Northwestern College
Established 1902

COLLEGE
Catalog
2020-2021
This catalog is applicable for one academic year beginning September 14, 2020. 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.
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 W. Schumacher
President, Northwestern College
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GENERAL INFORMATION
CALENDAR 2020 - 2021

FALL QUARTER 2020

September 2020
Labor Day – College Closed ....................... Sept 7
New Student Orientation.......................... Sept 10
Fall Quarter Classes Begin ....................... Sept 14
Late Registration................................. Sept 14 - 20

October 2020
Faculty Institute Day – No Classes ............. Oct 12
Mid Quarter Week................................. Oct 19 – 24

November 2020
Veterans Day – No Classes ..................... Nov 11
Last Day for “W” (Withdrawal) Grade ........ Nov 15
Thanksgiving Holiday – College Closed ..... Nov 26 - 27

December 2020
Final Examinations ............................... Nov 30 – 5
College Closed ................................. Dec 24-25, 31, Jan 1

WINTER QUARTER 2021

January 2021
Winter Quarter Classes Begin .................. Jan 11
Late Registration................................. Jan 11 - 16
Martin Luther King Day – College Closed .... Jan 18

February 2021
Mid Quarter Week................................. Feb 15 - 20

March 2021
Last Day for “W” (Withdrawal) Grade ........ Mar 14
Final Examinations .............................. Mar 22 - 26

SPRING QUARTER 2021

April 2021
Spring Holiday – College Closed .............. Apr 2
Spring Quarter Classes Begin .................. Apr 5
Late Registration................................. Apr 5 - 10

May 2021
Mid Quarter Week................................. May 10 - 15
Memorial Day – College Closed ............... May 31

June 2021
Last Day for “W” (Withdrawal) Grade ........ Jun 6
NC Commencement .............................. Jun 4 or 11
Final Examinations ............................. Jun 21 – 25

SUMMER QUARTER 2021

July 2021
Independence Day Holiday – College Closed ..... Jul 2
Summer Quarter Classes Begin .................. Jul 5
Late Registration................................. Jul 5 - 10

August 2021
Mid Quarter Week.................................. Aug 9 – 14

September 2021
Last Day for “W” (Withdrawal) Grade ........ Sept 5
Labor Day – College Closed ..................... Sept 6
Final Examinations .............................. Sept 13 - 17
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 and certificate programs that can be completed online and on campus located in Bridgeview. Northwestern College (NC) provides career-focused education in the fields of allied health and nursing.

What NC Stands For

NC's Vision
Changing the face of career education through innovation.

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

Student Success
We are committed to student success in all things we do:

• We create a supportive and enriched educational environment yielding graduates that are prepared for career success.
• We focus on empowering every student by providing the best educational experience possible.
• We believe by acknowledging diversity and the open exchange of ideas, we continue to build a platform to support, empower, and encourage the college community.
• We prepare our students for certification exams by offering high quality, relevant classroom content by industry experienced and credentialed faculty.

Integrity
We are committed to integrity in all things we do:

• We are dedicated to an educational environment that upholds academic integrity and supports ethical behavior.
• We create processes in order to maintain consistency and compliance in all areas.

• We establish professional relationships based on mutual trust, respect, and honesty with students, employees, and the community.

Community

We are committed to serving our community in all things we do:

• We strive to understand and respond to the needs of our community.
• We offer programs that our student’s desire and that meet the needs of the employers we serve.
• We actively contribute to our community by holding events and donating to causes that align with our mission.
• We make efforts to operate efficiently to reduce our impact on the environment.

Excellence

We are committed to excellence in all things we do:

• We reflect on our setbacks in an effort to learn and grow.
• We encourage creativity, innovation, and risk-taking.
• We collaboratively make decisions using data.
• We promote continuous improvement to exceed student and stakeholder satisfaction and expectations.
• We utilize established processes that lead to successful talent acquisition.

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).
The College

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...
The College

those residing in the communities surrounding Midway Airport. It is easily accessible by car or PACE public transportation system.

Online: Three career programs: 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 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 for veterans training under the G.I. Bill for Veterans Educational Assistance.

ABOUT NC’S CAREER-FOCUSED EDUCATION

Undergraduate Degrees and Certificates

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

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<tr>
<th>School of Health Sciences</th>
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<tr>
<td>AS Degrees</td>
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<tr>
<td>Health Information Technology</td>
<td>Coding Specialist</td>
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<td>Radiologic Technology</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>BS Degree</td>
<td>Medical Assisting</td>
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<tr>
<td>Health Information Management</td>
<td></td>
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</tbody>
</table>

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.

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.

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. Upon program completion, students will be qualified to sit for the Registered Health Information Technician (RHIT) examination.
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
Donna McCaleb.................................Member
Angela Zotos.................................Member
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.

All prospective students, who are not pursuing a Nursing Degree, may be required to take an internal diagnostic assessment.

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 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 ADA Coordinator.

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. Complete any required entrance/placement examination, unless student has earned an associate degree or higher.

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.

Administrative 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.

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 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

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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 eligibility 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.
FINANCIAL INFORMATION

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 Admissions 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 Appeals 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.

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 Student Finance Office.

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

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
FINANCIAL ASSISTANCE

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.

Student Interest Organizations

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.

Advising Services

The Admissions Department 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 by visiting the Admissions Department.

Peer Tutoring

Tutoring is available at no charge through the Student Success Hub 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 Student Success Hub on campus or email Library-BV@nc.edu to check for availability.

Career Assistance

(Some of the services offered may be limited during this academic year due to the COVID-19 pandemic.) 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:

- Career search tools and techniques
- Resume and interviewing workshops
- Mock interview sessions
- Fall and Spring Career Fair and other career related events
- Notice of significant company hiring events
- On-campus recruitment sessions
- A career services college web site providing valuable career development tools (written and video), helpful career websites, job opportunities available by program, 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
STUDENT AFFAIRS

Development and Alumni Relations. Students in the Professional Development class launch a career search by producing the required career documents and applying for positions electronically.

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
- Making and keeping appointments with career services staff and employer recruiters
- Updating career documents, such as resumes, with life changes such as: career goal changes, employment status, mailing and email addresses, and phone numbers
- 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 continue 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.

Alumni interested in accessing the college's career services website will be provided with the direct link. The career services website provides resume and interview skills resources as well as current job opportunities available by program, updated weekly.

ADA Accommodations
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.

For further information regarding services for students with disabilities, please contact the ADA Coordinator at ADA@nc.edu.

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.

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. The library provides access to over 3000 eBooks through the Overdrive platform, which is available to students through the library’s membership in the Network of Illinois Learning Resources in Community Colleges (NILRC) consortium. 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 7,000 volumes and 12 print periodical subscriptions. The library is a member of RAILS (Reaching Across Illinois Library System), OCLC, and NILRC.
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.

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. Students who wish to continue their education should confer with the Office of Career Development and Alumni Relations and/or the admissions department. 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
ACADEMICS

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.

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 Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals 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 admissions department by the instructor. A notice will also be sent to
the admissions 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 admissions 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 Appeals 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.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
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</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

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, or F 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:

- Cum Laude: GPA of 3.50 to 3.74
- Magna Cum Laude: GPA of 3.75 to 3.99
- Summa Cum Laude: GPA of 4.00
The honors designation in the commencement program reflects the cumulative grade point average at the end of the winter quarter before graduation.

