITC.155

HITC.205   **3 credit hours**
Health Information Supervision, Financial and Resource Management
The principles of organization and supervision relevant to operating a health information department are presented. Topics will include leadership, motivation, team building, and human resources specific to the profession of HIM. Budgeting skills and financial management are presented, as well as a thorough understanding of the revenue cycle.

COURSE DESCRIPTIONS

HITC.210   **4 credit hours**
Information Systems in Healthcare
This is an introduction to the components of modern Electronic Health Record (EHR) systems. This course uses a combination of modalities: textbook, online recorded lectures from ONC videos, podcasts, and hands-on assignments using web-based labs. Emphasis is placed on data systems, security and privacy, and meaningful use. Out of class laboratory time is required.
Prerequisites: HITC.110, HITC.145, & CPTR.140

HITC.230   **3 credit hours**
Ambulatory Reimbursement II
A continuation of Ambulatory Reimbursement I, students will learn to apply third-party and managed-care policies, procedures and guidelines, billing for services, generating claim forms and denial management. Out of class laboratory time is required.
Prerequisite: HITC.130
Corequisite: HITC.231

HITC.231   **1 credit hour**
Ambulatory Reimbursement II Lab
This hands-on laboratory is required for students enrolled in HITC.230. Students will use Reimbursement software to develop the skills and knowledge needed to navigate the patient record and complete the billing cycle. Out of class laboratory time is required.
Corequisite: HITC.230

HITC.240   **4 credit hours**
Clinical Quality Assessment and Performance Improvement
This course defines quality in the context of healthcare provider services, and evaluates performance improvement initiatives by federal mandate, accrediting bodies, and insurance payers. An appreciation of the methods of assessing quality improvement, risk management, and utilization management will be developed, as well as attaining an understanding of the medical staff credentialing process. This course places emphasis on competency skill building through the use of online labs, case studies, and assignments.
Prerequisite: HITC.110

HITC.245   **4 credit hours**
Medical Law and Ethics in HIM
The legal principles relevant to health information and informatics management are presented. Topics will include legal and ethical rationale, health informatics, and compliance standards specific to the profession of HIM. Impact of current legislative efforts are also examined using case studies in HIM.
Prerequisite: HITC.145, HITC.205 and ENGL.120

HITC.255   **3 credit hours**
Coding and Classification Systems III
This is a course in the study of the official coding rules, guidelines, and classification systems for assigning valid procedure codes utilizing ICD-10-PCS. Students will abstract health information according to regulatory guidelines for acute hospital coding. Out of class laboratory time is required.
Prerequisite: HITC.155
Corequisite: HITC.256

HITC.256   **1 credit hour**
Coding and Classifications III Lab
This is a hands-on laboratory component required for students enrolled in HITC.255. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time is required.
Prerequisite: HITC.156
Corequisite: HITC.255

HITC.265   **3 credit hours**
Coding and Classification Systems IV
This course is a study of the official coding rules, guidelines, and classification systems for assigning valid diagnostic and procedure codes utilizing CPT/HCPCS. Students will abstract health information according to regulatory guidelines for ambulatory and professional services coding. The process of an external records review is to determine medical necessity and is another important aspect of this course. Out of class laboratory time is required.
Prerequisite: HITC.145
Prerequisite or Corequisite: HITC.155
Corequisite: HITC.266

HITC.266   **1 credit hour**
Coding and Classification Systems IV Lab
This hands-on laboratory is required for students enrolled in HITC.265. Students will focus on proper utilization of current official coding rules and guidelines, and encoder use. Out of class laboratory time is required.
Corequisite: HITC.265

HITC.267   **2 credit hours**
Coding Exam Review
This course is designed to prepare medical coding and billing students to successfully challenge the AHIMA national credentialing exam to become credentialed as a Certified Coding Specialist – Physician-based (CCS-P). Students will review all exam domains, complete practice quizzes, take mock exams, and complete an application for the CCS-P credentialing exam. Northwestern College pays for the cost of the exam.
Prerequisite: Final quarter status or consent of the Program Director

HITC.272   **2 credit hours**
RHIT Exam Review
This course is designed to prepare health information technology students to successfully challenge the AHIMA national credentialing exam to become credentialed as a Registered Health Information Technician (RHIT). Students will review all exam domains, complete practice quizzes, take mock exams, and complete an application for the RHIT credentialing exam. Northwestern College pays for the cost of the exam.
Prerequisite: Final quarter status or consent of the Program Director

HITC.280   **3 credit hours**
Advanced Coding & Abstracting
This class is designed to develop advanced skills in abstracting and navigating the medical chart in order to capture all documentation needed for correct coding. Activities will include review of the documents included in the medical record, study of the medical record to determine diagnoses and procedures to be coded and recognizing deficient documentation which requires physician queries in order to code accurately and completely with proof of medical necessity. This will be achieved through the review of

medical records ranging from simple to complex and covering all body systems.
Prerequisites: HITC.145/146, HITC.155/156, HITC.265/266

HITC.295   **4 credit hours**
Professional Practicum Experience
In this capstone course, students will have an
opportunity to demonstrate their HIT skills and competencies in a controlled online environment by participating in a combination of projects, utilization of virtual lab applications and skill testing. Students will also be assigned to a healthcare facility for 80 hours of field-based experience. This hybrid course gives students the opportunity to enhance their knowledge of Health Information Management and practice problem-solving. This course is completed in the final quarter. Refer to the HIT student handbook.
Prerequisite: Final quarter status and consent of the Program Director

ALLIED HEALTH

HLTH.125   **3 credit hours**
Communication Skills for Healthcare Workers
This course focuses on communication, learning theories, and practical application of therapeutic communication with patients and co-workers in a variety of healthcare settings and patient situations, including patients of all age groups. Additionally, students will spend time preparing for their chosen careers by developing effective interviewing and professional communication skills.

HLTH.126   **4 credit hours**
Communication Skills for Healthcare Workers
This course focuses on communication, learning theories, and practical application of therapeutic communication in a variety of patients and co-workers in a variety of healthcare settings and patient situations, including patients of all age groups. Additionally, students will spend time preparing for their chosen careers by developing effective interviewing and professional communication skills.

HLTH.131   **4 credit hours**
Principles in Billing and Coding
Translate medical terms into codes used for billing; understand the insurance billing and reimbursement process learn concepts in patient accounts, collections, practice management and banking services and procedures with software applications with SimChart simulation accessibility.
Prerequisites- HLTH.142 and HLTH.205

HLTH.135   **2 credit hours**
Emergency Preparedness
Students will be trained and certified as healthcare providers for CPR with AED as well as basic First Aid. Additionally, students will learn the basic principles of emergency management, understanding hazards and emergencies that could affect the workplace, and how to develop an emergency plan for the medical office/setting.

HLTH.140   **3 credit hours**
Medical Terminology
This course is a technical approach to medical vocabulary studying word elements. Emphasis is placed on spelling, pronunciation, and word analysis. Study focuses on anatomical, diagnostic, operative,

and symptomatic terms that apply to each body system and medical specialty.
Prerequisite: None

HLTH.141   **3 credit hours**
Medical Terminology in Medical Imaging
This course covers a wide range of medical nomenclature which concentrates on word stems, prefixes, suffixes and abbreviations which are common to the paramedical and medical professions. As word building is developed, an extensive medical vocabulary is achieved. An emphasis is placed on specific medical nomenclature, pathology, and abbreviations relevant to each body system and the radiography field.

HLTH.142   **4 credit hours**
Medical Terminology
This course is a technical approach to medical vocabulary studying word elements. Emphasis is placed on spelling, pronunciation, and word analysis. Study focuses on anatomical, diagnostic, operative, and symptomatic terms that apply to each body system and medical specialty.

