Presentation College

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An Independent

Catholic College

Incorporated by
The State of South Dakota

Eagle Butte
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Eagle Butte, South Dakota 57625
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115 South Park Street
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888-893-4658

Sponsored by
THE SISTERS OF THE PRESENTATION
OF THE BLESSED VIRGIN MARY
Aberdeen, South Dakota

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Accredited or Approved by

The Higher Learning Commission of
The North Central Association of Colleges and Schools
(1971-_____)
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602
1-800-621-7440

Associate Degree and Baccalaureate Degree Nursing Programs
Accredited by the National League for Nursing Accrediting Commission
61 Broadway
New York, New York 10006
212-363-5555 x153

South Dakota Board of Nursing
4305 South Louise Avenue, Suite 201
Sioux Falls, South Dakota 57106
605-362-2760

BSN program also approved by:

North Dakota Board of Nursing
919 S. 7th Street, Suite 504
Bismarck, North Dakota 58504
701-328-9782

Minnesota Board of Nursing
2829 University Avenue SE
Minneapolis, Minnesota 55414
612-617-2270

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, Illinois 60601-2208
312-553-9355

National Accrediting Agency for Clinical Laboratory Sciences
8410 W. Bryn Mawr Avenue, Suite 670
Chicago, Illinois 60631-3415
773-714-8880

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, Illinois 60606
312-704-5300

Baccalaureate Degree Social Work Program
Accredited by the Council on Social Work Education
1600 Duke Street, Suite 30
Alexandria, Virginia 22314-3421
703-683-8080

Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, Minnesota 55108-5227
651-642-0533

Membership

Aberdeen Area Chamber of Commerce
American Association of Collegiate Registrars
  and Admissions Officers
Association of Catholic Colleges and Universities
Association of Governing Boards of Universities and Colleges
Dakota Association for College Admission Counseling
National Association of College and University Business Officers
National Association of Independent Colleges and Universities

American Council on Education
American Association of Medical Assistants
American Association of University Women
International Assembly for Collegiate Business Education
National League for Nursing
South Dakota Association of Independent Colleges

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Students follow the requirements of the catalog in place at the time of enrollment into the College. If College or major requirements are changed, students may opt for the new requirements. Students who withdraw or are dismissed from the College or a major must follow the requirements of the catalog in place at the time of readmission into the College or major. The College reserves the right to change requirements.

Dear Readers:

As I write this short introduction to the catalog, I am reminded of the serious problems our world is facing: bombings, wars, hunger, genocide, no healthcare, alienation, and many forms of despair. There are various stories of the triumph of the human spirit and of the hope that many bring to life, often against great odds.

As you begin or continue your studies here at Presentation College, I hope that you are inspired by those around you, challenged by your studies, and committing yourself to making a difference in your part of the world. With the passing of time and development of technology, it is easier to appreciate the inter-locking nature of our world. Good deeds here do have a ripple effect throughout the world.

Let us commit ourselves to be agents of justice and peace, and work toward making these values the cornerstone of our world.

God bless and guide you all.

Sr. Lorraine Hale

Sr. Lorraine Hale, Ph.D.
President

The College

PRESENTATION COLLEGE

History

Presentation College is an independent Catholic educational institution, sponsored by the Sisters of the Presentation of the Blessed Virgin Mary (PBVM). It has origins in Mitchell, South Dakota, in 1922 when the Right Reverend Monsignor J.M. Brady, Pastor of Holy Family Church, established Notre Dame Junior College, a parochial junior college.

Notre Dame Junior College continued to operate in Mitchell until 1951, when Monsignor Brady gave sponsorship of the school to the Presentation Sisters who had staffed Notre Dame Junior College since its beginning.

The name was changed to Presentation Junior College, and it was relocated to Aberdeen, South Dakota, where, for three years (1951-1954) it was housed in Butler Hall on the premises of the Presentation Convent. In May 1954, the College was moved to the present 100-acre campus in northern Aberdeen.

The title "Presentation Junior College" was used from 1951 to 1965. On March 30, 1965, the title was simplified and the College was incorporated as "Presentation College."

Presentation College conferred a diploma on its graduates until 1966 when the College began to confer associate degrees in Arts and in Science. In 1968, it became co-educational.

In 1980, the Cheyenne River Lakota Nursing School at Eagle Butte, South Dakota, a satellite of the nursing program of Presentation College, enrolled the first class of Native American students. In 1991, the name of the school was changed to Presentation College - Lakota Campus.

Having been continuously accredited by the North Central Association of Colleges and Schools (now The Higher Learning Commission of the North Central Association of Colleges and Schools) since 1971, in 1990, the College was accredited to also offer four-year professional baccalaureate programs.

In 1998, the 1,200-seat Strode Activity Center opened on campus as the home to Saints Athletics.

In 1998, the College received the ABBY Award for Community Involvement.

In 1999, a new student housing complex opened, featuring suites with private bedrooms, semi-private bathrooms, living rooms, kitchens, computers and Internet access. In 2000, a new dining and recreation hall opened near the suites.

In 2002, the College received the Outstanding Rural Health Program Award from the National Rural Health Association recognizing SEED (Skills Enhancement & Education through Distance Learning).

In 2003, a satellite location, Presentation College - Fairmont Campus, was opened in the community of Fairmont, Minnesota.

In 2003, the Saints men's basketball team qualified for the NAIA Division II National Tournament as champions of the Upper Midwest Athletic Conference.

Mission

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

Extended Mission Statement

Presentation College (PC) is a specialty Health Science Baccalaureate Institution with multiple education sites. Traditionally, the College responds to emerging needs and conditions. The response of the College is critiqued against its values and beliefs. Presentation College is committed to:

- *programs of distinction which educate the whole person. Distinction is achieved through classes and their delivery in conjunction with the total experience of the learning community.*
- *service to God and the community. Service is expressed through working with and for others within a community context. It is in serving others that we serve God.*
- *flexibility and responsiveness to needs of students and in particular to those communities in which the College already has a presence.*

At this time the primary focus of the College is undergraduate education. The College, because of its commitment to respond to change, achieve excellence in education and meet emerging needs, is prepared to venture down new paths and to evaluate these initiatives against its values and good education practice.

The purposes of Presentation College are:

1. Offer students an undergraduate education of distinction
2. Educate the whole person
3. Begin the development of a global perspective within the College learning community
4. Provide the basis for life-long learning
5. Make available opportunities for service to God and the community
6. Promote understanding and value of diversity

> **As a community of learners and educators we believe that:**
> **we must pursue truth with integrity and critical judgment;**
> **we must educate the whole person; and**
> **we must treat everyone with respect and civility.**

Philosophy

Presentation College, a Catholic-Christian college, is sponsored by and receives its tradition of concern for persons from the Sisters of the Presentation of the Blessed Virgin Mary. The community of women religious, rooted in gospel values as exemplified in the life of Nano Nagle, their foundress, has been committed to serving human and spiritual needs through education and health care for more than 200 years.

The mission of Presentation College is based on the belief that human life is our greatest gift; its full development is our greatest pursuit. The College strives to humanize learning by addressing the spiritual, intellectual, cultural, and social needs of its students in a Christian environment which promotes holistic learning.

The independent Christian college has the unique role in higher education of providing a firm foundation of Christian belief and values to support its educational programs. Presentation College fosters gospel values as behavioral principles. Catholic ethical principles respecting life at all stages from conception to death are fostered in instructional and student life situations.

Location

Presentation College is located on a 100-acre campus at 1500 North Main Street in the northern section of Aberdeen, South Dakota. Branch campuses exist in Eagle Butte, South Dakota, and Fairmont, Minnesota. The College also offers instruction in Sioux Falls, South Dakota, and Wahpeton, North Dakota.

Presentation College - Lakota Campus (PCLC)

In the fall of 1979, a satellite nursing program was established on the Cheyenne River Sioux Reservation in Eagle Butte, South Dakota. This program was intially funded by a federal grant and Presentation College of Aberdeen, South Dakota. The program offers Native American and other students an opportunity to achieve personal and professional goals in an educational setting close to their families.

Nursing, social work, science, humanities and religion courses are available at PCLC. Clinical experiences are arranged in Eagle Butte, Pierre, Aberdeen, Mobridge, Yankton, and other locations.

Presentation College - Fairmont Campus (PCFC)

In the fall of 2003, Presentation College began offering classes in Fairmont, Minnesota, using the Fairmont High School for classrooms. PCFC classes and administrative offices moved to the Southern Minnesota Educational Campus (SMEC) in summer 2005. The SMEC building is owned by the City of Fairmont and has been completely renovated. The renovation has transformed the 1928 elementary school building into a higher education facility for the Fairmont community. The SMEC building now contains classrooms, computer lab, allied health and nursing learning labs, chemistry/biology labs, video conference room, lecture hall, student commons, and PCFC administrative offices.

PCFC offers Baccalaureate degrees in nursing and radiologic technology and Associate degrees in medical assisting and surgical technology, along with completion degrees for Business, Nursing, and Radiologic Technology.

Buildings and Accommodations

Presentation College is housed in a multi-winged complex located near the center of the campus. The main building houses the administrative offices, student services center, College library, auditorium, cafeteria, chapel, bookstore, and the academic departments of Allied Health, Arts and Sciences, and Business and Technology. The two upper floors are primarily classrooms and offices. One videoconferencing classroom is located on the second floor.

Students may relax in the Presentation Union (PUB) located in the northwest part of the main building near the cafeteria and library. The PUB contains a learning center, snack area, game area, TV, music, student mailboxes, and College bookstore.

A second education building located southeast of the main building houses the academic departments of Nursing and Social Work with the nursing learning laboratory, lecture-theater, classrooms, seminar rooms and faculty offices. Three other videoconferencing classrooms are operated from this building.