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, or F 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

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum CGPA</th>
<th>Minimum % of Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1.5</td>
<td>67%</td>
</tr>
<tr>
<td>26-50</td>
<td>1.75</td>
<td>67%</td>
</tr>
<tr>
<td>51 or more</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

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<tr>
<th>Hours Attempted</th>
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<th>Minimum % of Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>1.5</td>
<td>67%</td>
</tr>
<tr>
<td>13 or more</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

- **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
Credits accepted for transfer by NC, 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.
ACADEMICS

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 Appeals Committee, 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

The Appeals Committee will render a decision on each appeal and notify the student in writing. Appeal decisions made by the Appeals Committee 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
ACADEMICS

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
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).

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 request participation in the ceremony, have no outstanding debt owed to the College, and complete all required institutional and departmental exit interviews.
GENERAL INFORMATION

Accommodation Requests by Students with Disabilities
Students with documented disabilities who wish to make requests for accommodation should contact the ADA Coordinator at ADA@nc.edu.

Bulletin Boards
A variety of information is posted regularly by the College on bulletin boards.

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 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.

COVID-19
Due to the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address several concerns. First and foremost, we want to maintain a safe campus environment and adopt practices protecting the health of employees, students, visitors or others. We also want to ensure the continuity of course offerings during this pandemic.

Safety measures taken by Northwestern College:

- Will provide face masks for employees and students.
- Set up sanitizer stations around the campus. This includes hand sanitizer and sanitizer wipes.
- Set up Plexiglas shields in areas that are customer facing.
- Installed foot pulls on doors to reduce hand touch points.
- Arranged seating areas to comply with social distancing standards.
- Posted signage to remind employees and customers about all safety practices.
- Deep cleaning and sanitizing of campus.

We ask all students to cooperate in taking steps to reduce the transmission of communicable diseases on campus. Students are required to do the following while attending classes on campus or at clinical/extern sites:

- Take your temperature daily during this time and remain home if you have a fever. Stay home when you are sick. Notify your instructor if you will not be attending class due to illness prior to the class meeting time.
- As soon as you get to campus, sanitize or wash your hands. Continue doing so throughout the day.
- Make sure you are wearing a mask over your nose and mouth while you are on campus.
- Clean area you have used as required as instructed in the classroom.
- Practice social distancing, stay at least 6 feet apart.
- Follow posted guidance around campus.
  - This includes refraining from bringing and consuming food and drinks when you are on campus. Please eat prior to coming into the building and do not bring food and drink containers on-campus.
- Avoid congregating in common areas, student lounge, and unnecessary visitors to campus.
If you are feeling sick:
It is critical that students remain at home and do not attend class or participate in a clinical.extern experience while they are experiencing respiratory symptoms such as:

- fever
- cough
- shortness of breath
- sore throat
- runny or stuffy nose
- body aches
- headache
- chills
- fatigue

Currently, the Centers for Disease Control and Prevention recommends that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. Northwestern College will use this guidance for students attending classes on campus or participating in off-site clinical or extern experiences.

Please communicate with your instructor if you are exhibiting any of the above symptoms. Many times, with the best of intentions, students will attend class even though they feel ill. Students are expected to communicate with their instructor in the event they are ill – instructors are expected to respond and coordinate with the students to provide missed work or create alternative work to be completed.

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.

It is NC's desire to provide a drug-free, healthful, and safe campus in compliance with applicable laws. To promote this goal, students are required to be in appropriate mental and physical condition when they are on campus, at a clinical or externship site, and at any College-sponsored event.

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 or vaping is permitted only in designated outdoor areas. Smoking or vaping 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 WebAdvisor, 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.
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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:

- Facebook
- Twitter
- Instagram
- Snapchat
- Pinterest
- WordPress
- Blogger
- LinkedIn
- Reddit
- Tumblr
- 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 RESPONSIBILITIES, POLICIES, AND PROCEDURES

STUDENT CONDUCT POLICY

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.
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, marijuana 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 or vaping 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.

Conduct Committee

Inappropriate conduct, as described above, will not be tolerated and may lead to dismissal from the College. 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 studentcodeofconduct@nc.edu. Students who violate the Student Conduct of Code may be brought to the Conduct Committee for review and the Committee will recommend disciplinary sanctions. The Conduct Committee includes designated officials across the College’s departments who are appointed by the Chief Academic Officer. The
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

Conduct Committee does not supersede the role of other College Officials.

Examples:
- Faculty have the right to remove a student from a class when the faculty member determines the student’s actions are interfering with the learning environment.
- The College President and the Chief Executive Officer has full power and authority to enforce rules and regulations to govern student conduct and take measures in an emergency to protect the health and safety of students, faculty, and staff.
- All students are subject to federal, state, and local law. Students who are convicted of a criminal offense shall be subject to disciplinary action.

Disciplinary Sanctions
Sanctions are recommended by the Conduct Committee and the enforcement is overseen by the Chief Academic Officer’s Office. 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. This sanction shall be documented and a copy of the documentation will be in the student’s official file.
2. **Written Warning**. The student is warned in writing that the College has taken note of the misconduct and further improper conduct may result in dismissal. A copy of the written warning will be in the student’s file.
3. **Suspension**. The student is not allowed to participate in any activity related to the college for a specific period of time. A copy of the suspension notice will be in the student’s file.
4. **Dismissal**. Permanent separation from the College. Student will not be allowed to return to the College in the future. Both the Chief Executive Officer and the Chief Academic Officer have the authority to dismiss a student from the college based on an investigation, findings, and recommendation of a College official or the Conduct Committee. Students will be notified in writing.
5. **Assessment for Restitution**. Payment for restoration of property or to resolve financial obligations to the College.

Appeals
Students have the right to appeal conduct dismissals.

NC is committed to and will maintain an avenue for students to file a formal appeal the following requirements must be met for an appeal to be considered:

1. Appeal must be in writing.
2. Must be sent within 5 business days of receiving the Dismissal Notification Letter.
3. Appeals must be submitted to: studentcodeofconduct@nc.edu.

Within 5 business days, students will receive notification of receipt of the appeal from the Chief Academic Officer’s Office.

Within 10 business days the appeal will be reviewed including the supporting evidence. The goal of this review will be to determine if the dismissal was compliant and consistent with the sanctioning process. A response will be provided to the student in writing and will include the conclusion. This decision is final.

Reinstatement
Students who are approved to be reinstated after a conduct dismissal has been overturned will need to meet the following conditions:

1. Be readmitted through the readmission process.
2. Adhere to program plan based on a re-admission plan.
3. Follow any specified conditions from the Conduct Committee.

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
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

complaints are filed no later than 90 days after the incident occurs.

**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

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 and the Appeals Committee. There is no further appeal authority.

**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
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

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 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 dismissal.

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:

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
STUDENT RESPONSIBILITIES, POLICIES, AND PROCEDURES

- 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.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Bridgeview Campus</th>
<th>Offered Online</th>
<th>Offered Partially Online</th>
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<tbody>
<tr>
<td>Health Information Technology</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>Radiologic Technology</td>
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HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science Degree

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 blended tuition rate for the Associate of Applied Science in Health Information Technology is $455 per credit hour.

Accreditation
The 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.

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 Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee.

All HIT students are expected to make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session successfully. Any course grade resulting in a D or F will delay your program completion.

If a student fails one or more courses in his/her first term, he/she will be placed on Program Warning Status. Students in Program Warning status are expected to seek academic advisement and assistance through their student advisor to complete an Academic Success Plan. Additional failing grades in the subsequent quarter will
HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science Degree

result in the student being placed on Program Probation Status. Third term course failures would result in the student being placed on Suspension Program status.