HLTH.151   **4 credit hours**
Anatomy, Physiology and Pathophysiology I
This course provides an introduction to the structure and function of the human body. The cells, tissues, respiratory, digestive, lymphatic, and cardiovascular systems are covered. Emphasis is placed on integrating the functions of the various systems and pathophysiology.

HLTH.161   **4 credit hours**
Anatomy, Physiology and Pathophysiology II
A continuation of Anatomy & Physiology I, this course covers the structure and function of the human sensory, urinary, reproductive systems, nervous systems, integumentary system, endocrine and skeletal and muscular systems Emphasis is placed on integrating the functions of the various systems and pathophysiology.
Prerequisite: HLTH.151

HLTH.205   **4 credit hours**
Medical Record and Office Procedures
Students will gain a working knowledge of the clerical functions of the medical office including telephone techniques, appointment and procedure scheduling, organization, documentation, and storage of medical records, managing electronic health records, and inventory and ordering of supplies and equipment. Additionally, students review health insurance, claims processing, and billing procedures. SimChart for the Medical Office assignments enforce workflows medical assistants will encounter in most medical offices. The general steps required to complete assignment tasks that are provided in SimChart simulations

HLTH.225   **3 credit hours**
Pathopharmacology
This course surveys clinical pathophysiological mechanisms and their methods of diagnosis and pharmacological treatments that cause disruption of normal physiologic processes across the life span. Topics include the disease process, infectious diseases, neoplasms, diseases of the urinary, endocrine, and reproductive system systems, and diseases of the eye and ear. Additional topics include mental illness, respiratory system, cardiovascular system, musculoskeletal system, and the skin.

COURSE DESCRIPTIONS

Prerequisites: HLTH.151, HLTH.161

HLTH.235   **3 credit hours**
Pharmacology
A study of pharmacology as it applies to the treatment of diseases and disorders of the human body. Various drugs, their uses and their effects, especially in the treatment of disease, will be studied. The lab portion will cover the skills necessary to safely administer medications, including techniques for oral, topical, and parenteral administration
Prerequisites: HLTH.140, HLTH.151 and HLTH.161 or HLTH.140, HLTH.150, HLTH160, and HLTH.170
Corequisite: MEDS.235 only for Medical Assisting students

HLTH.240   **4 credit hours**
Medical Law, Ethics, and Human Relations
In Healthcare
This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included. Human relations in the medical facility are also covered.

HLTH.245   **4 credit hours**
Medical Law and Ethics for Radiographers
This course considers the standards of ethical conduct toward patients, colleagues, and other members of the medical team especially in Radiology. Legal responsibility, professional liability, licensing, contracts, and other applications of law in medicine will be included focusing on ethical and legal situations pertinent to the evolving field of diagnostic imaging.

HLTH.250   **4 credit hours**
Anatomy and Physiology for the Medical Assistant
This course introduces the structure and function of the human body. The cells, tissues, respiratory, digestive, lymphatic, cardiovascular, and functions of the human sensory, urinary, reproductive, nervous, integumentary, endocrine, skeletal and muscular systems with an emphasis placed on integrating the functions of the various systems
Corequisite: HLTH.142

HUMANITIES

HUMN.200   **4 credit hours**
Ethics
Students analyze the moral and ethical principles of human conduct and character, including the nature of morality, the meaning of ethical terms, and standards for evaluating choices. These theories are applied to moral problems and decisions. A research project is required.
Prerequisite: ENGL.100

HUMN.210   **4 credit hours**
Introduction to Logic and Critical Thinking
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional language centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is applied to concrete problems. A research project is required.
Prerequisite: ENGL.100

HUMN.220   **4 credit hours**
Introduction to Literature
A reading, writing, and discussion class that explores literature and essays as selected by the instructor and students from a departmentally approved list. Emphasis is placed on the analysis and interpretation of prose and poetry in order to enhance understanding and enjoyment. A research project is required.
Prerequisite: ENGL.100

HUMAN RESOURCES

HUMR.310   **4 credit hours**
Employee and Labor Relations
The course covers employee/employer relationships and problems and theories of the bargaining process.

HUMR.320   **4 credit hours**
Workplace Health and Safety
The course considers the problems of occupational safety and health (OSHA) workers/ compensation, unemployment compensation, industrial security and environmental risk management.

HUMR.330   **4 credit hours**
Strategic Staffing
This course is designed to provide students with critical managerial tools, including general principles of human resources management and negotiations skills, which will improve their interpersonal skills and their knowledge of the current legal environment in which they much effectively operate.

HUMR.340   **4 credit hours**
Recruitment, Selection, and Placement
Topics include recruitment, selection and placement of employees in an organization. Test validation and other selection techniques relative to EEO, ADA and AAP laws are studied.
Prerequisite: BUSN.227

HUMR.350   **4 credit hours**
Topics in Organizational Behavior
This course considers individual and group behavior in organizations. Representative topics include employee motivation, leadership, organizational power and politics, decision-making and performance, organizational culture, perception and attribution, and individual differences.

HUMR.410   **4 credit hours**
Organizational Leadership
This course focuses on how leaders use influence to direct and coordinate the activities of an organization. Students examine the theories and models of leadership, environmental pressures, organizational objectives, company culture, and individual and group ethical standards, and apply theories through case analysis.

HUMR.415   **4 credit hours**
Training and Development
Students will study human resources planning, recruiting, and selection, followed by a detailed investigation of training programs, evaluation of training, and personnel development. This course

focuses on skills that relate to the acquisition and/or identification of knowledge, skills, and abilities among job applicants or current employees. Students will learn how to identify specific training needs and formulate programs designed to address observed deficiencies.
Prerequisite: HUMR.340

HUMR.420   **4 credit hours**
Compensation and Benefits
This course covers wage and salary administration in public and private organizations, determinants of general wage and salary levels and structures, total compensation systems, interrelationship among employee performance and intrinsic and extrinsic rewards, perceived equitable payments, and employee satisfaction.

HUMR.425   **4 credit hours**
Employment Law
Students will study current legislation and analyze its impact on human resources policies and practices.

HUMR.430   **4 credit hours**
Human Resource Information Systems
A study of how human resources information systems are applied in organizations to support organizational strategy, improve efficiency and flexibility, increase productivity and performance, and ensure compliance with employment law. The focus of this course is merging computer technology with a strategic human resource management perspective.
Prerequisite: BUSN.315

HUMR.445   **4 credit hours**
Contemporary Issues in HR Management
This is a capstone course to prepare students to enter the human resources field as professionals. Students will integrate their knowledge gained through previous coursework and experience and build on that foundation through analysis, practical application, and critical thinking.
Prerequisite: Final quarter and consent of program director

MATHEMATICS

MATH.112   **4 credit hours**
College Mathematics
Students develop their ability to use mathematical reasoning to solve real-life problems by engaging in the following topics: algebra, set theory and number theory, units of measurement and geometry, probability and statistics, ratios and proportions. The objective of this course is to prepare students for the sort of math necessary for success in their chosen area of study and to provide preparation for successfully completing a course in college algebra.
Prerequisite: Placement examination
(Online Students Only) Prerequisite: Exemption from or successful completion of MATH.096

MATH.200   **4 credit hours**
College Algebra
In this course, students will further develop their algebraic skills. The concept of a function as a tool to model the real world will play a central role. Polynomial, rational, exponential and logarithmic functions will be studied, along with techniques for solving equations and inequalities, complex numbers, operations on

functions and inverse functions. A graphical approach will be utilized throughout, with an emphasis on solving application problems.
Prerequisite: MATH.112

LOGISTICS SPECIALIZATION

LSCM.310   **4 credit hours**
Logistics and Supply Chain Management
This course focuses on analysis and design of domestic and international logistic systems. Topics include transportation, warehousing, inventory control, materials handling and packaging, and plan and warehouse locations within and between firms. Emphasis is on concepts and practices that provide a competitive advantage.