The Strode Activity Center provides opportunities for student events, exercise, wellness, recreation and fun. It also serves as the official home of Presentation College Saints athletic programs. Features of the activity center include NCAA regulation basketball and volleyball courts, 1/12 mile walking track, air conditioning, fixed seating for 1,200, sound system and acoustics. Saints athletics began their first year in NCAA Division III membership on July 1, 2004.

Presentation College features resident student suites. This multi-million dollar project enhances on-campus student life by providing independent living opportunities and modern surroundings for student residents. Three residence units, housing approximately 140 students, and a dining hall stand at the north end of the campus.

It is the policy of Presentation College not to discriminate against students because of a disability with regard to enrollment, accommodations in the classroom and the student suites, and telecommunication services. Ramps have been put in place to allow individuals the ability to gain access to the buildings and elevators, handicap parking spaces have been designated to each of the entrances and a number of the student suites have been built to accommodate individuals who may have this need where housing is concerned. This policy is in compliance with the Americans with Disabilities Act.

Admissions

ADMISSIONS

Presentation College offers over 19 academic Bachelor and Associate degree programs and one Certificate program in the areas of business and technology, radiologic technology, surgical technology, medical laboratory technology, medical transcription, medical assisting, communication, health & wellness, biology, nursing, and social work. Minors are also available.

Presentation is known for its distinctive and outstanding academics, focusing on health and medical-related programs, nurturing staff and faculty, and individualized learning. The academic programs include solid classroom work and on-the-job experience gained through internships, externships, or supervised clinical practice. Graduates are highly sought.

A student will not find a friendlier, more caring institution of higher learning. From the College president to faculty members and staff, it is everyone's goal to make the experience at Presentation College the best possible. Presentation College offers a dynamic and challenging atmosphere that fosters learning and growth at many levels - intellectual, personal, professional, and spiritual.

No student is denied admission to the College on the basis of gender, race, age, religion, marital or veteran status, national or ethnic origin, or disabilities. However, admission may be denied or withdrawn if admission requirements are not met, if false information is knowingly submitted, or if facts requested in the application process are intentionally concealed or withheld.

General Acceptance Policy
An applicant must provide the Admissions Office with the following:

1. A completed application form (no application fee is required)
2. Official documentation* of each of the following:
   a. High school transcript(s) with a 2.00 or higher grade point average (GPA) or GED Certificate. A home-schooled student must submit official transcripts from the local home schooling guild or association school
   b. College, university, and/or technical school transcript(s), including advanced placement courses, whether or not credit was received
   c. ACT or SAT scores, used for placement (may be requested with high school transcript). This may be waived if a student is transferring from another institution with 30 credits or more (individual programs may vary)
   d. Immunization record (may be requested with high school transcript.) Waived if born before 1/1/57 (individual program requirements vary regarding immunization)

Upon receipt of these items, the Admissions Office will review the file and notify the applicant of acceptance or denial.

Official documentation must be requested from and sent by the issuing entity directly to the Presentation College Admissions Office in a sealed envelope. The documents contained within must be stamped, signed, and dated by the issuing authority in order for them to be considered official.

A 2.00 cumulative GPA or greater is required for acceptance into the College. The cumulative high school GPA is considered for a first-time student, while the cumulative college GPA is considered for a transfer student. Certain programs have additional specific criteria for admission. Refer to the respective program section in this catalog for any additional requirements.

A student whose cumulative GPA is below 2.00 may be considered for probational acceptance. If accepted, the student will then be allowed one semester to earn a term GPA of 2.00. If this requirement is not met, the student may be suspended.

A student under disciplinary suspension from a previous institution will not be accepted unless the Admissions Office receives a clearance statement from the previous institution.

The Admissions Office will notify an applicant of acceptance, acceptance with conditions, or denial of acceptance into the College.

An accepted freshman seeking a Bachelor's degree is assigned to a general academic advisor. After one year, the student may then apply to the respective academic program. An Associate degree-seeking student is assigned a program advisor upon acceptance to the College. An accepted transfer student is assigned an advisor in the general College or in the respective academic program. Advisor appointment is dependent upon transfer evaluation results. In the event of denial of acceptance into a program, a student may be accepted into the College under the description pre-program. This acceptance will enable a student to take general studies courses until they can meet the specific criteria of a program.

Admission Requirements

New First-Time Student
An applicant who is a new first-time student must arrange for an official high school transcript or GED certificate to be sent to the Admissions Office. If the student is still attending high school, the transcript must include courses completed and courses in progress. The student must also arrange for a final transcript to be sent after graduation from high school.

Upon receipt of these items, the Admissions Office will review the file and notify the applicant of acceptance or denial.

Home-Schooled Student
Presentation College will accept official transcripts from the local home schooling guild or association school. If not available, primary educator-prepared transcripts, which detail course descriptions, proficiency levels, and textbooks used are acceptable.

Upon receipt of these items, the Admissions Office will review the file and notify the applicant of acceptance or denial.

Re-Entry Student
A student seeking re-entry to the College after one semester's absence is subject to entrance requirements and program requirements as stated in the **College catalog in service at the time of re-entry**. In addition to meeting the General Acceptance Policy, a re-entry student must submit the following:

1. An updated application for admission
2. Any additional college, university, and/or technical school transcripts since last admission
3. Other requirements, if applicable

Upon receipt of these items, the Admissions Office will review the file and notify the applicant of acceptance or denial.

A student who graduates from Presentation College with an Associate's degree or certificate and re-enters the following semester is also required to reapply for admission to the College.

Transfer Student
A student may be admitted from any accredited college, university, or technical school. A transfer applicant must follow the General Acceptance Policy. All college credits completed at an accredited institution with a grade of C- or above will be evaluated for acceptance to Presentation College and summarized on the Presentation College transcript. The Registrar and appropriate Department Chair(s) or Academic Dean, where applicable, will approve the application of transfer credit for specific Presentation Collge courses. A student who has previous college credits that are ten or more years old may be subject to challenge or qualifying exams by departments to demonstrate academic or clinical proficiency. A student who holds a diploma or certificate from a post-secondary institution may also be subject to challenge or qualifying exams. Please contact the Admissions Office regarding transcript evaluations.

Degree Completion Student
An applicant holding an Associate's degree or higher, seeking to enter a Bachelor's program, must follow the General Acceptance Policy (page 10).

Unclassified Student
A student who wishes to enroll without pursuing a program or degree from Presentation College is considered unclassified. This may include general or select department program coursework. The Registrar will advise an unclassified student. Up to 6 credit hours per semester are permitted; maximum of 36 credit hours. An unclassified student does not qualify for federal, state, or institutional financial aid.

An unclassified student may have to obtain written permission to take program-specific coursework.

An unclassified student will complete a registration form with the assistance of the Registrar. All other documentation is waived. If an unclassified student later wishes to become degree-seeking, the entire College admissions process must be completed. See General Acceptance Policy (page 10).

International Student

Presentation College invites and encourages international students to apply for admission. The College is authorized under federal law to enroll non-immigrant alien students. In addition to meeting the General Acceptance Policy, an international applicant must also provide the Office of Admissions with the following:

1. TOEFL score (Test of English as a Foreign Language)
2. Completed Declaration and Certification of Finances Form

PC's TOEFL code: 6582

An international applicant is advised to begin application procedures at least six months in advance of anticipated enrollment. An applicant who has post-secondary transcripts in a language other than English must submit them to a translation company in the United States for an academic evaluation. The cost of the evaluation is the responsibility of the student. An evaluation is subject to policies as printed in this catalog.

TOEFL Testing

All international applicants whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and request the results be sent directly to Presentation College. A student must achieve a minimum score of 500 on the paper and pencil version or 173 on the computerized version. A student who is deficient in English may be accepted to Presentation College for basic skills coursework.

The Test of English as a Foreign Language (TOEFL) measures the ability of non-native speakers of English to use and understand North American English as it is used in college and university settings. Scores on the test are required by more than 4,300 two- and four-year colleges and universities, professional schools, and sponsoring institutions. The test is offered on computer throughout most regions of the world. In areas where access to computer-based testing is limited, a supplemental paper-and-pencil version of the test is administered. For more information visit www.toefl.com

Declaration and Certification of Finances

Since financial assistance for an international student is extremely limited, an applicant must demonstrate evidence of ability to meet the costs of the chosen program by completing a Declaration and Certification of Finances Form. This form is available from the student's home banking institution.

Once adequate financial resources are confirmed, an application is completed, and all other requirements are on file, the applicant will be considered for admission. If accepted, an official I-20 form will be forwarded to the student. Arrangements for obtaining a passport and visa may then be made by the accepted student at the American Embassy or Consulate.

IMPORTANT: All fees, deposits, tuition, housing charges, etc., are payable in U.S. funds (USD).

Placement Testing

Presentation College uses the ACT (American College Test) as a placement tool for all new incoming degree-seeking students. For any student who does not have an ACT with corresponding subscores, Presentation College's Career & Learning Institute offers an ACT residual test at no charge. Ask an Admissions Representative for details.

Registration for courses is based on ACT subscores.

ACT subscores

Math	20 or greater – student may enroll in College Algebra, MA103
	17-19 – student enrolls in Introduction to College Algebra, MA101
	16 or less – student enrolls in Basic Mathematics Skills, MA089
English	20 or greater – student may enroll in College Composition I, EN113
	Under 20 – student enrolls in Basic Writing Skills, EN092
Reading	16 or less - student enrolls in Basic Reading Skills, RE092

High School/College Dual Credit
Presentation College provides the high school student, whose academic performance is exemplary, the opportunity to enroll in college coursework while still attending high school. A high school student is accepted into designated college courses on the basis of a recommendation from a high school official.