A student who is placed on Suspension Program status may appeal the suspension based upon mitigating circumstances. See details in the Satisfactory Progress Appeal Process section in the catalog.

Program Requirements
The Health Information Technology program identifies qualifications that are essential for students’ satisfactory completion of academic coursework and the professional practicum experience. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)
4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)
7. Smell – Detect smoke, detect gases or noxious smells
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the HIT program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The HIT program is a technology-based program. All students enrolled in the HIT program must own a Windows/based or Mac computer and have reliable internet access.

Professional Practicum Experience Requirements

- Prior to enrolling in HITC.295 – Professional Practice Experience, students at their own expense are required to submit a current physical examination; current immunizations and up-to-date TB test, a signed Statement of Confidentiality, a signed Safety Measures document, and other requirements as determined by the site.
- Students are to complete coursework in addition to task assigned on site by their site supervisor. This coursework constitutes a signification portion of the course grade along with the site supervisor’s evaluation of the student’s professionalism, work ethic, skills, and knowledge.
- 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...
HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science Degree

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.

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.151 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)
# HEALTH INFORMATION TECHNOLOGY
Associate in Applied Science Degree

## SUGGESTED QUARTERLY SCHEDULE

### First Quarter 12 Credit Hours
- **ENGL.100** Composition .......................... 4
- **HLTH.140** Medical Terminology .................. 3
- **HLTH.151** Anatomy, Physiology & Pathophysiology I .............. 4
- **COLL.104** College Success ........................ 1

### Second Quarter 12 Credit Hours
- **ENGL.120** Advanced Composition .................. 4
- **HLTH.161** Anatomy, Physiology & Pathophysiology II .......... 4
- **HITC.100** Health Data Content and Structure ................. 3
- **HITC.101** Health Data Content and Structure Lab ............ 1

### Third Quarter 12 Credit Hours
- **MATH.112** College Mathematics .................. 4
- **CPTR.100** Intro to Computer Information Systems .......... 4
- **HITC.145** Coding and Classification Systems I ............. 3
- **HITC.146** Coding and Classification Systems I Lab ......... 1

### Fourth Quarter 14 Credit Hours
- **HITC.110** Healthcare Statistics & Data Literacy ............ 3
- **HLTH.225** Pathopharmacology ........................ 3
- **HITC.155** Coding and Classification Systems II ............ 3
- **HITC.156** Coding and Classification Systems II Lab ....... 1
- **COMM.100** Effective Speaking, ......................... 4

### Fifth Quarter 14 Credit Hours
- **CPTR.140** Intermediate Database .................... 2
- **HITC.255** Coding and Classification Systems III .......... 3
- **HITC.256** Coding and Classification Systems III Lab ...... 1
- **COMM.200** Business Communications .................... 4
- **HITC.245** Medical Law and Ethics in HIM .................. 4

### Sixth Quarter 12 Credit Hours
- **SOCS.200** Introduction to Psychology .................. 4
- **HITC.210** Information Systems in Healthcare .............. 4
- **HITC.265** Coding and Classification Systems IV ........... 3
- **HITC.266** Coding and Classification System IV Lab ....... 1

### Seventh Quarter 12 Credit Hours
- **HUMN** HUMN Selective ............................. 4
- **HITC.205** Health Information Financial & Resource .......... 3
- **HITC.240** Clinical Quality Assessment & Performance ....... 4
- **COLL.291** Professional Development ..................... 1

### Eighth Quarter 6 Credit Hours
- **HITC.272** RHIT Exam Review ......................... 2
- **HITC.295** Professional Practicum Experience ............... 4
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.

Program Outcomes
- **Patient-Centered Care:** Provide holistic care that recognizes an individual’s preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
- **Professionalism:** Demonstrate professional nursing behaviors aligned with accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.
- **Leadership:** Use leadership principles to influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.
- **Systems-Based Practice:** Demonstrate an awareness of and responsiveness to the larger context of the health care system, and the ability to effectively call on work unit resources to provide care that is of optimal quality and value.
- **Informatics and Technology:** Use advanced technology, analyze as well as synthesize information, and collaborate in order to make critical decisions that optimize patient outcomes.
- **Communication:** Employ effective communication strategies with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.
- **Teamwork and Collaboration:** Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning, and development.
- **Safety:** Demonstrate an ability to minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Evidence-Based Practice:** Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients’ preferences, experience and values to make practice decisions.
- **Patient-Centered Care:** Synthesize theoretical and clinical knowledge while using the nursing process to make optimal patient care decisions.

Tuition
The blended tuition rate for the Associate of Applied Science in Nursing is $580 per credit hour.

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
Associate in Applied Science Degree

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 College's 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.

6. Adherence to the application process and deadline.

7. Successfully complete a screening interview with a member of the Nursing Leadership team.

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.
3. Be in good standing based on conduct and academic performance.

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:

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. The time is generally the term prior to enrollment in Fundamentals of Nursing.

Criminal Background Check
Background screening including sanctions under the U.S. Patriot Act must be done at least one term prior to enrollment in NURS.101 - Fundamental Concepts of Nursing via Castle Branch, an external credentialing vendor. Students are required to pay the fee charged by Castle Branch. 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.
NURSING
Associate in Applied Science Degree

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>NURS.102</td>
<td>Pharmacology I</td>
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<tr>
<td>NURS.103</td>
<td>Pharmacology II</td>
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<tr>
<td>NURS.110</td>
<td>Fundamental Concepts in Nursing</td>
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<tr>
<td>NURS.110CL</td>
<td>Fundamental Nursing-Clinical</td>
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</tr>
<tr>
<td>NURS.120</td>
<td>Psychiatric/Mental Health Nursing</td>
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</tr>
<tr>
<td>NURS.120CL</td>
<td>Psychiatric/Mental Health Nursing-Clinical</td>
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</tr>
<tr>
<td>NURS.130</td>
<td>Maternity/Women's Health Nursing</td>
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<td>NURS.140</td>
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<td>Pediatric Nursing-Clinical</td>
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<td>NURS.258</td>
<td>Medical Surgical Nursing II</td>
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<td>NURS.261CL</td>
<td>Medical Surgical Nursing II-Clinical</td>
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<tr>
<td>NURS.262</td>
<td>Nursing Care of Diverse Groups</td>
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<td>Nursing Care of Diverse Groups-Clinical</td>
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<tr>
<td>NURS.277</td>
<td>Leadership Seminar</td>
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Related Courses: 18 credit hours

<table>
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<tr>
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<th>Course Title</th>
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<tr>
<td>SCIE.115</td>
<td>Anatomy &amp; Physiology I with Lab</td>
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<tr>
<td>SCIE.125</td>
<td>Anatomy &amp; Physiology II with Lab</td>
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<tr>
<td>SCIE.135</td>
<td>Microbiology with Lab</td>
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General Education Courses: 25 credit hours

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<td>Communications</td>
<td>COMM.100</td>
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<tr>
<td>Mathematics</td>
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<td>Life Skills</td>
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<td>Social Sciences and Humanities</td>
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<td>Social Sciences and Humanities</td>
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<td>Social Sciences and Humanities</td>
<td>SOCS.250</td>
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<tr>
<td>Total</td>
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</table>
CURRICULUM – FULL ADMISSION – effective for the Fall 2019 Quarter