LSCM.320   **4 credit hours**
Principles of Transportation
An introduction to the principles of transportation with emphasis on transportation modal and intermodal operations and transportation management, this course considers the economic, social, political and international aspects of the transportation industry. The role of logistics information technology in modern global transportation systems is introduced via topics including electronic data interchange, global positioning systems, and intelligent transportation systems.

LSCM.330   **4 credit hours**
Professional Selling
Professional selling principles and practices for business applications is studied. Topics include principles of communication, listening, selling yourself, and a business sales model. Students develop and present two sales presentations.

LSCM.340   **4 credit hours**
Purchasing and Materials Management
From original planning through delivery of finished products, students will learn about purchasing, inventory control, receiving, storage, production control, traffic and materials handling.

LSCM.400   **4 credit hours**
Transportation Economics
Students learn the basic economic analysis of transportation, including the economic theories of transportation and location of economic activity, the history and current status of government regulation of transportation activities and empirical analysis of the behavior of the transportation industries.

LSCM.410   **4 credit hours**
Logistics and Intermodal Transportation Operations
This course examines the design and management of supply chain operations in select logistics settings. Particular emphasis is placed upon the areas of traffic management, carrier operations, carrier selection and contract negotiation and warehousing. Each area is analyzed in terms of organizational differences, operational processes, variations in information needs and performance control mechanisms with applications to both domestic and international operations.

COURSE DESCRIPTIONS

LSCM.415   **4 credit hours**
Logistics Application of ERP Systems
This course provides an overview of Enterprise Resource Planning (ERP) systems and their impact on organizations. Topics include organizational interest in intergraded enterprise information systems and the factors that drive businesses to select and implement these solutions. Research evidence demonstrating the impact of ERP systems on enterprises performance is reviewed and students gain understanding of the integrative nature of ERP systems by completing exercises using simulated ERP environments.
Prerequisite: BUSN.315

LSCM.420   **4 credit hours**
International Logistics
In this course, students will examine the many differences between domestic and international supply chain management activities and functions. Considerable emphasis is placed upon the importance of ocean shipping and air transportation and the impact on international trade and global trade patterns. Other topics covered include INCOTERMS, the use of EDI in international transactions, and the management of ocean carriers, the import/export process, the role of international agents and forwarders, and international sourcing decisions.

LSCM.440   **4 credit hours**
Production and Quality Control
This course covers topics related to quality science and quality improvement including acceptance sampling, total quality management, process control and the impact on productivity.
Prerequisite: LSCM 415

LSCM.445   **4 credit hours**
Advanced Logistics Problems (Capstone)
Logistics and decision-making tools and skills as they apply to inventory, transportation, and warehouse management are examined. This course stresses hands-on application of analytical tools useful in logistics, analysis of the characteristics of logistics systems elements and their interrelationships within a company, developing skills to analyze technical logistics problems, and developing executive-level communications skills leading to the concise statement of problems and proposed solutions.
Prerequisite: Final quarter and consent of the program director

MEDICAL SCIENCE

MEDS.120   **2 credit hours**
Clinical Assisting Skills
A laboratory class in which students learn and practice minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures, patient positioning, vision screening, vital signs, and other skills related to assisting the physician. Scheduled laboratory time is a requirement of this course.

MEDS.121   **4 credit hours**
Clinical Assisting Skills
A skills class taught in a laboratory in which students learn and practice minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures, patient positioning, vision screening, vital signs, and other skills related to assisting the physician. Scheduled laboratory time is a requirement of this course.

Prerequisites: HLTH.142, HLTH.205, and HLTH.250
Corequisites: HLTH 126 and HLTH 240

MEDS.170   **2 credit hours**
Diagnostic Procedures
Students will gain proficiency in applying and interpreting a 12-lead EKG machine, perform stress tests, and pulmonary function testing. In addition, students will learn how to assist the physician in a variety of specialized clinical procedures and situations to include pediatrics, geriatrics, obstetrics, and gynecology, minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures.
Prerequisite: MEDS.120

MEDS.171   **4 credit hours**
Specialized & Diagnostic Procedures
In this course, students will gain proficiency in applying and interpreting a 12-lead EKG machine, perform stress tests, and pulmonary function testing. In addition, students will learn how to assist the physician in a variety of specialized clinical procedures and situations to include pediatrics, geriatrics, obstetrics, and gynecology, minor surgical procedures, alternative medicine, nutritional concerns, and other specialty exams and procedures.
Prerequisite: HLTH 205
Corequisite: MEDS.121

MEDS.210   **2 credit hours**
Clinical Laboratory Procedures I
As with all classes in this series, lectures deal with the theory behind the procedures learned in the lab. In hematology, students explore blood cell formation and function. Various ways to analyze a CBC are taught as well as slide preparation and staining. Miscellaneous hematology tests are also investigated. Venipuncture skills are stressed in this class and strict attention is given to standardization, quality control, and CDC and OSHA guidelines. Urinalysis is taught by use of the urine dipstick and microscopic analysis.
Prerequisites: MEDS.120

MEDS.220   **2 credit hours**
Clinical Laboratory Procedures II
Students become familiar with the use of an automated chemistry analyzer. Selected chemistries ordered by physicians are taught and performed. Strict attention to standardization and quality control is stressed. Correlation of abnormal chemistries with disease states is taught. Students also learn to recognize types of organisms in direct smears by using the Gram Stain. Specimen collection and culturing and plating techniques are taught, and normal vs. pathogenic micro-organisms are discussed. Students also learn blood groups, basic blood typing, and pregnancy testing. Venipuncture skills are again stressed.
Prerequisite: MEDS.120

MEDS.221   **4 credit hours**
Clinical Laboratory
Students will learn how to take inventory of the supplies on hand to determine what is needed. Venipuncture skills are introduced and strict attention is given to standardization, quality control, and CDC and OSHA guidelines. Urinalysis is taught by use of the urine dipstick and microscopic analysis, also becoming familiar with the use of an automated chemistry analyzer. Selected chemistries ordered by physicians are taught and performed. Correlation of abnormal chemistries and disease are taught. Students also learn to

COURSE DESCRIPTIONS

recognize types of organisms in direct smears by using the Gram Stain, specimen collection and culturing and plating techniques are taught, and normal vs. pathogenic micro-organisms are discussed. Students also learn blood groups, basic blood typing, and a variety of diagnostic test i.e. pregnancy, mono, strep, influenza testing.
Prerequisites: MEDS.121 and MEDS.171

MEDS.235   **2 credit hours**
Pharmacology Laboratory
This lab is taken concurrently with HLTH.235 and covers the skills necessary to safely administer medications, including techniques for oral, topical, and parenteral administration. Pharmacology mathematics, including conversions between systems and dosage calculations are studied in depth. Safety and precision are stressed. This class is for medical assisting students only.
Prerequisites: MEDS.120, HLTH.140, HLTH.151 and HLTH.161 or MEDS.120, HLTH.140, HLTH.150, HLTH160, and HLTH.170
Corequisite: HLTH.235

MEDS.236   **4 credit hours**
Pharmacology
A study of pharmacology as it applies to the treatment of diseases and disorders of the human body. Various drugs, their uses and their effects, especially in the treatment of disease. Administer medications, including techniques for oral, topical, and parenteral administration, pharmacology mathematics, including conversions between systems, and dosage calculations, safety and OSHA is stressed.
Prerequisites: MEDS.121 and MEDS.171
Corequisite: MEDS.221

MEDS.243   **2 credit hours**
Certification Preparation
This prepares students to sit for the American Medical Technologists Association exam for Registered Medical Assistant. Students will review and take mock exams in class and will register to take the RMA exam. Effective study skills are covered. This course assists students in developing successful job search techniques to help them prepare for initial employment as well as career advancement or change. Students prepare a resume and participate in a mock interview.
Prerequisite: Final quarter status or consent of the program director
Corequisite: MEDS.251

MEDS.251   **4 credit hours**
Medical Assisting Externship
Students complete a minimum of 160 hours in a selected physician's office or healthcare facility supervised and evaluated by qualified medical personnel. The externship contains a balance of administrative and clinical experiences. There is no remuneration for this externship.
Prerequisites: Final quarter status and consent of the program director or externship coordinator

NURSING

NURS.100   **1 credit hour**
Academic Skills for Nursing
The purpose of this course is to prepare students for academic success in the nursing education program. Students will learn test taking skills and will review content in reading, mathematics, science, and English language usage.