Veteran
A veteran who is admitted should consult with the Veterans Administration, as well as with the Registrar, concerning their privileges and responsibilities under federal regulations. The Registrar will assist the veteran in completing the necessary forms for veteran's financial assistance.

Senior Citizen
A senior citizen (65 years or older) not enrolled in a program is charged tuition at the senior citizen/audit rate on a space-available basis. Other course fees are the same as those for regularly enrolled students.

Auditing a Class
A student may audit a course if space is available in the class. Course prerequisites are the same for audit as for credit. An auditor will not receive college credit nor may they take credit examinations for the course audited. Audited courses are not considered in establishing student enrollment status for financial aid purposes or for establishing eligibility to compete in intercollegiate contests. Veterans and dependents may not receive educational benefits for audited courses. A change from audit to credit or credit to audit must be made before the end of the add/drop refund period for a semester.

Academic Advising
The academic advising structure at Presentation College is as follows:

1. A first-time student is assigned a general academic advisor. Upon the successful completion of the first year of study, the advisee file will be forwarded to respective program director. If accepted, the student is reassigned to an academic advisor within that program.
2. An Associate degree-seeking student is assigned an advisor within the program.
3. A transfer student with proper academic credit history can be accepted directly into a program and is assigned an academic advisor within the respective program.
4. The Registrar advises an unclassified student. The Registrar remains the academic advisor until the student is admitted into the College as a degree-seeking student. An unclassified student is restricted to 6 credit hours per semester; maximum of 36 credit hours.

Privacy of Information Statement
Pursuant to the Family Educational Rights and Privacy Act of 1974, Section 513 of the Education Amendments of 1974, Presentation College considers the following information as "Directory Information": Student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, e-mail address, and the most recent previous education agency or institution attended by the student.

A student who does not wish to have the above information available for release must sign a waiver in the Registrar's Office. This waiver must be signed each semester the student is in attendance at Presentation College.

Americans With Disabilities Act
Presentation College is committed to ensuring equal learning opportunities for all students, and provides a student with disabilities reasonable accommodations in accordance with the College's procedures. A student requiring accommodations or service should contact the Office of Disability Services at (605) 229-8438, Main Building, Room E259.

Ability to Benefit
Pursuant to the Higher Education Amendments of 1992, Presentation College has established policies and procedures with regard to the ability to benefit section. For further information, contact the Presentation College Registrar's Office.

Financial Aid
and
Financial Information

STUDENT FINANCIAL AID

Presentation College serves a large part of its student body through an extensive financial aid program. Aid available through federal programs includes the PELL Grant, Perkins Loan, Supplemental Educational Opportunity Grant, and Work-Study Program. These types of aid are contingent upon federal funding. A student must enroll in the appropriate number of credits, be degree-seeking, and have completed the admissions process.

The Financial Aid Office, located at the Aberdeen campus, will issue and process aid for students attending all Presentation College campuses.

Adjustments to a student's financial aid award will not be made after the publicized add/drop deadline for a semester. Funding may be adjusted according to enrollment status based on changes during the add/drop period. A student may wish to visit with the Financial Aid Office prior to adding or dropping courses to be made aware of the changes that will be made to the award letter.

Other sources of aid are available through state, federal or private sources. These sources may include Vocational Rehabilitation, Bureau of Indian Affairs, Indian Health Services, tuition assistance and benefits for military services, and other grants and scholarships awarded to the applicant upon meeting requirements.

Presentation College also offers aid through scholarships, student employment, loans and grants.

Application Procedures
To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application is available through the Admissions and Financial Aid Offices. A student is encouraged to complete the FAFSA online at www.fafsa.ed.gov The FAFSA should be submitted as soon as possible after January 1 to secure the most favorable funding package. Although Presentation College does not have an end date for awarding financial aid, funds are distributed according to need, and are dependent upon availability. Therefore, Presentation College's priority deadline date for submitting the FAFSA is March 1. A student must reapply for federal financial aid annually. The FAFSA form is used to determine eligibility for federal and institutional aid.

Policies Governing Federal Student Financial Assistance Programs
Financial aid awards are subject to availability of federal, state, and institutional funding. Often financial aid awards are made prior to the notice of actual federal, institutional, and state allocation. For this reason, all Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, Federal Work-Study jobs, Minnesota State Grant and Childcare Grant Programs, and Institutional Aid awarded are subject to confirmation of final allocations and budget approval. Presentation College reserves the right to adjust award offers based on final award from the federal government and approval of the institutional budget.

Grant Programs
Federal PELL Grant
The purpose of the PELL Grant is to provide an eligible student with a base of gift aid to help defray the costs of post-secondary education. The PELL Grant is an entitlement program administered by the federal government. The amount a student can receive is based on the student's economic need, the number of credit hours a student is enrolled in, and that particular institution's cost of attendance. A student who is enrolled less than half-time may also be eligible for the PELL Grant. A student may receive an amount that is determined by the government on an annual basis. PELL Grant awards cannot exceed one-half the cost of attendance. A student may receive the PELL Grant until the student earns their first Bachelor's degree. The PELL Grant need not be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The purpose of the FSEOG program is to provide grants to a student who demonstrates financial need and who, for the lack of financial means of their own or of their family, would be unable to enter or remain in an institution of higher education without such assistance. Grants are made to an eligible student through institutions of higher education participating in the program. The FSEOG is available to a student who has not earned their first Bachelor's degree. The FSEOG is awarded to a student demonstrating financial need with awards ranging from $700-$1,000. The FSEOG need not be repaid. Funds are limited.

Minnesota State Grant and Childcare Grant Programs
The Minnesota State Grant and Childcare Grant Programs are available to a student who meets Minnesota residency requirements and who will be enrolled for at least three credits as an undergraduate student at our Fairmont, Minnesota, campus. Award amount varies according to the number of credits enrolled, student expected family

contribution, and program of study. Separate applications are required each academic year and are available online at www.presentation.edu

LOAN PROGRAMS

Federal Perkins
The purpose of the Federal Perkins program is to make low interest loans to an eligible student to help defray the cost of post-secondary education. The Perkins Loan is available to both undergraduate and graduate students. A student may borrow $3,000 annually for undergraduate; a $15,000 aggregate loan limit applies for an undergraduate student. The Perkins Loan has a 5% interest rate. Monthly payments are set at $40 per month and a student may take up to 10 years to repay. No interest accrues until repayment begins. Repayment begins nine months after graduation or nine months from the date the student's semester enrollment falls below six credits. Funding is limited. Loan cancellation benefits may be available at time of repayment for a student who earns a degree in a Nursing, Social Work, or Allied Health program.

A student is required to complete a promissory note and entrance counseling before the funds will be disbursed to the student's account. Entrance counseling is available online at www.presentation.edu/financialaid/FinAidProcess.htm click on "Perkins Loan Entrance Counseling."

AAF Loan
Presentation College has available an Academic Assistance Fund Loan Program. The AAF Loan has a 5% interest rate. Monthly payments are $40 per month. No interest accrues until repayment begins. The AAF Loan has a six month grace period and a student may take up to 10 years to repay.

Federal Subsidized Stafford Loan
The purpose of the Federal Stafford Loan is to make low-interest, long-term loans to a student to meet their educational expenses. A first-time, first-year borrower is subject to a 30-day delay of the first disbursement. Also, any loans certified for less than a full academic year are subject to the multiple disbursement provision.

The Federal Subsidized Stafford Loan is available to an undergraduate student through a participating lending institution. An undergraduate student may borrow $2,625 for the freshman year, $3,500 for the sophomore year, and $5,500 for the junior and senior years. The loan amount may not exceed the cost of attendance minus the student's expected family contribution and other financial assistance the student is eligible to receive. The interest rate is variable, but will not exceed 8.25%. A student must be enrolled at least half-time (six credit hours) in an eligible program to be eligible for the Federal Stafford Loan. Repayment begins six months after graduation or six months from the date the student's semester enrollment falls below six credits. No interest accrues until repayment begins. A 3% origination fee will be deducted from the amount borrowed. A borrower may take up to 10 years to repay the loan.

A new or transferring student is required to complete the Federal Stafford Loan Master Promissory Note (MPN) and entrance loan counseling prior to disbursement of the funds. Since the MPN is good for 10 years, a returning student does not need to complete another MPN unless the student wishes to change lenders. Loan counseling and the MPN may be completed by visiting the financial aid web-site at www.presentation.edu/financialaid/FinAidProcess.htm

Federal Unsubsidized Stafford Loan
The Federal Unsubsidized Stafford Loan is available to a student who does not qualify for the Federal Subsidized Stafford Loan. The same terms and conditions apply to both loan programs. Effective July 1, 1994, an independent student and dependent student, for whom professional judgment has been made, or whose parents have been denied a Parent PLUS Loan, may qualify for an additional unsubsidized loan eligibility of $4,000 for the first and second years, and $5,000 upon obtaining third year status in the current program of study. Interest on the unsubsidized loan may be paid or accrued and capitalized. There is a six month grace period on the repayment of the principal only after the student has graduated or six months from the date the student's semester enrollment falls below six credits.

Federal Parent Loan Program (PLUS)
The Federal Parent PLUS Loan Program is available to parents of an undergraduate dependent. The amount of loan eligibility is determined by the cost of education minus the financial aid awarded. The interest rate is variable, but will not exceed 9%. Repayment will begin within 60 days after the final loan disbursement for the year. The minimum payment is $50 per month/$600 per year. A student must be enrolled at least half time to be eligible for the PLUS program. Application is available by visiting the financial aid website.