107 Total Credit Hours
Nursing Courses: 65 credit hours
NURS.101 Fundamental Concepts in Nursing .................4
NURS.101CL Fundamental Concepts Nursing-Clinical ..........2
NURS.105 Physical Assessment................................4
NURS.108 Intro to Pharmacology and Dosage Calculation .3
NURS.109 Pharmacology and Nutrition ........................3
NURS.116 Pathophysiology....................................4
NURS.120 Psychiatric/Mental Health Nursing ...............4
NURS.120CL Psychiatric/Mental Health Nursing-Clinical ....2
NURS.130 Maternity/Women's Health Nursing .............4
NURS.130CL Maternity/Women's Health Nursing-Clinical ....2
NURS.145 Medical/Surgical Nursing ..........................4
NURS.145CL Medical/Surgical Nursing-Clinical ..........2
NURS.151 Pediatric Nursing ..................................4
NURS.151CL Pediatric Nursing-Clinical ......................2
NURS.255 Medical/Surgical Nursing II .......................4
NURS.255CL Medical/Surgical Nursing II-Clinical ...........2
NURS.267 Population Focused Nursing Concepts ..........4
NURS.278 Nursing Professional Development and Leadership ........................................3
NURS.280 Nursing Concept Integration .....................4
NURS.290 United States Health Systems ...................4

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.250 (4)

CURRICULUM – CONDITIONAL ADMISSION – effective for the Winter 2019 Quarter through the Summer 2019 Quarter

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

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.250 (4)
## NURSING
Associate in Applied Science Degree

**CURRICULUM – CONDITIONAL ADMISSION –**
effective for the Fall 2019 Quarter and forward

107 Total Credit Hours

<table>
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<tr>
<th>Nursing Courses</th>
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<tr>
<td>NURS.099 Foundational Academic Skills for Nursing</td>
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<tr>
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*nc.edu*
RADIOLOGIC TECHNOLOGY
Associate in Applied Science Degree

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
The blended tuition rate for the Radiologic Technology Associate in Applied Science degree program is $550 per credit hour.

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.

The ARRT is committed to upholding high standards of ethics among registered technologists and candidates for certification. ARRT applicants must comply with the rules of ethics contained in the ARRT Standards of Ethics. If a radiography program applicant is concerned about whether his or her conviction record will affect his/her eligibility to sit for the examination, there is a way to find out before admission to the program. A pre-application review form can be downloaded from the Ethics Section of the ARRT website (www.arrt.org) or you may call ARRT directly to request the form (651)687-0048 ext. 580.

Criminal Background Check and Drug Testing
Background screening including sanctions under the U.S. Patriot Act must be done at least one term prior to RADS.112C –Clinical I. Students are required to pay fees attached to the services for the mandatory criminal background check and annual drug testing required for the radiography program. Students demonstrating a positive background check or drug test will be denied progression through the Radiography Program unless or until a waiver or expungement is granted. Students demonstrating a positive background check or drug test while enrolled in the Radiography Program will be dismissed.

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...
RADIOLOGIC TECHNOLOGY
Associate in Applied Science Degree

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-referred 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-referred 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. One letter of recommendation from an instructor, academic advisor, employer, or coworker
4. Statement of purpose (200 words)
5. High school graduate or equivalent
6. High school and/or college cumulative GPA (CGPA) of 2.0 or higher
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

Conditional Admission

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

Conditionally admitted students who meet the following requirements will be officially admitted to the Radiologic Technology Program.

1. Successfully complete 1 quarter of General Education coursework with a C or higher.
2. Meet or exceed the minimum scores on the ATI TEAS after no more than three attempts.
3. Be in good standing based on conduct and academic performance.
4. Completion of interview with program admission committee.
5. One letter of recommendation from an instructor, academic advisor, employer, or coworker and a written Statement of Purpose from the student.

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/meanuer 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. Reinstatement 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
Associate in Applied Science Degree

CURRICULUM – FULL ADMISSION

108 Total Credit Hours

Radiologic Technology Courses: 75 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADS.100</td>
<td>Fundamentals of Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RADS.101</td>
<td>Radiographic Exposure I</td>
<td>3</td>
</tr>
<tr>
<td>RADS.102</td>
<td>Radiographic Exposure II</td>
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</tr>
<tr>
<td>RADS.104</td>
<td>Patient Care in Radiography</td>
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</tr>
<tr>
<td>RADS.105</td>
<td>Radiation Protection</td>
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<td>RADS.106</td>
<td>Radiographic Exposure III</td>
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</tr>
<tr>
<td>RADS.107</td>
<td>Radiography Patient Care Activities</td>
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<tr>
<td>RADS.108</td>
<td>Image Systems I</td>
<td>3</td>
</tr>
<tr>
<td>RADS.110</td>
<td>Radiographic Procedures</td>
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</tr>
<tr>
<td>RADS.111</td>
<td>Radiographic Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>RADS.112C</td>
<td>Clinical I</td>
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</tr>
<tr>
<td>RADS.120</td>
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<td>RADS.121</td>
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<td>RADS.131</td>
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<td>RADS.132C</td>
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<td>RADS.140</td>
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<td>RADS.162C</td>
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<td>RADS.201</td>
<td>Radiation Physics I</td>
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<td>RADS.202</td>
<td>Radiation Physics II</td>
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<tr>
<td>RADS.203</td>
<td>Radiographic Pathology</td>
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<tr>
<td>RADS.205</td>
<td>Radiation Biology</td>
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</tr>
<tr>
<td>RADS.206</td>
<td>Digital Imaging Critique &amp; Technical Evaluation</td>
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<tr>
<td>RADS.210</td>
<td>Radiographic Procedures V</td>
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<td>RADS.211</td>
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<td>RADS.220</td>
<td>Registry Review</td>
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</tr>
<tr>
<td>RADS.222C</td>
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Related Courses: 19 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HLTH.141</td>
<td>Medical Terminology in Medical Imaging</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.245</td>
<td>Medical Law and Ethics for Radiographers</td>
<td>4</td>
</tr>
<tr>
<td>SCIE.115</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>6</td>
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<tr>
<td>SCIE.125</td>
<td>Anatomy &amp; Physiology II with Lab</td>
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General Education Courses: 14 credit hours

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<tr>
<td>SOCS.200 (4)</td>
<td>Social Sciences</td>
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CURRICULUM – CONDITIONAL ADMISSION – effective for the Summer 2019 Quarter

108 Total Credit Hours

Radiologic Technology Courses: 76 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Anatomy &amp; Physiology II with Lab</td>
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General Education Courses: 13 credit hours

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# Radiologic Technology

## Associate in Applied Science Degree

### First Year Quarterly Schedule of Classes for Full Admission

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Credit Hours</th>
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<td><strong>First Quarter</strong></td>
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<tr>
<td>COLL.104</td>
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<td>RADS.111</td>
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<tr>
<td><strong>Second Quarter</strong></td>
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<tr>
<td>MATH.112</td>
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<tr>
<td>RADS.101</td>
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<td>RADS.105</td>
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<td>RADS.112C</td>
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<td>RADS.120</td>
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<td>RADS.121</td>
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<tr>
<td><strong>Third Quarter</strong></td>
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<tr>
<td>ENGL.100</td>
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<tr>
<td>RADS.102</td>
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<td>RADS.130</td>
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<td>RADS.131</td>
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<tr>
<td><strong>Fourth Quarter</strong></td>
<td>13</td>
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<tr>
<td>HLTH.245</td>
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<tr>
<td>RADS.106</td>
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<tr>
<td>RADS.140</td>
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<tr>
<td>RADS.141</td>
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### Second Year Quarterly Schedule of Classes for Full Admission

<table>
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<tr>
<th>Quarter</th>
<th>Credit Hours</th>
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<td>RADS.201</td>
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<tr>
<td>RADS.210</td>
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<td>RADS.211</td>
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<td>SCIE.115</td>
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<td><strong>Sixth Quarter</strong></td>
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<td>RADS.202</td>
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<td>RADS.203</td>
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<td>RADS.205</td>
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<td><strong>Seventh Quarter</strong></td>
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<td>COLL.295</td>
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<td>RADS.220</td>
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<td>RADS.222C</td>
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<tr>
<td>SOCS.200</td>
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</table>

Note: All professional/occupational courses must be taken as sequenced.
BACHELOR’S DEGREE PROGRAMS
HEALTH INFORMATION MANAGEMENT
Bachelor of Science Degree

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 blended tuition rate for the Bachelor of Science Degree in Health Information Management is $455 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 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 Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals Committee.