Prerequisite: Conditional Admission to Nursing program

NURS.102   **2 credit hours**
Pharmacology I
This course introduces the student to medication administration. Topics include classifications of drugs, action/physiological effect, drug/food interactions, side effects, contraindications, dosage, routes of administration and nursing practice implications. Also included is discussion of and demonstration of safe administration methods for patients of various age groups, including infants and children. Emphasis is placed on interpretation of the medication order, identifying the right drug, calculating the dosage, site selection, proper administration of the drug, and evaluating patient response. This course focuses on the administration of drugs via oral, topical, subcutaneous, intradermal, and intramuscular routes.
Prerequisite:NURS.110/110C,
Corequisite: NURS.120/120C

NURS.103   **2 credit hours**
Pharmacology II
The course deals with more complicated medication administration and calculations. Emphasis is placed on medications administered via intravenous routes, including intravenous fluid administration and infusion therapies. Topics include calculation of drug dosages based on weight, titration of drugs, determination of safe dosage ranges in children and infants, and calculation of fluid requirements in adults and children. The proper use of and programming of drug administration devices and equipment is discussed and demonstrated. Other topics include administration of blood and blood products and the administration of chemotherapeutic agents.
Prerequisite: NURS.120/120C, NURS.102
Corequisite: NURS.140/140C

NURS.110   **6 credit hours**
Fundamental Concepts in Nursing
This course covers concepts basic to the practice of nursing. Topics include patient safety, asepsis, infection control, legal/ethical issues in nursing, healthcare delivery systems, developmental theories, the nursing process, client assessment, documentation of care, teaching/learning theory, therapeutic communication and historical, political and social influences on the practice of nursing. The student learns to deliver basic nursing care to an adult client. Students begin to understand and incorporate the nursing process into their nursing care.
Prerequisite: ENGL.100, HUMN.200, MATH.112, SCIE.110/111, SCIE.120/121, and SOCS.200
Corequisite: NURS.110C

NURS.110CL   **4 credit hours**
Fundamental Concepts in Nursing/Clinical
Principles and concepts discussed in NUR 110 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisite: ENGL.100, HUMN.200, MATH.112, SCIE.110/111, SCIE.120/121, and SOCS.200
Corequisite: NURS.110

NURS.120   **4 credit hours**
Psychiatric/Mental Health Nursing
This course focuses on the nursing care of clients with mental and emotional illness and/or problems. Topics include psychopharmacology, advanced therapeutic communication

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techniques, assessment of mentally ill clients, treatment modalities, and personal safety in the clinical setting. This course includes community mental health topics, as well as inpatient psychiatric care topics. The nursing care of mental and emotional illness/problems in clients of all ages is discussed. Psychotropic drugs and their various side effects are covered in detail. The nursing process is employed in the analysis of client problems and in the plan of care for clients with psychiatric illness and/or mental health problems.
Prerequisites: NURS.110/110C
Corequisite: NURS.120C, NURS.102

NURS.120CL   **2 credit hours**
Psychiatric/Mental Health Nursing/Clinical
Principles and concepts discussed in NUR 120 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab and patient care in a healthcare facility and community sites.
Prerequisite: NURS.110/110C
Corequisite: NURS.120, NURS.102

NURS.130   **4 credit hours**
Maternity/Women's Health Nursing
This course covers current topics in maternity nursing and women's health. It encompasses health and illness in women of all ages. The care of women during pregnancy and childbearing comprises a major portion of this course, and includes disease states/problems and other deviations from the norm during pregnancy. It includes the antepartal, intrapartal and postpartal periods, as well as the nursing assessment and care of the newborn. Other topics covered in this course are health promotion, disease prevention, and menopause. The nursing care of women with various gynecological disease states/problems is also included. The nursing process is employed in the analysis of client problems and in the plan of care for women in all developmental stages.
Prerequisites: NURS.140/140C
Corequisite: NURS.130C and SCIE.130

NURS.130CL   **2 credit hours**
Maternity/Women's Health Nursing/Clinical
Principles and concepts discussed in NURS.130 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.140/140C
Corequisite: NURS.130 and SCIE.130

NURS.140   **6 credit hours**
Medical Surgical Nursing
This course focuses on the nursing care of the adult clients with medical and/or surgical problems. It covers both acute and chronic illness states in the adult. This course includes aspects of both health promotion and disease prevention. The student utilizes laboratory and diagnostic test results data in analyzing client problems and in the formulation of a plan of care. The nursing process is used in all aspects of client care including assessment, analysis, planning, implementation, and evaluation. The student plans care that meets the psychological, social, educational, and physical needs of the client.
Prerequisite:,NURS.120/120C, SCIE.120
Corequisite: NURS.140C, NURS.103

NURS.140CL   **4 credit hours**
Medical Surgical Nursing /Clinical
Principles and concepts discussed in NURS.140 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.120/120C, SCIE.120
Corequisite: NURS.140, NURS.103

NURS.151   **4 credit hours**
Pediatric Nursing
This course focuses on the nursing care of infants, children, and adolescents. The topics covered include health promotion and disease prevention, acute illnesses in children, chronic illnesses in children, pediatric emergencies, growth and development, developmental theories, congenital health problems, and the hospitalized child. Nursing care of the entire family unit is emphasized in this course. Techniques of infant, child, and adolescent assessment are covered in detail. Pediatric medication dosages and administration techniques are reviewed. The nursing process is utilized in the analysis of client/family problems and in the formulation of a plan of care.
Prerequisites: NURS.130/130C
Corequisite: NURS.150C

NURS.150CL   **4 credit hours**
Pediatric Nursing/Clinical
Principles and concepts discussed in NURS.150 are reinforced and practiced in a clinical setting consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.130/130C
Corequisite: NURS.151

NURS.258   **6 credit hours**
Medical Surgical Nursing II
This course deals with advanced medical surgical and critical care nursing concepts. It provides the student with state-of-the-art knowledge and skill in the management of adult clients with acute and life-threatening health events. Both medical and surgical problems are covered. The student gains experience with and knowledge of sophisticated monitoring techniques and devices. The student utilizes laboratory and diagnostic test results, client history, physical examination and data from a variety of client monitoring devices in analyzing and managing client problems. The student consults with other disciplines and utilizes community resources in developing a plan of care. An in depth use of the nursing process is employed in all aspects of client care.
Prerequisites:, NURS.151/150C
Corequisite: NURS.261C

NURS.261CL   **2 credit hours**
Medical Surgical Nursing II/Clinical
Principles and concepts discussed in NURS.261 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care in a healthcare facility.
Prerequisites: NURS.151/150C
Corequisite: NURS.258

NURS.262   **6 credit hours**
Nursing Care of Diverse Groups
This course deals with family and group concepts in nursing practice. The learning goal of this course is to develop and/or enhance the student's nursing competencies across care settings. Theories that

apply to the nursing care of families and at risk groups are examined and incorporated into plans of care. Assessment skills of families and groups are developed. The nursing process is used in the formulation of plans of care for families and groups.
Prerequisites: NURS.258/261C
Corequisite: COLL.296, NURS.277