Nurse Education Assistance Loan Program
The 1998 South Dakota Legislature authorized this loan program to provide financial assistance to qualified South Dakota residents who are admitted to a nursing program. The number and amount of each loan will be determined annually by the South Dakota Board of Nursing but may not exceed $1,000 per full academic year. The student borrower may elect to repay the loan either by employment in nursing in South Dakota at a conversion rate of $1 per hour or monetary payments within the required time period of five years. Applications are available at www.state.sd.us/doh/nursing click on "Nursing Education Assistance Loan Program."

Alternative Loans
Presentation College also has a variety of alternative loans available for the student who is in need of additional resources to cover education related expenses. A student may borrow up to the remaining cost of their education. Applications are available on our website or by contacting the Financial Aid Office.

WORK PROGRAMS
Federal Work-Study (FWS)
Federal Work-Study is designed to stimulate and promote the part-time employment of a student in an institution of higher education who is in need of such employment to meet their educational expenses. The FWS program is available to an undergraduate student who shows a demonstrated need documented through the FAFSA process. An FWS award is predetermined as to the amount the student may earn per year. A student may not work more than 20 hours per week and has the choice of working on or off campus. A student is paid once per month through the Business Office.

America Reads/America Counts Work Study
A student who enjoys working with elementary and toddler-aged children may be eligible to participate in the America Reads/America Counts tutoring program. Tutors are placed in area daycares, literacy councils, and libraries to work with children who need additional help in reading or math.

AAF Work-Study
AAF Work-Study is a part-time employment program sponsored by Presentation College. It is awarded to a student who may be ineligible for other programs and/or who has an extreme financial need. The AAF Work-Study Program follows the guidelines as set forth above for the Federal Work-Study Program.

Minnesota State Work Study
Minnesota State Work Study is a part-time employment program sponsored by the State of Minnesota. It is awarded to a student attending the Fairmont, Minnesota, campus and who has an extreme financial need. The Minnesota State Work Study Program follows the guidelines as set forth above for the Federal Work Study Program.

INSTITUTIONAL SCHOLARSHIPS
***A recipient must be enrolled full-time (12 credits or more at Presentation College) in a full tuition program to qualify.

Scholarship Day
A new student must attend an on-campus competition to determine eligibility for academic scholarships. See a Financial Aid or Admissions Representative for eligibility requirements and application process, or visit www.presentation.edu, click on "Scholarships." The scholarship is renewable based on cumulative GPA and full-time enrollment status for up to four years.

Leadership Grants
Leadership Grants are available to new and returning students who display outstanding leadership abilities, have special talents or demonstrate commitment to institutional and community activities. Scholarships range from $500 to $2,250. Applications are available on the "Scholarship" link at www.presentation.edu

Merit Scholarships
A new or returning student who excels academically may be awarded a Merit Scholarship. A new incoming freshman student may be awarded based on high school GPA or ACT score. A transfer student may be awarded based on transferring credits and cumulative GPA. The student's cumulative GPA and credits completed at the conclusion of the spring semester will be used to determine final award amount. Awards are subject to change based on finalization of the institutional budget and the student's cumulative GPA at the conclusion of the spring semester. See www.presentation.edu/financialaid/scholarships.htm for award summary chart.

Presentation College Need-Based Grants
These scholarships are available to a new or returning student who demonstrates need and whose expected family contribution falls within the guidelines (visit www.presentation.edu/financialaid/scholarships.htm for details). Funding limitations apply.

Presentation Scholarship Program
Presentation College has numerous institutional scholarships available to a new or returning student. Visit the Financial Aid website for more details at www.presentation.edu/financialaid/scholarships.htm

Other Scholarships and Grants

Hatterscheidt Scholarship
$1,400 scholarships are awarded by the Hatterscheidt Foundation to incoming freshmen who have a minimum cumulative GPA of 2.80, are residents of South Dakota, and are in need of financial assistance.

Catholic Daughters of America Scholarship
The Catholic Daughters have established a scholarship at Presentation College to recognize youth for their positive contribution to the Church, to society, and to their families.

Bishop Hoch Scholarship
$1,000 scholarships are awarded by the Diocese of Sioux Falls. The scholarship is available to active members of Catholic parishes.

Aberdeen Area Medical Foundation Scholarship
Fifteen $1,000 scholarships are awarded by the Aberdeen Area Medical Foundation to students entering sophomore, junior, and senior levels in the Nursing and Allied Health and natural science programs. A student must be enrolled full-time and have a minimum cumulative GPA of 3.25.

Howard Memorial Grant
A student demonstrating financial need may be awarded a grant ranging from $500-$1,000 which is sponsored by the Howard Memorial Grant Foundation.

Indian Health Service Scholarship
Awarded by the Indian Health Service Administration, the scholarship is open to Native American students enrolled in the Nursing program. The scholarship pays tuition and fees, plus a monthly stipend. Contact the Financial Aid Office for an application.

Walter and Dorothy Graham Scholarship
Awarded by the Walter and Dorothy Graham Foundation to students enrolled in the sophomore, junior, or senior year of the Nursing program who have obtained a cumulative GPA of 3.25 or greater. The amount of awards vary.

Patricia Donnelly Endowed Nursing Scholarship
Up to $5,000 is awarded to a full-time baccalaureate nursing student entering the sophomore year in the Nursing program. The student must demonstrate leadership qualities and commitment to the field of nursing. The scholarship is renewable based on good academic standing.

Herzog Scholarship
Native American students, in the pursuit of medically-related education, such as pre-medical studies, nursing, medical technology, and record keeping, and other similar studies related to health care, may receive a scholarship valued up to $1,500.

Ted and Lucylle Stehly Memorial Scholarship
Graduates from Frederick and Hecla High Schools are awarded scholarships of $500 per semester while enrolled at Presentation College. The student must be enrolled full-time (minimum of 12 credits).

Scholarship for Disadvantaged Students (SDS)
This program provides financial assistance to full-time, financially needy students from disadvantaged backgrounds, enrolled in the Bachelor of Science in Nursing, Associate of Science in Nursing, or Bachelor of Science in Radiological Technology programs.

Anton and Vida R. Herzog Scholarship
This scholarship will automatically be awarded to students from Perkins County, South Dakota. The award amount may vary based on number of students that qualify. No application is needed.

South Dakota Opportunity Scholarship
This scholarship, funded by the State of South Dakota, provides $5,000 over four years to a qualifying student who attends an eligible higher education institution in South Dakota. The student must be a resident of South Dakota, have an ACT of 24 or higher, complete high school course requirements commonly known as the Regents Scholar curriculum with no final grade below a "C," and earn a cumulative high school GPA of 3.00. Applications are available through the student's high school counselor or the Financial Aid Office.

Financial Consultation Program
One-on-one counseling is available to any student who would like assistance in creating a school debt and spending plan, improving skills and knowledge of credit and debt, managing credit cards, evaluating expenses and resources and improving creditworthiness. This service is available at no cost to the student. See the Financial Aid Office for more details.

Maintenance of Satisfactory Academic Progress for Financial Aid
Satisfactory academic progress is the institution's determination of a student's efforts to complete an educational goal within a specified period of time. Federal regulations require that a student maintain satisfactory academic progress to receive Title IV federal student aid. Title IV funds include the Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study, Stafford Loans, Unsubsidized Stafford Loans, and PLUS Loans. A student must meet these same requirements to remain eligible for institutional and Minnesota State funding.

The Financial Aid Office at Presentation College determines satisfactory academic progress as follows:

1.   Minimum grade points must be maintained for all courses while attending Presentation College (these include dual enrollment courses):

     All students must earn a semester GPA of 2.00 or greater to be eligible for financial assistance.

2.   A student must successfully complete 70% of the credits they attempt in a semester. Grades of Incomplete **(I)** and Withdrawal **(W)** will count as credit hours attempted. **"Credit hours attempted"** is defined as the number of hours for which the student is registered after the deadline for add/drop refund for a class is reached.

3.   Presentation College has established a limit for the maximum number of credit hours **attempted** for which a student may receive federal/institutional student aid. The maximum number of credits is based on the program pursued and can be no longer than 150% of the published length of the educational program.

"Academic year" is defined as the period August - May (two semesters). If a student is enrolled for only one semester of an academic year, satisfactory progress is measured only for the semester. The number of credits attempted is totaled for each semester and then assessed cumulatively at the end of the academic year. Progress is measured as soon as possible after each semester and again after the end of the academic year so that the student can be informed of their status if they are ineligible based on unsatisfactory progress.

If a student does not maintain the minimum GPA or the required completion of attempted credits at the end of the semester, the student is placed on **financial aid probation**. If the student fails to maintain the required GPA and/or complete 70% of credits attempted during the subsequent semester, the student is then placed on **financial aid suspension**. No further federal/state/institutional funds will be awarded until the student has satisfactorily completed 12 credit hours without Title IV financial aid. A student may apply for an alternative loan to help defray educational costs since it is not considered Title IV funding. Applications are available at the Financial Aid Office. The student may appeal in writing to the Director of Financial Aid for reinstatement of financial aid if there are extenuating circumstances. A student who has not enrolled at Presentation College for three academic years may also be considered for aid and reestablish eligibility by virtue of their absence from Presentation College, but must still request eligibility in writing through the appeal process.