All HIM students are expected to make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session successfully. Any course grade resulting in a D or F will delay your program completion.

If a student fails one or more courses in his/her first term, he/she will be placed on Program Warning Status. Students in Program Warning status are expected to seek academic advisement and assistance through their student advisor to complete an Academic Success Plan. Additional failing grades in the subsequent quarter will result in the student being placed on Program Probation Status. Third term course failures would result the student being placed on Suspension Program status.
HEALTH INFORMATION MANAGEMENT
Bachelor of Science Degree

A student who is placed on Suspension Program status may appeal the suspension based upon mitigating circumstances. See details in the Satisfactory Progress Appeal Process section in the catalog.

Program Requirements
The Health Information Management program identifies qualifications that are essential for students' satisfactory completion of academic coursework and the professional practicum experience. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)
4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)
7. Smell – Detect smoke, detect gases or noxious smells
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the HIM program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The HIT program is a technology-based program. All students enrolled in the HIT program must own a Windows/based or Mac computer and have reliable internet access.

Professional Practicum Experience Requirements
• Prior to enrolling in HIM.435 Senior Capstone, students at their own expense are required to submit a current physical examination; current immunizations and up-to-date TB test, a signed Statement of Confidentiality, a signed Safety Measures document, and other requirements as determined by the site.
• Students are to complete coursework in addition to task assigned on site by their site supervisor. This coursework constitutes a signification portion of the course grade along with the site supervisor’s evaluation of the student’s professionalism, work ethic, skills, and knowledge.
• 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 HIM 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.
HEALTH INFORMATION MANAGEMENT
Bachelor of Science Degree

- 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, billing companies, and various state agencies.

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

HIM Courses

<table>
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<th>64 credit hours</th>
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<td>Healthcare Communications ........................................4</td>
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<td>HIM.305</td>
<td>Healthcare Human Resources &amp; Leadership Theory ....................4</td>
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<td>HIM.310</td>
<td>Reimbursement Systems Survey ........................................4</td>
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<td>HIM.315</td>
<td>Biomedical Research Support &amp; Ethics ................................4</td>
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<td>HIM.320</td>
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<td>HIM.325</td>
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<td>HIM.330</td>
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<td>HIM.410</td>
<td>Regulatory Reporting ................................................4</td>
</tr>
<tr>
<td>HIM.415</td>
<td>Database Architecture &amp; Queries ....................................4</td>
</tr>
<tr>
<td>HIM.420</td>
<td>Health Systems Networks &amp; Database Security I ......................4</td>
</tr>
<tr>
<td>HIM.425</td>
<td>Health Systems Networks &amp; Database Security II ....................4</td>
</tr>
<tr>
<td>HIM.430</td>
<td>Health Information Networks &amp; Data Mining ........................4</td>
</tr>
<tr>
<td>HIM.435</td>
<td>Senior Capstone ....................................................4</td>
</tr>
<tr>
<td>HIM.440</td>
<td>RHIA Exam Review ...................................................4</td>
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<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>25 credit hours</th>
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</thead>
<tbody>
<tr>
<td>Junior Level</td>
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</tr>
<tr>
<td>MATH.200</td>
<td>College Algebra ...................................................4</td>
</tr>
<tr>
<td>SCIE.200</td>
<td>Environmental Sciences ............................................4</td>
</tr>
</tbody>
</table>

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

| Senior Level              | |
| ENGL.300                  | Technical and Professional Writing ................................4 |
| SCOS.300                  | Developmental Psychology ..........................................4 |
| SCOS.310                  | Statistics ...........................................................4 |
| SCOS.311                  | Statistics Lab ......................................................1 |

SUGGESTED QUARTERLY SCHEDULE

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>12 Credit Hours</th>
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<tbody>
<tr>
<td>HIM.300</td>
<td>Healthcare Communications ........................................4</td>
</tr>
<tr>
<td>HIM.305</td>
<td>Healthcare HR &amp; Leadership Theory ................................4</td>
</tr>
<tr>
<td>MATH.200</td>
<td>College Algebra ...................................................4</td>
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<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>12 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM.310</td>
<td>Reimbursement Systems Survey ....................................4</td>
</tr>
<tr>
<td>HIM.315</td>
<td>Biomedical Research Support &amp; Ethics ............................4</td>
</tr>
<tr>
<td>ENGL.300</td>
<td>Technical and Professional Writing .............................4</td>
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<table>
<thead>
<tr>
<th>Third Quarter</th>
<th>12 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM.320</td>
<td>Healthcare Financial Administration I .........................4</td>
</tr>
<tr>
<td>HIM.330</td>
<td>Coding Classifications Systems Theory .........................4</td>
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<tr>
<td>SOCS.300</td>
<td>Development Psychology ............................................4</td>
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<tbody>
<tr>
<td>HIM.325</td>
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<td>HIM.340</td>
<td>Risk Management &amp; Compliance in HC ............................4</td>
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<tr>
<td>SOCS.310</td>
<td>Statistics ...........................................................4</td>
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<tr>
<td>SOCS.311</td>
<td>Statistics Lab ......................................................4</td>
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<table>
<thead>
<tr>
<th>Fifth Quarter</th>
<th>12 Credit Hours</th>
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<tr>
<td>HIM.400</td>
<td>Information Governance ............................................4</td>
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<tr>
<td>HIM.410</td>
<td>Regulatory Reporting ................................................4</td>
</tr>
<tr>
<td>SCIE.200</td>
<td>Environmental Sciences ............................................4</td>
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<table>
<thead>
<tr>
<th>Sixth Quarter</th>
<th>8 Credit Hours</th>
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<tbody>
<tr>
<td>HIM.415</td>
<td>Database Architecture &amp; Queries ..................................4</td>
</tr>
<tr>
<td>HIM.420</td>
<td>Health Systems Networks &amp; Database Security I .................4</td>
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<tr>
<th>Seventh Quarter</th>
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<tr>
<td>HIM.425</td>
<td>Health Systems Networks &amp; Database Security II ................4</td>
</tr>
<tr>
<td>HIM.430</td>
<td>Health Information Networks &amp; Data Mining ......................4</td>
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<table>
<thead>
<tr>
<th>Eighth Quarter</th>
<th>8 Credit Hours</th>
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<tbody>
<tr>
<td>HIM.435</td>
<td>Senior Capstone ...................................................4</td>
</tr>
<tr>
<td>HIM.440</td>
<td>RHIA Exam Review ..................................................4</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Bridgeview Campus</th>
<th>Offered Online</th>
<th>Offered Partially Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coding Specialist</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

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 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.
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
The blended tuition rate for the Coding Specialist certificate program is $455 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 Appeals Committee is required, and prior to registering for the course for the third time, students must receive approval from the Appeals Committee.