NURS.262CL   **4 credit hours**
Nursing Care of Diverse Groups/Clinical
Principles and concepts discussed in NURS.262 are reinforced and practiced in the clinical environment consisting of skills lab, simulation lab, and patient care settings.
Prerequisites: NURS.258/261C
Corequisite: COLL.296, NURS.277

NURS.277   **2 credit hours**
Leadership Seminar
This course is designed to develop the student's supervision and management skills, as applied to the healthcare setting. Topics include effective communication, organizational skills, appropriate delegation of nursing tasks, professional responsibility and accountability, and leadership behaviors. Practical case studies are presented for group discussion and problem solving. The student learns to utilize critical thinking skills in the problem-solving process.Current political, social, and professional nursing issues are also presented in this course. Included is a discussion of legal and ethical issues that pose challenges for nursing students and practicing professional nurses. State and federal laws that impact the practice of nursing, regulatory agencies, their jurisdictions, rules and regulations, the Nurse Practice Act of the State of Illinois and licensing issues are among the other topics discussed. Practical ethical dilemmas are presented for group discussion and problem-solving.
Prerequisites: NURS.258/261C
Corequisite: COLL.296/NURS.277

RADIOLOGIC TECHNOLOGY

RADS.100   **3 credit hours**
Fundamentals of Radiography
This course introduces the beginning radiography student to the organization of medical centers/hospitals, diagnostic imaging departments, and the radiography program. Basic information regarding health and safety procedures within the clinical area, radiation protection, X-ray production, image formation, patient care guidelines, professional ethics, and medical law are reviewed. This course also includes an introduction to advanced imaging modalities including cardiovascular interventional, mammography, nuclear medicine, radiation therapy, bone densitometry, computed tomography, medical sonography, and magnetic resonance imaging.
Prerequisite: Admission into the Radiography Program

RADS.101   **3 credit hours**
Radiographic Exposure I
This course introduces the beginning radiography student to the nature and properties of X-rays. Areas of focus include: radiographic image quality and the influencing factors of recorded detail, distortion, contrast and density, the construction of the X-ray tube and production of X-rays, basic X-ray equipment, primary and secondary radiations, filtration, and an analysis of the radiographic image.

Prerequisite: Admission into the Radiography Program

RADS.102   **3 credit hours**
Radiographic Exposure II
A continuation of RADS.101, students further develop their knowledge of x-radiation and how it interacts with matter. The control of primary and secondary radiations using grids, filtration, and beam restricting devices is studied. Fixed and variable kilo voltage exposure systems are reviewed. The properties of attenuation and the absorption of radiation and how it is influenced by pathology are also studied. Using information learned in this course, the students continue their analysis of the radiographic image.
Prerequisite: RADS.101 with a grade of C or better

RADS.104   **3 credit hours**
Patient Care in Radiography
This course focuses on nursing procedures and techniques used by radiographers in the general care of the patient. Areas covered include: factors influencing relationships with patients and professional peers, medical ethics, communication techniques, patient care and assessment, infection control, medications and medication administration, contrast media administration, and responses to emergency medical situations, including contrast media reactions. Human diversity/cultural differences, communication styles, socioeconomic influences, health risks, and life stages are also discussed in this course.
Prerequisite: Admission into the Radiography Program

RADS.105   **3 credit hours**
Radiation Protection
Students are introduced to the principles of, and the reasons for, radiation protection. The responsibilities of the radiographer and protective measures for patients, personnel, and the public are studied. Also covered is discussion of the sources of radiation, the units of radiation measurement, and federal and state radiation health and safety regulations.
Prerequisites: RADS.100 and RADS.101 with a grade of C or better

RADS.106   **3 credit hours**
Radiographic Exposure III
As a continuation of RADS.102, students will study and understand the concepts, methods and utilization of digital imaging and PACS in providing optimal imaging for enhanced diagnoses and improved patient care.
Prerequisite: RADS.102 with grade of C or better or consent by instructor

RADS.107   **1 credit hour**
Radiography Patient Care Activities
Students will demonstrate competence in the following patient care activities: basic vital signs (blood pressure, temperature, pulse, and respiration), pulse oximetry, sterile and medical aseptic techniques, venipuncture, safe transfer of patient, and care of patient medical equipment (e.g. oxygen tank, IV tubing). With all classes in the program, lectures deal with the theory behind the procedures learned in the lab. Patient care skills are stressed in this class and strict attention is given to standardization, quality control, CDC and OSHA guidelines.

COURSE DESCRIPTIONS

RADS.108   **3 credit hours**
Imaging Systems I
This course covers the principles of image intensification and automatic exposure control and includes an introduction to body section (linear and computed) tomography and digital radiography, digital fluoroscopy, and tomosynthesis.
Prerequisite: RADS.101 with a grade of C or better

RADS.110   **3 credit hours**
Radiographic Procedures I
This course introduces the beginning student to the anatomical planes of the body and positioning terminology. Radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the visceral thorax and abdomen are covered. Mobile, pediatric, and geriatric radiography are also topics that are covered in this course.
Prerequisite: Admission into the Radiography Program

RADS.111   **1 credit hour**
Radiographic Procedures I Lab
Program and institutional polices, protocols, and administrative procedures of the College and program are reviewed. There is a detailed review of the following: program student handbook, required clinical vaccinations and immunizations, computer based training modules, safety videos, and electronic record keeping system for clinical practicum. This course also includes discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which corresponds to those studied in RADS.110. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: Admission into the Radiography Program

RADS.112C   **2 credit hours**
Clinical I
In this beginning course of clinical instruction, the student is oriented to the clinical education sites/centers. Varied clinical assignments, including portable (mobile) and surgical radiography, introduce the students to the department's work flow and radiographic equipment. The student also learns how to operate various picture archiving and communication systems (PACS). Students learn by observing and progress to minimal assistance, leading to their radiographic performance under the direct supervision of qualified radiographers. Students will participate and perform radiographic examinations of the visceral thorax, abdomen, and upper extremities. Clinical learning is supported by correlated laboratory and classroom instruction.
Prerequisite: Admission into the Radiography Program

RADS.120   **3 credit hours**
Radiographic Procedures II
This course covers radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for anatomical areas of upper extremities, (finger, hand, wrist, forearm, elbow, humerus) and shoulder girdle.
Prerequisite: RADS.110 with a grade of C or better

RADS.121   **1 credit hour**
Radiographic Procedures II Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.120. Radiographic images of the studied anatomy are also analyzed.