Financial Information

Tuition and Fee Schedule 2005-2006
(Per Semester)

Aberdeen/Lakota/PC Virtual Campuses
    Regular Block (12-18 credit hours)..$5,700
    Regular (1- 6 credit hours) per credit..370
    Regular (7 - 11 credit hours) per credit...430
    Regular (over 18 credit hours) per credit over 18 credits..370
Medical Transcription Online (per credit)...130
Fairmont, MN (per credit)..275
Fairmont Technology Fee (per student/semester)...20
Summer Tuition (per credit)...320
RT/HT Clinicals (Hospital-Based Programs) (per credit)..105
Unclassified (per credit)..150
Senior Citizen/Audit (per credit - if space is available)..50
Continuing Education (per credit)...70
Transcript Fee/Diploma Replacement..7
Challenge Exam Fee..40
Nursing Challenge Exam Fee...50-150
Portfolio Fee (per portfolio - one course limit per portfolio)....................................150
Challenge/Portfolio Transcription Fee (per credit)...40
Room and Board - Aberdeen Campus Only
    Housing Deposit..250
    Resident Housing..1,950
    Meals..400

Lab and Clinical Fees (as of 2005-2006)

Course/Lab	Fee	Course/Lab	Fee	Course/Lab	Fee	Course/Lab	Fee
A300H	$25	CS181	$40	NL227	$412	PL144	$50
A300L	TBA	CS190	$40	NL235	$233	RT244	$150
BL123	$50	CS3033	$50	NL243	$105	RT283	$160
BL134	$50	H373	TBA	NL243T	$80	RT305	$160
BL144	$50	ME132	$100	NL253	$555	RT315	$160
BL171	$50	ME143	$100	NL333	$80	RT343	$160
BL181	$50	ME274	$100	NL338	$324	RT403	$160
BL263	$50	ME283	$50	NL344	$134	RT433	$160
BL294	$100	ML133	$100	NL368	$158	RT443	$150
BU3033	$50	ML142	$100	NL436R	$35	ST112	$280
CL114	$50	ML224	$100	NL436T	$83	ST114	$50
CL124	$50	ML264	$100	NL436W	$83	ST244	$85
CL154	$50	ML274	$50	NL454R	$195	SW233	$44
CL164	$50	NA111	$150	NL454T	$524	SW273	$10
CL303	$50	NL106	$303	NL454W	$524	SW373	$44
CL313	$50	NL128	$653	NL455	$154	SW425	$5
CL314	$50	NL207	$415	NL455W	$124	SW442	$18
CS121	$40	NL213	$91	PB102	$60	SW444	$120
CS141	$40	NL223	$220	PL104	$50		

The charges are accurate at the time of catalog publication. Presentation College reserves the right to make changes in listed charges as deemed appropriate.

Statement of Term Charges, Financial Aid, and Course Schedule
A statement will be sent to each student prior to the beginning of each semester. The statement will specifically outline what costs will be incurred for that semester, the total amount of financial aid that will be applied towards the student's account, and the current term schedule of courses. Any changes to a student's schedule may generate a change in billing and financial aid.

A student is expected to meet their financial responsibilities to the College on a semester basis. Registration for successive semesters is dependent on the student having cleared their account prior to the next semester start date. Full payment is required on or before the first day of each semester. The balance due is calculated based on the term charges and the financial aid expected. Completed financial aid certifying that all educational costs will be satisfied is accepted in lieu of cash payment. If a student fails to make payment at the specified time with no signed payment agreement, the student may be administratively withdrawn from the College. A late payment fee may be charged to all accounts not paid in full by the first day of the term.

Unpaid Accounts
The College does not issue degrees, transcripts, employment placement credentials, financial aid, or statements of honorable dismissal until all accounts are paid in full to the College. A student is not permitted to attend courses in future terms until the preceding term is paid in full. Delinquent accounts will be transferred to a collection agency and fees for this service will be added to the student's account. A final grade report may be withheld from a student with an outstanding financial account.

Account Credit Disbursements
Financial aid will be posted to the student's account within three (3) days of receipt of the funds. A disbursement check will be issued to the student within fourteen (14) days of when a credit balance is created. NOTE: Stafford Loans are subject to the multiple disbursement provision for loans certified during the summer term and when a student is enrolled in only the spring semester.

Institutional Refund Policy
Withdrawing from a course (within the publicized add/drop refund period)
Any student who wishes to withdraw from a registered course and receive an account adjustment must initiate the necessary paperwork with the student's academic advisor prior to the publicized add/drop refund period. Upon approval of the completed form, charges for the course(s) dropped will be removed from the student's account. In some cases, financial aid received on the student's behalf may need to be adjusted as well. The account balance, based on all adjustments, will be refunded to the student or a bill will be sent to the student for payment.

Withdrawing from a course (after the publicized deadline for a refund)
Any student who wishes to withdraw from a scheduled course after the publicized add/drop refund period must complete the necessary form with the student's academic advisor. No adjustments will be made to the student's account or financial aid award.

Withdrawal From College (Return of Title IV Funds)
A student who wishes to withdraw from school must contact their academic advisor or the Registrar's Office and complete the formal withdrawal process. Presentation College performs a prorated calculation of tuition and fees earned for those federal financial aid, state aid, personal aid, and institutional aid recipients who withdraw from all classes during the first 60% of each semester. A student who voluntarily withdraws within this timeframe has earned a percentage of Title IV funds based on the period of time the student remained enrolled. The amount of unearned aid is required to be returned as mandated by Law 668.22 (effective July 1, 2000) in the order specified below:

1.	Unsubsidized Stafford Loan	6.	SEOG Grant
2.	Subsidized Stafford Loan	7.	Other Title IV aid programs
3.	Perkins Loan	8.	Other federal sources of aid
4.	PLUS Loan	9.	Other state, private, institutional aid
5.	PELL Grant	10.	Student

For any student who fails to complete the formal withdrawal process, once Presentation College becomes aware that the student is no longer attending classes, a date of withdrawal will be established. If an amount owing is generated as a result of the calculation, the payment must be received or repayment arrangements must be made within 30 days of notification. All funds must be repaid before any additional federal, state, or institutional aid is awarded.

Campus Life

CAMPUS LIFE

Student Interests
Presentation College offers and recommends participation in many of the student organizations found on campus. There are a variety to meet the academic, professional, social, religious, and recreational interests of a student.

Refer to the **Student Handbook** for a complete listing of the Academic Organizations, Student Organizations, Campus Ministry and Spiritual Enrichments, and Student Activities.

Intercollegiate Athletics - Men's and Women's
Presentation College is a member of the National Collegiate Athletic Association (NCAA) and the United States Collegiate Athletic Association (USCAA). The "Saints" are a full member of the Upper Midwest Athletic Conference (UMAC). Other full members of the UMAC are: Bethany Lutheran College, Mankato, MN; College of St. Scholastica, Duluth, MN; Crown College, St. Bonifacius, MN; Martin Luther College, New Ulm, MN; University of Minnesota-Morris, Morris, MN; Northland College, Ashland, WI; and Northwestern College, St. Paul, MN. The athletic department at Presentation College offers eleven sports in which men and women may participate. There are opportunities in Men's and Women's Basketball, Men's and Women's Soccer, Women's Volleyball, Men's Baseball, Women's Fast-Pitch Softball, Men's and Women's Cross-Country, and Men's and Women's Golf.

Athletics at Presentation College are regarded as part of the educational program of the College. As a member of NCAA Division III, scholarships and financial aid are awarded to a student on the basis of need and scholastic ability or achievement.

In order to participate, an athlete must be enrolled as a full-time student and remain in good academic standing. At the NCAA Division III level the academic requirements are regulated by the institutions themselves. A student athlete should check with their respective coach and/or Athletic Director in regard to eligibility issues.

Presentation College assumes no responsibility for accidents incurred through participation in athletics. A participant must show proof of health insurance prior to participation in any athletic program.

Student Support Services
Computer Labs
A student has access to computer stations in the Instructional Labs, which feature multimedia workstations with Internet access. The primary purpose of these labs is classroom instruction. The labs, during open hours, can be used for research, data processing, and homework. Additional computer stations are found in the Career and Learning Institute. In this center, workstations are dedicated to teaching basic skills in reading, writing, math, and other academic disciplines. Additional workstations are found in the Nursing Learning Lab and the Library. Student suites with desktop computers are 1, 2, 3, 7, 8, and 9. Suites 4, 5, and 6 are for incoming freshmen who have their own wireless laptops. All suites will print to network printers in the suite entrances.

Wireless Campus Initiative
In response to today's rapidly changing technological needs, Presentation College has introduced its Wireless Initiative. The objective of the Wireless Initiative is to provide a dynamic learning environment that will provide a Presentation College student with access to a flexible and ubiquitous learning community. All degree-seeking freshman students with less than 30 credits are required to participate in this exciting new program. All other students have the option of participating. A student may purchase their laptop through the College or on their own. If the student purchases the laptop on their own, they must meet minimum specifications and be certified by Presentation College in order to ensure accessibility to the wireless network. The wireless network is available in the suites, the dining hall, and the classroom buildings on campus. Through the wireless network, laser printers will be available to students in each suite entrance. The Fairmont and Eagle Butte also have wireless capabilities.

Library
The Presentation College Library provides a student the opportunity and resources for information access, scholarly growth, and reading. The library media support the College curricula. Located on the first floor of the main building, this service is open 80 hours per week.

The library is fully automated. Memberships in the South Dakota Library Network and Online Computer Library Center offer students and faculty access to millions of titles locally, regionally, nationally, and even internationally. The library continues to expand its virtual library through Internet full-text subscriptions. Also available are general and subject-oriented CD-ROM indexes, some with full-text.

Among services provided for an on-campus and distance-education student are use of materials, interlibrary loan, fax capability, audiovisual equipment usage, copiers (regular microfiche), reference assistance, and computer help. A student may use their student ID card to use items at the local university, public, and hospital libraries.

Bookstore
The bookstore is located in the PUB. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. A student can purchase books, supplies, and PC apparel at the bookstore.