All Coding Specialist students must make continual progress toward their certificate and/or degree. As every course is not offered every quarter, it is imperative that courses are completed each session successfully. Any course grade resulting in a D, F, W, or I, will delay your program completion. Any four course failures (D, F, or W) will result in dismissal from the program.

Program Requirements
The Health Information Management program identifies qualifications that are essential for students' satisfactory completion of academic coursework in the Coding Specialist program. The following functions are required in most job settings for HIM professionals. Students must possess the following and be able to:

1. Gross Motor Skills – Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist
2. Fine Motor Skills – Pick up objects with hands, grasp small objects with hands, write with pen or pencil, keyboard/typing skills, pinch/pick or otherwise work with fingers (assembling paper records), twist turn objects/using hands
3. Physical Endurance – Stand, sustain repetitive movements (typing, filing, assembling records), maintain physical tolerance (work entire shift)
4. Mobility – Twist, bend, stoop/squat, move quickly (response to emergency), climb (steps/stools), walk
5. Hearing – Hear normal speaking level sounds (person to person), hear faint voices, hear auditory alarms (fire alarms, monitors)
6. Visual – See objects up to 20 inches away (information on computer screen), distinguish color (color codes on charts)
7. Smell – Detect smoke, detect gases or noxious smells
8. Reading – Read and understand written documents (e.g., policies procedures, protocols)

Students in the Coding Specialist program must be able to hear well enough to answer a telephone; see well enough to read the 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.

The medical coding program is a technology-based program. All students enrolled in the coding specialist program must own a Windows-based or Mac computer and have reliable internet access.

**CURRICULUM**

37 Total Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL.104</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>COLL.290</td>
<td>Professional Development</td>
<td>1</td>
</tr>
<tr>
<td>HITC.100</td>
<td>Health Data Content and Structure</td>
<td>3</td>
</tr>
<tr>
<td>HITC.101</td>
<td>Health Data Content and Structure Lab</td>
<td>1</td>
</tr>
<tr>
<td>HITC.145</td>
<td>Coding and Classification Systems I</td>
<td>3</td>
</tr>
<tr>
<td>HITC.146</td>
<td>Coding and Classification Systems I Lab</td>
<td>1</td>
</tr>
<tr>
<td>HITC.155</td>
<td>Coding and Classification Systems II</td>
<td>3</td>
</tr>
<tr>
<td>HITC.156</td>
<td>Coding and Classification Systems II Lab</td>
<td>1</td>
</tr>
<tr>
<td>HITC.265</td>
<td>Coding and Classification Systems IV</td>
<td>3</td>
</tr>
<tr>
<td>HITC.266</td>
<td>Coding and Classification Systems IV Lab</td>
<td>1</td>
</tr>
<tr>
<td>HITC.267</td>
<td>Coding Exam Review</td>
<td>2</td>
</tr>
<tr>
<td>HITC.280</td>
<td>Advanced Coding &amp; Abstracting</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.151</td>
<td>Anatomy, Physiology &amp; Pathophysiology I</td>
<td>4</td>
</tr>
<tr>
<td>HLTH.161</td>
<td>Anatomy, Physiology &amp; Pathophysiology II</td>
<td>4</td>
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**SUGGESTED QUARTERLY SCHEDULE**

**First Quarter** 12 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL.104</td>
<td>College Success</td>
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<tr>
<td>HLTH.140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HLTH.151</td>
<td>Anatomy, Physiology &amp; Pathophysiology I</td>
<td>4</td>
</tr>
<tr>
<td>HITC.100</td>
<td>Health Data Content and Structure</td>
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<td>Health Data Content and Structure Lab</td>
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</table>

**Second Quarter** 11 credit hours

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HLTH.161</td>
<td>Anatomy, Physiology &amp; Pathophysiology II</td>
<td>4</td>
</tr>
<tr>
<td>HITC.130</td>
<td>Ambulatory Reimbursement I</td>
<td>3</td>
</tr>
<tr>
<td>HITC.145</td>
<td>Coding and Classification Systems I</td>
<td>3</td>
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<tr>
<td>HITC.146</td>
<td>Coding and Classification Systems I Lab</td>
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**Third Quarter** 8 credit hours

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HITC.155</td>
<td>Coding and Classification Systems II</td>
<td>3</td>
</tr>
<tr>
<td>HITC.156</td>
<td>Coding and Classification Systems II Lab</td>
<td>1</td>
</tr>
<tr>
<td>HITC.265</td>
<td>Coding and Classification Systems IV</td>
<td>3</td>
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<tr>
<td>HITC.266</td>
<td>Coding and Classification Systems IV Lab</td>
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**Fourth Quarter** 6 credit hours

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COLL.290</td>
<td>Professional Development</td>
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<tr>
<td>HITC.267</td>
<td>Coding Exam Review</td>
<td>2</td>
</tr>
<tr>
<td>HITC.280</td>
<td>Advanced Coding &amp; Abstracting</td>
<td>3</td>
</tr>
</tbody>
</table>
DENTAL ASSISTING
Certificate Program

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
The blended tuition rate for the Dental Assisting certificate program is $500 per credit hour.

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 Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals 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.
- 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DNTL.100</td>
<td>Orientation to Dental Assisting</td>
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<tr>
<td>DNTL.103</td>
<td>Oral Anatomy</td>
<td>4</td>
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<tr>
<td>DNTL.107</td>
<td>Dental Assisting I</td>
<td>4</td>
</tr>
<tr>
<td>DNTL.109</td>
<td>Dental Materials I</td>
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</tr>
<tr>
<td>DNTL.110</td>
<td>Dental Records and Office Applications</td>
<td>4</td>
</tr>
<tr>
<td>DNTL.112</td>
<td>Chairside Dental Assisting I</td>
<td>4</td>
</tr>
<tr>
<td>DNTL.115</td>
<td>Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DNTL.120</td>
<td>Oral Radiology</td>
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</tr>
<tr>
<td>DNTL.205</td>
<td>Dental Assisting II</td>
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<tr>
<td>DNTL.210</td>
<td>Dental Materials II</td>
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</tr>
<tr>
<td>DNTL.230</td>
<td>Chairside Dental Assisting II</td>
<td>4</td>
</tr>
<tr>
<td>DNTL.235</td>
<td>Dental Certification Review/Externship</td>
<td>4</td>
</tr>
<tr>
<td>COLL.104</td>
<td>College Success</td>
<td>1</td>
</tr>
<tr>
<td>COLL.290</td>
<td>Professional Development</td>
<td>1</td>
</tr>
</tbody>
</table>
MEDICAL ASSISTING
Certificate Program

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
The tuition rate for the Medical Assisting certificate program is $500 per credit hour.

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.

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 or MEDS prefix. It is necessary to repeat a course in which a grade
MEDICAL ASSISTING
Certificate Program

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 no more than two times. After the second failure a petition to the Appeals Committee is required, and prior to registering for the course for the third time students must receive approval from the Appeals 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); 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.
MEDICAL ASSISTING
Certificate Program

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
COLLEGE SUCCESS AND LIFE SKILLS

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.

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.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

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 issues in the dental field, and patient care. 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: DNTL.115, DNTL.205, DNTL.230

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 Certification Review and 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.

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.