Prerequisite: RADS.111 with a grade of C or better

RADS.122C   **2 credit hours**
Clinical II
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of newly introduced classroom and laboratory information. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations on lower extremities and the digestive, biliary, and urinary systems.
Prerequisite: RADS.112C with a grade of C or better

RADS.130   **3 credit hours**
Radiographic Procedures III
This course covers radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation for the lower extremities, (toe, foot, ankle, lower leg, knee and femur), hip and pelvis, esophagus and stomach. Contrast media, its classifications, precautions, selection, and adverse patient reactions as it relates to the studied procedures are also discussed.
Prerequisite: RADS.120 with a grade of C or better

RADS.131   **1 credit hour**
Radiographic Procedures III Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.130. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: RADS.121 with a grade of C or better

RADS.132C   **2 credit hours**
Clinical III
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory instruction, the students observe, assist, and perform radiographic examinations of the vertebral column and bony thorax. There is continued development of competency and instructional content from previous clinical courses.
Prerequisite: RADS.122C with a grade of C or better

RADS.140   **3 credit hours**
Radiographic Procedures IV
This course includes radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation of the small intestine, large intestine, urinary system, and vertebral column.
Prerequisite: RADS.130 with a grade of C or better

RADS.141   **1 credit hour**
Radiographic Procedures IV Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.140. Radiographic images of the studied anatomy are also analyzed.
Prerequisite: RADS.131 with a grade of C or better

RADS.162C   **3 credit hours**
Clinical IV
This clinical course continues the integration of classroom learning with the clinical curriculum. Following classroom and laboratory

instruction, the students observe, assist, and perform radiographic examinations of the vertebral column, bony thorax, and skull. There is continued development of competency and instructional content from previous clinical courses.
Prerequisite: RADS.132C with a grade of C or better

RADS.201   3 credit hours
Radiation Physics I
This course introduces the student to basic x-radiation physics. Areas covered in this course include: units of radiation measurement, the physical concepts of energy, the structure of matter, and the basic principles and nature of electricity and magnetism.
Prerequisite: RADS.108 with a grade of C or better

RADS.202   3 credit hours
Radiation Physics II
This course is a continuation of Radiation Physics I. In this course, there is in-depth discussion on the following topics: the nature and production of X-rays, X-ray tube construction and factors which govern tube life, X-ray circuitry, the interaction of radiation and matter, and a survey of radiographic equipment evaluation methods and tools.
Prerequisite: RADS.201 with a grade of C or better

RADS.203   3 credit hours
Radiographic Pathology
Students will study the classification, origin, symptoms, and radiographic manifestation of diseases. There is an emphasis on body conditions as they relate to radiographic examination of the patient and the selection of appropriate exposure factors. This course requires the development of a research presentation.
Prerequisites: SCIE.110, RADS.210, RADS.211, and RADS.212C with a grade of C or better

RADS.205   3 credit hours
Radiation Biology
This course focuses on the effects of radiation on the human body at the cellular, tissue, organ, and systemic levels.
Prerequisites: SCIE.110 and RADS.105 with a grade of C or better

RADS.206   3 credit hours
Digital Imaging Critique and Technical Evaluation
In this course, students' knowledge of exposure, positioning principles, anatomy, and pathology will be challenged by evaluating and analyzing various radiographs. With their developed problem-solving skills and critical thinking that they have acquired throughout the program, they will be able to formulate hypotheses and test theories on how Image quality and accuracy can be improved with minimal radiation exposure.
Prerequisites: RADS.210 and RADS.211 with a grade of C or better

RADS.210   3 credit hours
Radiographic Procedures V
This course includes radiographic anatomy, the principles of radiographic positioning, procedural steps, and radiographic image evaluation of the bony thorax, skull, paranasal sinuses, and facial bones. This course focuses on developing critical thinking and problem-solving skills (trauma radiography). There is discussion of specialized radiographic procedures including: arthrography/myelography, special procedures, arteriography, venography, and cardiac catheterization/interventional radiology.

Prerequisite: RADS.140 with a grade of C or better

RADS.211   1 credit hour
Radiographic Procedures V Lab
This course is comprised of discussion, demonstration, practice, and evaluation of students' simulated performance of radiographic examinations, which correspond to those studied in RADS.210. Radiographic images are analyzed.
Prerequisite: RADS.141 with a grade of C or better

RADS.212C   3 credit hours
Clinical V
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous four clinical courses. Indirect supervision of students is stressed to promote independent problem-solving and overall confidence in clinical abilities.
Prerequisite: RADS.162C with a grade of C or better

RADS.220   3 credit hours
Registry Review
This course provides the soon-to-be graduating student with a comprehensive review of curriculum content as preparation for the national certifying examination. Methods of studying and test taking strategies are discussed. Several simulated registry examinations are conducted throughout the course.
Prerequisites: RADS.202, RADS.205, and RADS.212C with a grade of C or better

RADS.222C   3 credit hours
Clinical VI
This clinical course continues the integration of classroom learning with the clinical curriculum. The clinical assignments reinforce previous knowledge and application of introduced classroom and laboratory information from the previous five clinical courses. Indirect supervision of students is stressed to promote independent problem-solving and overall confidence in clinical abilities. The student may be introduced to other imaging modalities (e.g. sonography, invasive cardiology, computerized tomography). The application of venipuncture may be included.
Prerequisite: RADS.212C with a grade of C or better

SCIENCES

SCIE.115   6 credit hours
Anatomy and Physiology I with Lab
This course provides an in-depth introduction to the structures and functioning of the human body. Emphasis is placed on mastering knowledge of anatomy and understanding physiological regulatory processes that maintain homeostasis. Course lecture material introduces concepts of chemistry, cell biology, biochemistry and basic tissues, and then proceeds with a discussion of organ systems. Organ systems studied in this course include the integumentary, skeletal, muscular, nervous, and sensory systems. This course includes the laboratory component.

SCIE.125   6 credits
Anatomy and Physiology II with Lab
This is the second course in a two-course sequence providing an in-depth introduction to the structures and functioning of the human

COURSE DESCRIPTIONS

body. Course lectures will continue the study of the structure and function of various organ systems including the endocrine, cardiovascular, immune, digestive, respiratory, renal, and reproductive systems. The topics of fluid, electrolyte, and acid base balance as well as genetics and heredity will be discussed. This course includes the laboratory component.
Prerequisite: SCIE.115 or SCIE.110 and SCIE.111

SCIE.135   **6 credits**
Microbiology with Lab
This course is an introduction to the principles and applications of microbiology as they relate to the study of health and disease in humans. Emphasis is placed on mastery of the major groups of microorganisms, host-parasite relationships, the epidemiology of infectious diseases, infectious diseases in humans, and the control of microorganisms. Also included is a discussion of the role of microbes in the environment and their impact on the ecosystem. This course includes the laboratory component.
Corequisite: NURS.130/130C

SCIE.140   **4 credit hours**
General College Physics
Concepts and principles of physics are applied to health technologies. This course provides an algebra-based introduction to physics, exemplifying the scientific method and leading toward an understanding of technical applications. Topics include measurement, dimensional analysis, systems of unit, circular and rotational motion, scalars and vectors, laws of motion, force, work, energy, momentum, simple harmonic motion, waves, sound, temperature, heat and heat transfer.
Prerequisite: Placement examination

SCIE.200   **4 credit hours**
Environmental Science
This course provides an introduction to environmental science. It examines the interaction between human society and the natural environment. Topics include basic studies in ecology, geology, atmospheric science, and oceanography. It evaluates human influences on the natural world via human population growth, food production, quest for energy sources, and pollution. Possible solutions are investigated via resource conservation and management, environmental ethics, and alternative solutions. Both local and global environmental issues are examined.
Prerequisite: ENGL.100

SOCIAL SCIENCES

SOCS.200   **4 credit hours**
Introduction to Psychology
An exploration of different methods, principles, and theories of psychology as applied to the study of human behavior, motivation, emotions, personality and adjustment, and psychological disorders. A research project is required.
Prerequisite: ENGL.100

SOCS.210   **4 credit hours**
Introduction to Sociology
A general introduction to the study of society and concepts involved in understanding human societies. Social institutions, social interaction, social conflict, social stratification, and diversity are among the topics covered. A research project is required.
Prerequisite: ENGL.100

SOCS.220   **4 credit hours**
Cultural Diversity
The social organization and customs of various cultures and groups will be explored. The richness and diversity of Chicago and surrounding areas are experienced through music, literature, video/film, and field trips to historical and cultural sites and neighborhoods. A research project is required.
Prerequisite: ENGL.100

SOCS.300   **4 credit hours**
Developmental Psychology
Study of the life span of humans. Emphasizes both experimental and theoretical approaches to the study of cognitive, personality, social, perceptual and physical development from conception to death.
Prerequisite: SOCS.200

SOCS.310   **4 credit hours**
Statistics
The purpose of this course is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Students are exposed to the fundamental concepts and methods of statistics with emphasis on interpretation of statistical arguments. Topics covered will include an introduction to design of experiments, data analysis, correlation and regression, concepts of probability theory, sampling errors, confidence intervals, and hypothesis tests. Lab required.
Prerequisite: MATH.200
Corequisite: SOCS.311

SOCS.311   **1 credit hour**
Statistics Lab
This hands on laboratory is required for students enrolled in SOCS.310. This course aims to reinforce statistics learned in SOSC.310 and extend that knowledge through the application of statistics through the use of Excel and SPSS.
Corequisite: SOCS.310

SOCS.340   **4 credit hours**
Research Methods
This course provides an introduction to scientific and experimental methodology. Topics covered include the scientific method, research design, the ethics of conducting research with human subjects, APA style, sampling methods, and data analysis.
Prerequisite: SOCS.310

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Academic Advising. Collaborative educational process between students and their advisors in which students are provided assistance with developing an educational plan and the skills needed for academic success, and accessing the variety of resources and services available to them at NC.