Career and Learning Institute
The Career and Learning Institute assists students in making a successful transition from their academic pursuits to achieve their goals. The Career and Learning Institute strives to provide a well-balanced variety of direct services, educational programs, and resource materials. The Career and Learning Institute assists students academically by providing tutoring and study tables for on- and off-campus students. The Career and Learning Institute also supports a computer lab and computer programs for students to conduct research or to assist in a variety of classes. The Career and Learning Institute administers placement (ACT) and challenge (CLEP, NLN) exams for incoming as well as current students to ensure students are enrolled in correct classes to be academically successful. The Career and Learning Institute is a centralized location for current job listings and for CD portfolio development to assist in securing meaningful employment for undergraduates as well as graduates.

Campus Ministry
Campus Ministry serves the spiritual needs of the Presentation College community by offering students of all faiths spiritual opportunities, volunteer opportunities, and social gatherings to promote a community of faith, service, and friendship. Worship and prayer, a supportive environment, and faith-centered activities and programs minister to and with students, staff, and faculty. Presentation College respects and welcomes those of all faith traditions, and affirms the dignity of all persons.

Counseling Services
Counseling services are provided to assist a student for particular needs and issues. Presentation College will provide off-campus counseling assessment at no cost for up to three visits per year. Drug and alcohol education is also available. For additional information or referral, please contact the Dean of Students.

Health Services
Presentation College makes available to its students certain health and medical care at a reduced cost. The primary care medical services are provided by physicians and physician assistants at two area clinics. More information is available through the Dean of Students Office.

Residence Hall and Dining Hall
All first year and second year students are required to live in the College student suites. Any exceptions to this policy must be approved by the Dean of Students.

All resident students receive a letter during the summer informing them about suite assignments, suite companions, bed linen and other items which they will need. A student is responsible for the care of their suites.

A resident student's meals are served in the dining hall adjacent to the student suites or the PUB and cafeteria in the main building. Pre-paid meal cards are available through the Business Office each semester. These meal cards may be used in either the PUB or dining hall. All freshmen are required to purchase a meal card. Non-resident students are welcome at the dining hall.

Student Welfare
In making application to Presentation College, a student assumes the responsibility for a high standard of community life and Christian conduct that will promote their own best interests and the interests of the College. The student is responsible for acquainting themselves with the specific directives in the **Student Handbook** and those made known by means of the www.presentation.edu website, bulletin boards, resident meetings, and memos. Parents and others responsible for the student's welfare are expected to cooperate in upholding College policies.

The College reserves the right (and a student, by their act of registration, grants to the College the right) to require the withdrawal of any student when in the judgment of the College it is deemed necessary to safeguard its ideals of scholarship and/or character.

Registration at Presentation College implies acceptance of the standards and a knowledge of and compliance with applicable federal and state laws, city ordinances, and all College regulations. A student who is arrested and convicted of violating a law may be subject to disciplinary action by authorized College personnel. A felony as defined by civil

law would ordinarily constitute a serious offense. A written notification of permanent termination of student status and exclusion from further enrollment at Presentation College may be issued to any student who is guilty of a felony.

A student who has been convicted of a crime may be ineligible for certain licensure examinations, thereby limiting program choices. See specific program descriptions for more information.

Presentation College upholds the regulations of applicable state law which prohibits the sale of beer or alcoholic beverages to persons under the age of 21 years. A student may not have or consume beer or other alcoholic beverages anywhere on campus. The possession, use, or distribution of illicit (illegal) drugs or narcotics may be grounds for expulsion.

Sexual Harassment Policies and Procedures

Because sexual harassment is a form of sexual discrimination and compromises the attainment of the mission of Presentation College, the College strictly prohibits sexual harassment of its employees and students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and including dismissal for students and termination for employees. Refer to the **Student Handbook** for more information.

Substance Abuse

Presentation College is a drug-free workplace and complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The possession, use or distribution of illicit drugs and the abuse of alcohol and drugs/substances by students and employees on College property or as any part of the College's activities is prohibited.

It is the goal of Presentation College to provide a safe and healthy environment. Ongoing compliance with this policy statement is required of all students and employees. Consistent with local, state, and federal law, any student violating this policy may be referred for counseling or rehabilitation and satisfactory treatment, be fined, be placed on disciplinary probation, be suspended for a definite or indefinite period, or be expelled from the College. A student may be referred for prosecution for violations of local, state, or federal laws.

Smoking

Presentation College facilities are smoke-free. On main campus, smoking is permitted in designated smoking areas. One smoking area is located just north of the Nursing/Social Work building. For resident students, smoking is permitted next to the utility building between entrances six and seven.

Parking

It is the responsibility of all students, faculty and staff who operate a motor vehicle on College property to display a parking permit on their vehicle and to become familiar with all parking/traffic regulations and policies. Certain areas are reserved for visitors and handicapped only. Presentation College does not assume any responsibility for damage to or theft from any motor vehicle while parked on the grounds.

Daycare

Children are not allowed in class. A list of daycare facilities is located in the Student Services Office.

Student Appeal/Grievance Process

The appeal/grievance process is designed to afford all students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student's academic performance or progress. Such identified practice may be either academic or non-academic in nature. (See pages 35-37 of this catalog for the policy.)

Jurisdictions

The following distinction between major and minor violations is made for College reference and is not designed or meant to reflect civil law. In cases where civil law is violated, the offender is subject to arrest and punishment upon disciplinary action by civil authorities.

A major violation is an infraction which seriously offends the ethical and/or moral principals of the College community, endangers the well being of member(s) of the community, denies basic human rights or denies the community the use of the facilities. A felony as defined by civil law would constitute a serious offense. A minor violation is an infraction of a residence guideline, minor College policy, or is not seen as serious enough to fall into the category of major violation.

In cases where there is a question as to whether a violation is major or minor, the Dean of Students determines the level of violation.

Volunteer Service Program

The Volunteer Service Program is one of the most important components of Presentation College's education program. A student has the opportunity to give of their time and talents to different groups within the community. This gives the student an opportunity to discover their own personal gifts and talents.

The Volunteer Service Program is designed to give the student an opportunity to experience different volunteer settings. A list of volunteer opportunities is available in the Dean of Students Office.

Completing the Volunteer Service Program is a required part of being a student at Presentation College. There is no grade associated with the program; however, a record of volunteer work and other associated papers will be required. **All Presentation College degree-seeking students are required to complete 20 hours of volunteer service per academic year.** The purpose of this program is to help a student appreciate the gifts and opportunities they have been given in life. Also, to remember that we all have an obligation to give to our community which helps to nurture us in so many ways.

PC Help Desk

The PC Help Desk offers technical assistance and troubleshooting to students, faculty, and staff of Presentation College. The PC Help Desk is located at Room E202, Main building, at extension 411. This service is also available to distance students, who can arrange for technical assistance by calling 1-800-437-6060, ext. 411.

Academic Policies

ACADEMIC POLICIES

Registration and Enrollment Policies
A student is eligible to enroll in classes once the application file is complete and the student has been accepted. Registration is scheduled during the fall and spring semesters at select times for a currently enrolled student; see the academic calendar for dates. Registration is continuous for new students during publicized dates. A new student is invited to the campus by appointment for academic advising and registration.

Financial aid and billing are finalized on the day prior to the first day of class. Any student who has not completed the financial aid process, has a hold on their registration, or has outstanding financial obligations will not be allowed to attend class.

Academic Year
The academic year is divided into two semesters and summer sessions. Summer sessions may vary according to program requirements.

Presentation College offers the following degrees (program availability varies by campus):

Bachelor of Science:	**Associate of Science:**
Biology	Biology
Business	Business
Communication	Chemistry
Health and Wellness	Communication
Nursing	Medical Assistant
Radiologic Technology	Medical Laboratory Technology
Social Work	Medical Transcription (online only)
	Nursing (PCLC only)
Minors:	Radiologic Technology
Biology	Surgical Technology
Business Software	
Coaching	
Communication	**Associate of Arts:**
Criminal Justice	General Studies
Finance	English
Health Services Administration	Religious Studies
Human Resource Management	
Management	**Certificate:**
Psychology	Medical Transcription (online only)
Religious Studies	
Sports and Wellness	

Official Change in Registration

1. An add/drop request begins with the student's advisor and is processed online via the Internet
2. A student may drop courses within the publicized add/drop period (this is the 100% refund period)
3. A student may add courses during the publicized add/drop period (regardless of the course start date). The refund policy is described on page 22. Classes held in an accelerated format can be added or dropped according to the above policy regardless of start date; however, financial aid adjustments will not be made.

    Summer sessions' add/drop requirements may vary and are posted on the summer schedule

Student Classification
A student is considered full-time when enrolled in 12 or more credit hours per semester during the academic year. A student enrolled in fewer than 12 credit hours is classified as part-time. Only a full-time student in good standing is eligible for academic honors. Summer session classifications vary.

The number of semester credits completed towards graduation classifies a student in the following levels:
Freshman = 0 - 29 semester credits	Sophomore = 30 - 59 semester credits
Junior = 60 - 89 semester credits	Senior = at least 90 semester credits

Class Load
The recommended academic credit load is 12-15 credit hours during a regular semester and 6 credit hours during a summer session. To exceed 18 credit hours requires the recommendation of the faculty advisor, written approval of the Academic Dean, and a 3.00 cumulative (B) grade point average.

Attendance
Each student is expected to attend every class session and be on time. If for any reason a student must be absent from class, the responsibility of making up work rests entirely upon the student. Each faculty member has the responsibility to develop his/her own policy on class attendance. The instructor's attendance policy must be included in the syllabus. This should include statements regarding make-up work and the relationship of attendance to grading. The added costs of supervision for missed classes/clinicals may accrue to the student.

Faculty and administration will honor officially approved absences where individuals or groups are absent in the interest of the College. The director of the activity and the student will be responsible for notifying the appropriate faculty and staff prior to the absence. Officially approved absences may include tours, athletic competitions, field trips, and professional conferences.

Faculty are required to track student attendance and report Last Date of Attendance promptly.