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 address 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

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 of 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. 
Prerequisite: HIM.400
COURSE DESCRIPTIONS

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

HITC.101  1 credit hour
Health Data Content and Structure Lab
This 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.
Prerequisites: COLL.104, ENGL.100, and HLTH.140 (Coding Certificate students exempt)
Corequisite: HITC.101

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.

HEALTH INFORMATION TECHNOLOGY

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.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.
Prerequisites: HITC.100, HLTH.140, and HLTH.151
Prerequisite or Corequisite: HLTH.161
Corequisite: HITC.146

HITC.146  1 credit hour
Coding and Classification 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.
Prerequisites: HITC.100, HLTH.140, and HLTH.151
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 Classification Systems II Lab
This is a hands-on laboratory component required for students enrolled in HITC.155. Students will focus on proper utilization of
COURSE DESCRIPTIONS

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.
Prerequisite: HITC.100, HITC.110, & HITC.145

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, privacy, and meaningful use. Out of class laboratory time is required.
Prerequisites: HITC.110, HITC.145, & CPTR.140

HITC.220 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, 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
Corequisite 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

HLTH.142 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 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 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.

HLTH.205 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 will 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 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.

Prerequisites: HLTH.151, HLTH.161

HLTH.240 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 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.

**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.

**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

**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.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.

Prerequisites: HLTH.142, HLTH.205, and HLTH.250
Corequisite: MEDS.121

**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 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.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.
COURSE DESCRIPTIONS

NURSING

NURS.099 0 credit hours
Foundational 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.101 4 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.115, SCIE.125, and SOCS.200
Corequisite: NURS.101CL

NURS.101CL 2 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.115, SCIE.125, and SOCS.200
Corequisite: NURS.101

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.110/110CL
Corequisite: NURS.120/120CL

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.120/120CL, NURS.102
Corequisite: NURS.140/140CL

NURS.105 4 credit hours
Physical Assessment
This course will enable the students to understand the concepts and theory related to the physical assessment. Of adult patients and older patients, as well as obtaining the knowledge regarding usual versus unusual physical findings, and health promotion. This course will have a lab component where physical assessment skills are practiced.
Prerequisite: ENGL.100, HUMN.200, MATH.112, SCIE.115, SCIE.125, and SOCS.200

NURS.108 3 credit hours
Introduction to Pharmacology and Dosage Calculation
This introductory course prepares students with the knowledge, skills, and behavioral essential to safe and effective medication administration. Students will learn principles of drug action, drug interaction, drug side effects and risks associated with major drug categories. Strategies to reduce errors in medication administration will be covered. Additionally, the course will emphasize mathematical skills needed to make dosage and drug calculation accurate. The roles of the physician, the nurse, and the pharmacist in medication management will be examined.
Prerequisite: ENGL.100, HUMN.200, MATH.112, SCIE.115, SCIE.125, and SOCS.200
Corequisite: NURS.101, NURS.101CL, and NURS.105

NURS.109 3 credit hours
Pharmacology and Nutrition
Introduction to Pharmacology and Dosage Calculation, this course introduces more complicated medication administration and calculations. Emphasis is placed on medications administered via intravenous routes, including intravenous fluid administration, infusion therapies and parenteral drugs. 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. Students will also be introduced to information about nutrition across the lifespan by examining sources of nutrition, food safety, and nutritional assessment of patients. Modified and therapeutic diets including enteral and parenteral diets will be covered along with common alterations in nutrition caused by disease and illness.
Prerequisite: NURS.108

NURS.116 4 credit hours
Pathophysiology
This course focuses on the pathophysiology of common disease conditions affecting human beings across the lifespan. Content builds on basic anatomy and physiology, microbiology, and content obtained from earlier courses. The pathophysiologic basis of common health alterations and associated clinical manifestations are explored.
Prerequisite: NURS.101, NURS.101CL, and NURS.105

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 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
COURSE DESCRIPTIONS

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.110/110CL or NURS.101/101L
Corequisite: NURS.120CL, 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.110/110CL or NURS.101/101CL
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 childbirth 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.140/140CL or NURS.145/145CL
Corequisite: NURS.130CL and SCIE.135
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.140/140CL or NURS.145/145CL
Corequisite: NURS.130 and SCIE.135
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.120/120CL, SCIE.125
Corequisite: NURS.140CL, 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.120/120CL, SCIE.125
Corequisite: NURS.140, NURS.103
NURS.145 4 credit hours
Medical/Surgical Nursing I
This course focuses on the nursing care of the adult clients with
medical and/or surgical problems. It covers both acute and chronic
COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>NURS.255CL</td>
<td>2 credit hours</td>
<td>Medical Surgical Nursing II/Clinical&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.145/145CL</td>
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<tr>
<td>NURS.258</td>
<td>6 credit hours</td>
<td>Medical Surgical Nursing II&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.151/150CL &lt;br&gt;Corequisite: NURS.258</td>
</tr>
<tr>
<td>NURS.261CL</td>
<td>2 credit hours</td>
<td>Medical Surgical Nursing II/Clinical&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.151/150CL &lt;br&gt;Corequisite: NURS.258</td>
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<tr>
<td>NURS.262</td>
<td>6 credit hours</td>
<td>Nursing Care of Diverse Groups&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.258/261CL &lt;br&gt;Corequisite: COLL.290, NURS.277</td>
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<tr>
<td>NURS.262CL</td>
<td>4 credit hours</td>
<td>Nursing Care of Diverse Groups/Clinical&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.258/261CL &lt;br&gt;Corequisite: COLL.296, NURS.277</td>
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<tr>
<td>NURS.267</td>
<td>4 credit hours</td>
<td>Population Focused Nursing Concepts&lt;br&gt;This course introduces concepts of community health utilizing the population focused nursing process. Included are levels of disease prevention, principles of epidemiology, community assessment, environmental health, disaster preparedness, and professional nursing roles and interprofessional collaboration in various community settings. Emphasis is on health promotion, risk reduction, and disease management across the lifespan in selected community settings. &lt;br&gt;Prerequisite: Final quarter status</td>
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<tr>
<td>NURS.277</td>
<td>2 credit hours</td>
<td>Leadership Seminar&lt;br&gt;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. &lt;br&gt;Prerequisites: NURS.258/261CL &lt;br&gt;Corequisite: COLL.296 NURS. 262/262.CL</td>
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<tr>
<td>NURS.278</td>
<td>3 credit hours</td>
<td>Nursing Professional Development and Leadership&lt;br&gt;Complexity, chaos, high rates of change, serious safety and quality issues, and workforce shortages in health care are some of the reasons why clinical leadership is important. It is crucial to prepare nurses for key roles in the health care delivery system, both for present jobs and for potential future opportunities. The challenge for clinical leadership is how to structure the knowledge, skills, and abilities required so that nurses provide leadership and continue to expand their knowledge and skills. &lt;br&gt;Prerequisite: NURS.151/151CL</td>
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<tr>
<td>NURS.280</td>
<td>4 credit hours</td>
<td>Nursing Concept Integration&lt;br&gt;This course provides a comprehensive review of the knowledge, skills and behaviors required for entry-level nursing practice. The students will also learn best practice for test-taking, study skills and strategies to reduce test anxiety. Students will complete the ATI Capstone Modules and tests will be administered to assess proficiency with nursing concepts. During the term, students will also complete a 3 day live review session with an ATI nurse educator followed by completion of the ATI comprehensive predictor. Based on the student’s score on the predictor they will either remediate or prepare to take the licensure exam (NCLEX). The predictor will be used as the final exam in the course. &lt;br&gt;Prerequisite: Final quarter status</td>
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<tr>
<td>NURS.290</td>
<td>4 credit hours</td>
<td>United States Health Systems&lt;br&gt;The nursing profession represents the largest group in the healthcare system; thus it is critical that nurses have knowledge, skills and professional behaviors consistent with industry standards. This course will provide an overview of the history of healthcare in the US and it will examine various modes and models of healthcare delivery and how nurses impact the system. &lt;br&gt;Prerequisites: NURS.130/130CL</td>
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</table>
| RADS.100 | 3 credit hours | Fundamentals of Radiography<br>This course introduces the beginning radiography student to the organization of medical centers/hospitals, diagnostic imaging departments, and the radiography program. Basic information
COURSE DESCRIPTIONS

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  
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  
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  
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  
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  
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  
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. 