Academic Advisor. A faculty or staff member assigned to help students select courses and plan programs.

Academic Year. The academic year does not follow the calendar year. It begins in September and ends in August.

Accreditation. Official certification by an external academic organization that a college meets all requirements for academic achievement, curriculum, facilities, and educational integrity.

Advanced Placement. A term used when students demonstrate through transfer credit or examinations sufficient knowledge enabling them to enroll in courses beyond the entry level.

Assessment of Student Learning. Ongoing evaluation of students' academic achievement to ensure that the College continues to meet its mission. Assessment takes place in a variety of ways and settings.

Associate Degree. Awarded after successful completion of the required courses within a program and a minimum of 90 quarter credit hours. Typically completed by a full-time student within two years.

Audited Courses. Registering for and attending class(es) regularly without being held responsible for the work required for credit. No credit hours are earned, and full tuition applies. The grade **N** appears on the record.

Bachelor's Degree: Awarded after successful completion of required courses within a program and a minimum of 180 quarter credit hours. Typically completed by a full-time student within four years.

Classification. A term used to classify a student at the freshman or sophomore level based on the number of credit hours earned.

Commencement. Ceremony honoring students who have fulfilled requirements for graduation.

Completion Rate. The rate at which a student is completing credit hours in his/her program which is calculated by dividing earned credit hours by attempted credit hours. Minimum completion rate for satisfactory progress is 67%.

Concurrent Enrollment. Enrollment in a course and its corequisite course at the same time.

Continuing Education Unit. Recognition for participation in a non-credit program or workshop.

Corequisite. A course that must be taken at the same time as another course. Corequisites are indicated in the course descriptions.

Counselor. A professionally trained, licensed person who works with individual students and groups to help identify goals and find solutions to personal or school-related problems. The counselor is also a resource to assist in accommodating disability needs in order to enhance the student's potential for academic success.

Course Description. An explanation of the content of a course. Descriptions for every credit-bearing course offered by the College appear in the Course Descriptions section of this catalog.

Course Number. A three-digit number that follows the course prefix.

Course Prefix. A letter code that identifies the discipline in which a course is taught; e.g., BUSN – Business Administration, HITC – Health Information Technology.

Course Section Code. An alphanumeric code used in quarterly class schedules that indicates the location at which a course will be offered followed by the section number. Most courses have more than one section, but students may register for only one.

Credit by Examination. Credit granted upon successful completion of a comprehensive test. The grade **P** appears on the transcript.

Credit Hour. A unit of academic credit measured in semester hours or quarter hours. One quarter credit hour usually represents ten hours of lecture class time per quarter.

Credit Load. The total number of credits for which a student registers during a given quarter.

Credit Overload. Registration for more than 20 credit hours in any one quarter. Permission from the chief academic officer is required.

Curriculum. All the courses of study (educational programs) offered by the College. May also refer to a particular course of study and the courses in that area.

Deadlines. Dates by which certain actions must be taken. Deadlines are set to allow students, faculty, and offices to proceed with the business of education in an orderly manner. Refer to the College calendar.

Degree Requirement. A specifically identified course or examination that must be satisfied in order to become a candidate for a degree or certificate.

Departmental Requirements. Academic departments may have specific requirements in addition to or above and beyond the general institutional requirements. These may be found in the Career Programs section of this catalog.

Distance Learning. A method of course delivery that allows students to participate in coursework via the Internet or other media.

GLOSSARY OF TERMS

Double Major. In some cases, a student may wish to major in two fields; for example, business administration and accounting. The student seeking such a degree should consult his or her academic advisor.

Dual Degrees. Students may seek a second degree after completion of a first degree. Many of the credits earned for the first degree may apply to the second degree.

Elective. Courses not required by the core curriculum or the major. These are courses students take to satisfy personal interests or for educational enrichment.

Emphasis. A term designating the particular focus of a program.

Externship. A special activity course for advanced students who wish to gain practical experience while applying concepts they have gained through their coursework. Usually involves coordination between a member of the College faculty and a supervisor in the particular business or medical facility providing the experience.

FAFSA. The standard form used by students and families to apply for financial aid. The acronym stands for Free Application for Federal Student Aid.

Fees. The expenses payable by the students to the College in order to be officially enrolled. Examples of such fees include the enrollment fee, resource center fee, etc.

Financial Aid. Money received from various sources to help students defray college costs. Typically, these monies come in the form of grants or loans.

Full-Time Student. A student enrolled for a minimum of 12 credit hours each quarter. A typical full-time course load is 12-16 credit hours per quarter.

Good Standing. Students are considered to be in good standing unless disciplinary or academic sanctions have been placed against them or they have overdue financial obligations to the College.

GPA. This term means grade point average.
- **Quarter GPA.** The average of all grades for courses attempted at NC in a given quarter according to the policies in place when the course was initially attempted.
- **Cumulative GPA.** The combined average of all courses attempted at NC.

Grade Point. The numerical value given to letter grades. An **A** is equivalent to **4** points per quarter hour, a **B** to **3** points, a **C** to **2** points, a **D** to **1** point, and an **F** to **0** points.

Graduation Petition. A required form to be completed by all candidates for graduation. Prospective graduates should refer to the College calendar for specific deadlines.

Grant. Financial assistance based on need awarded to students that does not have to be repaid.

Honors Course. A course which is open exclusively to students with a 3.2 or higher GPA. In an honors course, the subject matter is explored with greater intensity and depth.

Honors List. A listing of students who have achieved a specified quarterly grade point average announced at the end of the quarter.

Incomplete. The grade **I** is granted when a student is temporarily unable to complete course requirements such as the final exam because of unusual circumstances.

Independent Study. A course of study taken independently by a student under the supervision of a faculty member.

Laboratory Course. A course in which class lectures and discussions are supplemented by supervised, practical application.

Loans. Financial assistance to students that must be repaid. Low interest loans are available, and financial need may or may not be a factor.

Major or Program of Study. A concentration of related courses generally consisting of at least 30 quarter hours of credit.

Matriculation. The process of obtaining enrollment at the College.

Official Copy. A document that is either: a photocopy of an original document stamped by the NC Registrar's Office; a photocopy made and attested to by a notary public.

Official Transcript. A transcript which contains the embossed seal and an authorized signature and is sent directly from the issuing school or college.

Online Education. Another term used to describe distance education.

Orientation. Scheduled time for a student to become familiar with the College, its programs, policies, and expectations.

Part-Time Student. A student who takes fewer than 12 credit hours during a quarter.

Placement Test. A test that measures a student's knowledge of a particular subject and is used as a prerequisite for enrollment in some courses.