Program Planning and Declaration
A degree program is comprised of major requirements, general education classes, and electives sufficient to meet the minimum hours for graduation. A student follows the requirements of the catalog in place at the time of enrollment into that program. Each student is provided with a degree checklist from the academic advisor. This checklist details the selected curriculum. The appropriate Department Chair and the Academic Dean must approve substitutions in the program checklist.

All Bachelor degree-seeking students, including transfers, should declare a major or program of study at the completion of 60 credit hours.

Course and Program Cancellation
The College reserves the right to cancel any course(s) or program(s) for which there is insufficient enrollment. A student enrolled in a program that is canceled will be given assistance in finding a way to complete the program.

Transfer of Credits
All credits accepted from another accredited institution become a part of the permanent record of the student. Courses for which any grade lower than a **"C-"** was earned and courses at the remedial level will not transfer. Some programs may restrict grades in certain courses to no lower than a **"C."** Courses at previous colleges granted credit by exam or credit for prior learning will not be accepted. Transfer grades are not included in computation of the Presentation College GPA. Prior to making application to the College, the prospective transfer student is invited to submit a transcript for academic evaluation at no charge.

Transcript of Records
A fee of $7.00, payable in advance, is required for a transcript. Written consent or a release form signed by the student must be on file in the Registrar's Office before a transcript will be sent. A copy of the transcript release form is available at http://www.presentation.edu/registrar/index.htm. An official transcript will not be given to a student nor will one from another institution be accepted from the student. Transfer of records is a direct transaction between institutions.

A request for a transcript by a student who is in debt to Presentation College will not be honored until the indebtedness has been paid.

Grading Policies
Grading System
Student achievement is determined by evaluative procedures according to objectives set by instructors. This achievement is reported by instructors and assigned grade points per credit hour according to the following:

A = 4.0 grade points - outstanding achievement
A- = 3.7 grade points
B+ = 3.3 grade points
B = 3.0 grade points - more than satisfactory performance
B- = 2.7 grade points
C+ = 2.3 grade points
C = 2.0 grade points - satisfactory performance
C- = 1.7 grade points
D+ = 1.3 grade points
D = 1.0 grade points - passing but less than satisfactory
              performance
D- = 0.7 grade points
F = 0.0 grade points - unsatisfactory performance

To calculate GPA, mutiply the grade points by the number of course credits. Then divide the total grade points by the total number of course credits.

Example: Course	Grade	Grade Points		Attempted Credits		Total points
BI123	A	4.0	x	3	=	12.0
BI134	B+	3.3	x	4	=	13.2

There are a total of 7 credits with a total of 25.2 grade points. 25.2 points divided by 7 credits = 3.60 GPA.

AU Audit. Not computed into GPA.

I Incomplete is given when some portion of the work is lacking for a satisfactory reason. A student who receives an **"I"** (Incomplete) in a course must complete the course by the last date to add a course in the next semester (spring/fall) or as designated on the Incomplete Contract. If the coursework is not completed by that date, the student will receive an **"F."** Any student with an **"I"** on his or her record cannot be considered for the President's List or Academic Dean's List in that semester until the Incomplete is graded.

P Pass. Not computed into GPA.

S Satisfactory performance. Not computed into GPA.

U Unsatisfactory performance. Not computed into GPA.

W Student- or College-initiated withdrawal through 60% of semester (publicized withdrawal date). Does not affect the grade point average, but is considered as credit hours attempted for financial aid purposes.

WF Student- or College-initiated withdrawal after 60% of semester (publicized withdrawal date). **WF is computed into the grade point average as 0.00 grade points per credit hour.**

If a student repeats a course, the record of both courses will be retained on the student's transcript. Only the last grade will be used for purposes of determining the student's cumulative GPA. A student may repeat a course three times.

A student who pursues a Bachelor's degree after being awarded an Associate's degree from Presentation College will have two cumulative GPAs on their academic record. The first GPA will include the coursework taken up to the completion of the Associate degree. The second GPA will begin at the point of readmission into the Bachelor's completion program. Transcripts will illustrate the complete academic record and note the separation of the GPAs.

Grade Reports
Grades are issued at the end of each semester. A student may not receive a transcript until outstanding financial accounts have been paid. A final grade report may be withheld from a student with an outstanding financial account.

Academic Standing
Academic Forgiveness Policy
The Academic Forgiveness option is available to a degree-seeking student re-entering Presentation College. This policy offers a currently enrolled student a one-time, one-year window of opportunity to petition for Academic Forgiveness, allowing the student who earlier had experienced academic difficulty to improve their academic standing and GPA. To be eligible for Academic Forgiveness the student must:

1. Have been absent from Presentation College for a minimum of three years; and
2. Be currently enrolled at Presentation College; and
3. Have completed a minimum of 12 credits with at least a 2.50 cumulative GPA in residence since readmittance to Presentation College; and
4. Not have completed a degree at Presentation College; and
5. Not have previously been awarded Academic Forgiveness at Presentation College; and
6. Have submitted the request for Academic Forgiveness within one year of readmittance

The student may be allowed to petition for Academic Forgiveness for one or two semesters' coursework completed at Presentation College prior to their absence by written request to the Academic Dean. All coursework will continue to be recorded on the student's official academic record and the semester(s) forgiven will be noted on the academic

transcript. All College credits earned during the semester(s) forgiven will be eliminated from the computation of the student's GPA and cannot be used to satisfy any graduation requirements.

The granting of Academic Forgiveness does not supersede institutional financial aid policies governing Satisfactory Academic Progress. The student should be aware that this policy might not be honored at other institutions of higher learning.

Good Academic Standing
A student is in Good Academic Standing if the cumulative GPA is 2.00 or above; select majors may require higher standards.

Academic Warning
When a student's semester GPA falls below 2.00 but the cumulative GPA remains above 2.00, the student is placed on academic warning. The advisor and student create strategies to remedy the situation.

Academic Probation
The purpose of academic probation is to warn a student of their scholastic standing. Notification of probationary status will be made in writing to the student from the Office of the Academic Dean, and a copy of the notice will be sent to the appropriate Department Chair and advisor.

A student who earns below a 2.00 cumulative GPA during any semester is placed on academic probation. Academic probation consists of the following restrictions for the welfare and guidance of the student:

1. The student should limit credits each semester
2. The student must set a regular series of appointments with their academic advisor

Academic Suspension
Based on credits attempted at Presentation College, a student will be subject to dismissal from the College if:

1. The student receives three Fs in one semester or four Fs in the last two semesters attended (including summer); or
2. The student's cumulative GPA falls below 2.00 for two consecutive semesters; or
3. The student's semester GPA falls below 0.75

A student may request appeal of a suspension within the timeframe designated in the suspension letter.

If appeal of the suspension is not granted, the student may seek readmission to the College as an unclassified student after one semester of suspension. Academic suspension will be noted on the transcript.

The readmission process to Presentation College requires the student to write a letter to the Academic Dean, detailing a proposed plan for addressing the issues which led to the student's suspension. The request for readmission will be reviewed by the Academic Dean. Conditions for readmission will include entrance on probationary status for the first semester. Additional requirements may include methods of remediation, mandatory counseling, mandatory appointments with the academic advisor, and/or specific class or clinical attendance requirements.

Other Grounds for Academic Suspension/Probation
1. A student may also be given an official warning and subsequent probation or suspension for continued absences from class, continued failure in assignments over a period of time, or an attitude depicting a lack of motivation and interest as documented by faculty over a period of time. Continuation of the condition after a semester of probation will be considered grounds for suspension.
2. The physical, mental and emotional well being of a student is an essential component of educational development. Therefore, a student may be requested by the College to submit evidence of health as determined by a physician or other qualified professional any time during the course of the student's education. If a student is believed to be an immediate threat to the safety of himself/herself or others, the College reserves the right to request the student to obtain immediate professional assistance, to withdraw, or to take a leave of absence for a specific period of time. The College reserves the right to request that a physician or other qualified professional be given authorization by the student to provide written documentation to Presentation College stating that the student is in good physical, mental and emotional health.

Administrative Withdrawal

The College reserves the right to administratively withdraw a student from a class or all classes if, in the judgment of the appropriate College officials, such withdrawal is in the best interests of the student and the College. A **"WF"** grade is given to a student with a College-initiated withdrawal after the last date to withdraw in each semester. A **"W"** may be given prior to the last date to withdraw. A **"WF"** is computed into the grade point average as 0.00 grade points per credit hour.

Active Duty

If a Title IV eligible student withdraws due to being called to active duty with the Armed Forces of the United States or has been otherwise impacted by military mobilization, the College performs the Return of Title IV Funds calculations that are required by federal statute and regulations (34OFR668.22). If the student is deployed before the last date to drop a class in the semester, the student may opt for an Incomplete or 100% refund. If the student is deployed after the last date to drop a class in the semester, provisions should be made for course completion.

Academic Recognition

President's List

To be eligible for the President's List, a student must have achieved a semester GPA of 4.00 taking at least 12 credits on a graded basis, with no grade(s) of Incomplete during the semester the student is eligible for the President's List.

Academic Dean's List

To be eligible for the Academic Dean's List, a student must have achieved a semester GPA of 3.50 or higher taking at least 12 credits on a graded basis, with no grade(s) of Incomplete during the semester the student is eligible for the Academic Dean's List.

Honors at Graduation

Academic Honors at commencement are based on cumulative GPA through the fall semester preceding graduation. A student who graduates with honors must have no grades lower than **"C."** Only Presentation College credit hours and grades are used in the computation. Actual degree honors will be based on the cumulative GPA at the time the degree is awarded and will be noted on the diploma and official transcript.