Prerequisite: RADS.101 with a grade of C or better

RADS.108  
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.109  
Academic Skills for the Radiologic Technology Program

The purpose of this course is to prepare students for academic success in the radiography education program. Students will learn test taking skills and will review content in reading, mathematics, science, and English language usage. 

Prerequisite: Conditional Admission to Radiologic Technology Program

RADS.110  
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  
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  
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 involvement in the clinical area. Varied clinical 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. 

Prerequisite: RADS.101 with a grade of C or better
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-ray 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.115, RADS.210, and RADS.211 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.115 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
COURSE DESCRIPTIONS

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

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 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

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.

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.

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.

SOCS.250  4 credit hours
Abnormal Psychology
This course gives an overview of symptomology and treatment of common DSM-5 diagnoses. Topics will include psychopathology, stigmatization, etiology, psychotherapy, and DSM-5 disorders.
## SOCS.300 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 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 Statistics Lab

This hands on laboratory is required for students enrolled in SOCS.310. This course aims to reinforce statistics learned in SOCS.310 and extend that knowledge through the application of statistics through the use of Excel and SPSS.  
*Corequisite: SOCS.310*

### SOCS.340 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

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.

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., , 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 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.

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.

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
GLOSSARY OF TERMS

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.

Grant. Financial assistance based on need awarded to students that does not have to be repaid.

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.

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.

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.
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

Jeffery Carthan, 2018
Accounting Manager
B.S., Northern Illinois University
M.B.A., Keller School of Management

Sarah E. Dulay, 2006
Director of Library Services
B.A., Loyola University
M.L.I.S., Rosary College

Christina Garcia, 2018
Dean of Academic Affairs
B.A., Benedictine University
M.S., Benedictine University

Sara Gettinger, 2020
Director of Financial Aid
B.A., DePaul University

Carolyn Gresham, 2014
Assistant Director of Admissions
B.A., University of Iowa

Ryan Lewis, 2015
Executive Director of Enrollment and
Student Services
B.S., Purdue University

Tina Marfoe, 1991
Registrar
A.A.S., Northwestern Business College

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
Director of Human Resources
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 Compliance
A.A.S., Northwestern College
B.A., Concordia University Chicago
M.B.A., Concordia University Chicago
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

Roy Kaye, 1999
Adjunct Instructor
A.A., Wright College
B.S., Roosevelt University
M.H.S.A., Governor’s State University

GENERAL EDUCATION

Amer Awwad, 2010
Adjunct Instructor
B.S., York University
M.B.E., University of Pennsylvania

Dianna Feeney, 2018
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B.A. Governors State University
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B.S., DePaul University
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Adjunct Instructor
B.A., University of Illinois at Urbana-Champaign
J.D., Loyola University of Chicago School of Law

POLINA ROBINSON, 2020
Adjunct Instructor
B.S., National University of Health Sciences
M.S., New York Chiropractic College
N.D., National University of Health Sciences

Ty Tsang, 2019
Adjunct Instructor
B.S., DePaul University
M.D., St. George's University School of Medicine

NURSING

Laurel Bergren, 2020
Assistant Professor
M.S.N., Lewis University

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

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Instructor
B.S., University of Illinois
M.S.N., University of Illinois Chicago

Velesha Holliday, 2018
Adjunct Instructor
B.S.N. University of Illinois-Chicago
M.S.N. St. Xavier University
M.J. Loyola University

Jessica McKinley, 2018
Lead Faculty
A.A.S., Moraine Valley Community College
B.S., Tennessee State University
B.S.N., Governors State University
M.S.N., Governors State University

Wanda Monterrubio, 2019
Adjunct Instructor
B.S.N. Chamberlain University
M.S.N. Walden University

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B.S.N., Chamberlain College of Nursing
M.S.N., Chamberlain College of Nursing

Deborah Padgett, 2018
Adjunct Instructor
B.S.N., Saint Xavier University
M.S.N., Governors State University

Mary Louise Saindon, 2017
Simulation Lab Coordinator
B.S.N., College of Saint Teresa
M.S.N., Mount Mercy University

Lauren Spraggins, 2018
Associate Dean of Nursing
B.A., Chicago State University
B.S.N., Chicago State University
M.S.N., University of St. Francis

Peggy Taboas, 2019
Assistant Professor
B.S.N. Rush University
M.S.N. Northern Illinois University

Glenda Weddington, 2018
Adjunct Instructor
B.S.N., Northwestern University
M.S.N., University of Phoenix

HEALTH SCIENCES

Deborah A. Balentine, 2003
Adjunct Instructor
B.S., DePaul University
B.S., National-Louis University
M.Ed., National-Louis University

Keisha Bishop, 2016
Program Director
B.S., University of Phoenix
M.B.A., Saint Xavier University
M.S., University of Illinois at Chicago
FACULTY AND ACADEMIC ADMINISTRATION

Jenice Christian-Hampton, 2017
Adjunct Instructor
B.S., Stephens College

Sharon Denson, 2019
Externship Coordinator
A.A. Southern New Hampshire University

Balitha Greenfield, 2020
Lead Faculty
B.S., Everest University

Gary M. Gruenewald, 2008
Associate Professor
Certificate, School of Radiologic Technology
B.S., University of St. Francis
M.S., University of St. Francis

Catherine Guerrero, 2012
Program Director
Certificate, School of Radiologic Technology
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Maimoon Khan, 2016
Adjunct Instructor
M.D., UTESA

Ragaa Nan, 2016
Adjunct Instructor
M.D., Assiut University

Gladys Nieves, 2017
Assistant Professor
B.S., Everest University

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Associate Professor
Certificate, School of Radiologic Technology
B.S., University of St. Francis
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Omar Sheriff, 2018
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B.A. University of Illinois – Chicago
B.S. University of Illinois – Chicago
M.B.A. Kaplan University
M.D. Central America Health Sciences University

Violet Shelton, 2018
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B.S., Governor State University
M.S., Governor State University

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Instructor
B.S., University of Illinois – Chicago
M.S.N., DePaul University

Patricia Sullivan, 2012
Adjunct Instructor
B.S., University of Phoenix

Priyanka Tiwari, 2018
Adjunct Instructor
B.S., Maharashtra University of Health Sciences
M.H.A., Governors State University

Karin Weiler, 2014
Adjunct Instructor
B.A. DePaul University
M.S. College of St. Scholastica

Carolina Wooten, 2016
Program Director
Certificate, Dental Assistant Academy
Certificate, Greenville Vocational
B.S., Grand Canyon University

Rigoberto Zavala, 2020
Adjunct Instructor
B.S., Northeastern University
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