Portfolio. A collection of work (e.g., paintings, writings, etc.) that may be used to demonstrate competency in an academic area.

Prerequisite. A course requirement that must be met prior to enrollment. Students not meeting specific course prerequisites may be dropped from their class by the College.

Warning Status. Students who fall below the minimum cumulative GPA and/or completion rate are placed on Warning status and given one quarter to correct or improve the deficiency.

GLOSSARY OF TERMS

Quarter Calendar System. A quarter is a unit of time, 11 weeks long, in the academic calendar. A full academic year consists of four quarters.

Quarter Hour. A unit of academic credit.

Readmission. The process of allowing former students who have not graduated to re-enroll and continue their study at Northwestern College. The process for readmission begins with the returning student advisor.

Registrar. Professional who is responsible for student records, transcripts, and registration procedures.

Registration. Process of selecting and enrolling in classes, including payment of fees.

Registration Hold. May be placed on a student's registration as a result of academic standing, an unfulfilled obligation to the College, or a disciplinary action by the College.

Residency Requirements. The required number of credit hours of coursework that must be completed at NC in both the major and in the program before a degree will be granted.

Satisfactory Progress. Students must maintain satisfactory progress toward their educational objective. Satisfactory progress is measured by both the cumulative GPA and the completion rate of the program.

Scholarships. Financial assistance awarded to students on the basis of academic achievement or financial need.

Section. An offering of a course at a campus location or online as indicated after the course number. For example, ACCT.100.C01 indicates that this is a section of the course ACCT.100, "Essentials of Accounting", offered at the Chicago campus. ACCT.100.ON01 indicates the same course offered as an online section.

Student Employment. Part-time jobs made available to students with financial need through federally funded programs (work-study) and to students without need through individual departments (regular student assistance program).

Suspension Status. A designation which may be assigned for either academic or conduct issues. Students in suspension status may not attend for one or more quarters, depending on the reason for the suspension.

Syllabus or Course Outline. Written description of course content and requirements distributed to students by instructors.

Title IX. A federal law that prohibits discrimination based on gender, which includes sexual harassment and sexual assault. Which are forms of sex discrimination. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

Transcript. An official record of all courses that a student has attempted, all college level credit hours earned, and all grades received at the College.

Transfer Student. Students who have previously attended other colleges. All previous college attendance must be reported at the time of application.

Tuition. Amount of money charged for classes.

COLLEGE ADMINISTRATION

ADMINISTRATION

Omar M. Bernal, 1987
Executive Director of IT
Certificate, Loyola University
A.A.S., Northwestern Business College

Cynthia Berryman, 2017
Controller
B.A., University of Illinois
M.B.A., DePaul University

Amy Buoscio, 1988
Career Development/Alumni Services
Coordinator
B.S., Illinois State University
M.A., Illinois State University

Sarah E. Dulay, 2006
Director of Library Services
B.A., Loyola University
M.L.I.S., Rosary College

Carolyn Gresham, 2014
Assistant Director of Admissions
B.A., University of Iowa

Jordan Hickey, 2017
Assistant Director of Financial Aid
B.S., Robert Morris University
M.S., Cardinal Stritch University

Dimitrios Kriaras, 2008
Chief Executive Officer
A.A.S., DeVry University
B.S., DeVry University
M.B.A., Keller Graduate School of
Management

Ryan Lewis, 2015
Director of Admissions
B.S., Purdue University

Tina Marfoe, 1991
Registrar
A.A.S., Northwestern Business College

Mona Najib, 2018
Executive Director of Human Resources
M.P.H., Keller Graduate School of Business
M.H.R., Keller Graduate School of Business
M.B.A., University of New England

Maysoon Nasir, 1995
Executive Director of Student Affairs
A.A.S., Northwestern Business College
B.B.A., Northwood University

Laura Pollastrini, 2010
Government and Public Relations Director
B.A., Loyola University
J.D., DePaul University

Gail Schumacher, 1994
Executive Vice President
B.S., Northern Illinois University

Lauren W. Schumacher, 2005
Executive Director of Project Management
B.A., North Park University
M.S., Keiser University

Lawrence Schumacher, 1973
President
B.A., DePaul University

Lidia Stanina, 2012
Human Resources Manager
B.A., DePaul University

Tonya Troka, 2018
Chief Academic Officer
B.A., Northern Illinois University
M.A., Northern Illinois University
Ed.D., Northern Illinois University

Theresa Valdes, 2004
Director of Financial Aid
A.A.S., Northwestern College
B.A., Concordia University Chicago
M.B.A., Concordia University Chicago

Beata Wieczorek, 2015
Student Account Supervisor
B.S., DePaul University

Charles Wolfe, 2017
Executive Director of Student Financial
Services
B.A., National Lewis University

FACULTY AND ACADEMIC ADMINISTRATION

BUSINESS AND CAREER EDUCATION

Sean Caruthers, 2003
Adjunct Instructor
A.A.S., Air Force Community College
B.A., Chicago State University
M.B.A., Keller Graduate School of Management
M.I.S.M., Keller Graduate School of Management

Tasha G. Davis, 2018
Program Director
B.G.S., University of Missouri – St. Louis
M.B.A., Colorado Technical University
Ed.D. Governors State University

Roy Kaye, 1999
Adjunct Instructor
A.A., Wright College
B.S., Roosevelt University
M.H.S.A., Governor's State University

GENERAL EDUCATION

Kafi Amen-Ra, 2018
Adjunct Instructor
M.A., Fisk University

Amer Awwad, 2010
Adjunct Instructor
B.S., York University
M.B.E., University of Pennsylvania

Tiffany Bruessard, 2018
Adjunct Instructuctor
B.A,, Governors State University
M.A., Governors State University

Christina Garcia, 2018
Dean of Academic Affairs
B.A., Benedictine University
M.S., Benedictine Univeristy

Cathleen Philbin, 1998
Adjunct InstructorB.A., University of Illinois at Urbana-Champaign
J.D., Loyola University of Chicago School of Law

Darrell Robin, 2018
Lead Faculty
B.A., DePaul University
M.A., Depaul University
Ph.D., University of Illinois Chicago

JoElla Siuda, 2018
Lead Faculty
A.S., College of DuPage
B.S., Elmhurst College
M.S., University of Illinois Chicago
Ph.D., University of Illinois Chicago

Daniel Zimmerman, 2018
Adjunct Instructor
B.S., Illinois State University
M.H.R.M., Devry University
M.B.A., DeVry University
D.M., Colorado Technical University

Nursing

Felicia Boykin, 2017
Adjunct Instructor
B.S.N., Loyola University Chicago
M.S.N., Olivet Nazarene University

Jacqueline Brooks, 2017
Adjunct Instructor
B.S.N., Lewis University
M.S.N., Governors State University

Cynthia J. Brown, 2015
Associate Professor
A.A.S., Olive-Harvey College
B.S.N., Governors State University
M.S.N., Governors State University

Victoria Brown, 2018
Adjunct Instructor
A.A.S., Kennedy-King College
B.S.N., Olivet Nazarene Univeristy
M.S.N., Olivet Nazarene University

Laura Dorian, 2018
Adjunct Instructor
B.A., DePaul University
M.S.N., DePaul University

Jasmin Ford, 2018
Adjunct Instructor
B.S., University of Illinois
M.S.N., University of Illinois Chicago

Kathleen Fry, 2018
Adjunct Instructor
B.S.N., Lewis University
M.S.N., Lewis University

Kayla Jones, 2018
Adjunct Instructor
A.A.S., South Suburban College
B.S.N., Purdue University
M.S.N., Olivet Nazarene University

Paula Manuel, 2018
Adjunct Instructor
B.S.N., University of St. Francis
M.S.N., University of Illinois Chicago

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