To be eligible for honors, a Bachelor's degree student must have 33 earned hours from Presentation College with the following cumulative GPA:

3.90 or above	Summa Cum Laude
3.70 to 3.89	Magna Cum Laude
3.50 to 3.69	Cum Laude

To be eligible for honors, an Associate's degree and Certificate student must have 18 earned hours from Presentation College with the following cumulative GPA:

3.90 or above	with Highest Honor
3.70 to 3.89	with High Honor
3.50 to 3.69	with Honor

Academic Standards and Appeals

Academic Integrity - Policies and Procedures

Inherent in the mission of Presentation College is the strong belief in the principle of academic integrity. Students' actions reflect their moral character and, by extension, the College's reputation. Therefore, all students are expected to recognize and abide by the following:

> It is a major responsibility of students and faculty to promote academic integrity. The College will not tolerate violations by cheating, plagiarism, fabrication and other academic misconduct.

Cheating

A student who cheats is claiming credit for work that is not of their own creation and for knowledge that they do not possess. The student is violating their own integrity as well as the integrity of the College. Examples of cheating include copying answers from another student on tests and class work; permitting someone else to copy answers from their test and work; using information and aids for test questions that have been prohibited.

Plagiarism

When a student applies or employs the words, ideas or work of someone else without proper documentation, they are plagiarizing the author of that material. A student who plagiarizes, either **intentionally** or **unintentionally**, violates

their integrity and the integrity of the College by claiming work that is not of their own creation or invention. A student should be aware that, even when they do not intend to plagiarize, they might still be technically guilty of academic misconduct if sources are not properly acknowledged and credited. Both intentional plagiarism and inaccurate documentation are threats to the integrity of the individual and the College. Clear thinking and responsible work depend on careful use of evidence, respect for other writers and the courteous and credible treatment of one's readers. Plagiarism includes the copying of words, sentences or passages from a text (this includes books, magazines, newspapers, pamphlets, another student's paper or a paper prepared by someone other than the student who submitted the paper) without indicating the source of those words, sentences or passages; using quotations inaccurately (exact wording and punctuation); paraphrasing or summarizing another writer's ideas, even if the writer is not quoted directly, without giving adequate credit to the author; failing to give adequate bibliographical information for referential purposes; and using graphs, charts, tables or other printed and visual aids without giving credit to the source of that information.

Fabrication
If a student deceives members of the academic community by inventing information or providing misinformation, the student is fabricating. Fabrication includes, but is not limited to, listing false bibliographical references; citing information not taken from the source indicated; falsely claiming the completion of a clinical, internship or field experience; inventing data or sources for academic assignments; taking quizzes or exams under false pretense; and falsely taking credit for another student's work in group projects.

Actions Related to Academic Integrity
Because breaches of academic integrity vary in degree and seriousness, actions taken against violators will be left to the discretion and judgment of the individual faculty member. If requested, the Academic Dean will serve as a reference for mediation.

When a faculty member discovers a violation of academic integrity, the student will be notified in writing within ten (10) business days of the charge. The faculty member and the student will then meet to discuss the violation and the action to be taken. Actions that may be taken include but are not limited to the following:

1. The student will receive an **"F"** grade or **"0"** on the exam, paper, project, coursework, etc.
2. The student will be failed in the course
3. The student will be dismissed from the program

The student may appeal the faculty member's decision or action by following the Student Appeal/Grievance Process outlined below.

For all **serious** and **substantiated** violations of integrity judged by the faculty to be intentional, the faculty member will submit in writing to the Academic Dean a description of the violation and the action taken against the student. Offenses which are considered serious include, but are not limited to, intentional cheating, plagiarism, or fabrication on a project, exam, etc. Upon evidence of two serious violations, the student will be dismissed from the College. The Academic Dean will send a written notification of such dismissal to the student, the Dean of Students, and the Registrar. The student may appeal the dismissal in writing to the Academic Dean if the student has evidence that the action was unjust, oppressive, discriminating or unfair.

Student Appeal/Grievance Process
Purpose
The appeal/grievance process is designed to afford all students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student's academic performance or progress. Such identified practice may be either academic or non-academic in nature.

Academic/Non-Academic Appeal/Grievance Defined
For the purpose of the policy and procedures that follow, an academic/non-academic appeal/grievance refers to a substantial complaint of a serious nature. It is a student's claim of injury or wrong resulting from a decision, practice, or act by a member or members of faculty, administration, or staff, which is arbitrary and capricious, unjust, oppressive, discriminatory, fundamentally unfair, or exceeds the limits of academic freedom. For any matter to give rise to such an appeal/grievance subject to these procedures, there must be clear and convincing evidence, which demonstrates either arbitrary or capricious action on the part of the individual faculty, administration, or staff member or action which is oppressive, discriminatory, fundamentally unfair, or which exceeds the limits of academic freedom. The evidence must also establish that such action was injurious. In all such appeals or grievances, the burden of proof and persuasion is upon the student.

Academic/Non-Academic Appeal/Grievance Process
A student who wishes to appeal or grieve academic or non-academic actions/decisions that are grievable is to follow appropriate channels of communication in seeking resolution of differences. **Note:** Ordinarily a final grade may not be appealed. In order for a student to pursue an appeal, the student must have specific concrete evidence that the grade was either erroneously or unfairly awarded. A challenge to a grade received in a course, comprehensive examination or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.

Informal Phase:
> When a student believes that they have a grievance or complaint related to their enrollment and successful progress at the College, the student should approach the instructor/staff/administrator directly and attempt to reach an understanding at that level. In those rare instances where a student believes that a direct approach might prejudice their standing, the student may bring the problem directly to the attention of the faculty/staff person's supervisor or Department Chair. This step must be initiated within 10 business days of the grieveable action. The Informal Phase shall last no longer than two weeks from the date the grievance was initiated.

Formal Phase:
Level 1.   In those instances in which a satisfactory resolution is not secured by direct approach to the instructor/ staff member/administrator, and in those instances where the grievance involved more than a single event/course or College employee, the student should then discuss their complaint first with the appropriate Department Chair and/or area supervisor within two weeks after the completion of the Informal Phase. The Chairperson/Supervisor may discuss the matter with the student and any involved faculty/staff separately or together. If the situation warrants, the Chairperson/Supervisor may solicit the views and opinions of other faculty members, staff, and/or students on the matter at issue and may use any departmental appeal or grievance mechanism that has been established. This decision must be given to all parties involved within 10 business days from the date Level 1 was initiated.

Level 2.   In those cases where a satisfactory resolution has not been secured at Level 1, the student may request a conference with the appropriate College administrator (Academic Dean, Dean of Students, Chief Financial Officer, or Dean of Admissions). In attempting to reach a clarification and resolution of the grievance, the administrator should meet with the concerned parties. This step must be initiated within five business days after the written decision has been rendered in Level 1. Prior to this meeting the administrator should have memos or letters from all involved persons stating the issues and describing the decisions reached in previous meetings. At the meeting with the administrator, each person concerned should review all letters and memos. New evidence relevant to the case may be brought forth at this time. After studying the facts, the administrator shall make a decision. This decision must be given to all parties involved within 10 business days from the date Level 2 was initiated.

Level 3.   In the event that the student or the faculty/staff member cannot accept the decision reached by the administrator, he or she may apply for a hearing before the Standing Committee on Student Grievances (SCSG). The composition of the committee and the procedures are listed below. This level must be initiated within five business days after the written decision has been rendered in Level 2.

   a.   Prior to a hearing before the SCSG, the Presentation College Student Senate President shall appoint two students from Student Senate (not from the department in which the grievance originates) to serve as student representatives on SCSG. If the grievance is academic, the President of Presentation College Faculty Assembly shall appoint two faculty members (not from the department of the grieved faculty) to serve as faculty representatives. If the grievance is non-academic, the Dean of Students shall appoint two College staff members (not from the area of the grieved staff person) to serve as College staff representatives.

   b.   In the instance of an academic grievance, the Chairperson of the committee chosen to hear the grievance shall be an Academic Department Chair appointed by the Academic Dean, not from the department of grieved faculty. In a non-academic grievance, the Chairperson of the committee shall be an Area Staff Supervisor appointed by the Dean of Students.

   c.   The five members will be notified by the appropriate administrator that they have been chosen to hear a grievance with the notice to state the time, date, and place of the hearing.

      d.   During the hearing, all individuals directly involved in the grievance must be present.

          1.   All letters, memos, documents and other tangible evidence introduced in previous hearings must be available to all parties at the hearing.

          2.   All parties to the grievance have the right to obtain witnesses. The College will cooperate with the grievant in securing witnesses and in making available specifically identified and relevant documentary and other evidence requested by the grievant, to the extent not limited by law.

          3.   There must be a tape recording of this hearing.

      e.   After careful consideration of all the evidence relevant to the grievance as presented at the hearing, the SCSG, by a majority vote, shall make a recommendation to the President regarding the disposition of the grievance within 30 days after the close of the hearing. Minority reports regarding the final disposition of the grievance shall be included with the recommendation.

Level 4.   The President renders the final institutional decision based upon a review of the record and the recommendations, findings, and conclusions of the SCSG. The President affirms, remands to the SCSG with specific instructions for further findings or conclusions, conducts such further investigation or hearing as the President deems necessary, or reverses or modifies the recommended disposition of the SCSG. If the President determines to reverse or modify the recommended disposition, the President states in detail the disagreement with the recommended disposition of the SCSG and, if the President disagrees with the findings or conclusions of the SCSG, the President makes available the findings and conclusions that are supported by a preponderance of the evidence in the record. The written decision of the President is rendered within 15 days after the issuance of the recommended decision of the SCSG. The President shall notify the parties involved.

Graduation Requirements

Because of the critical nature of the training and licensure established by the State and/or accrediting agencies, many of the programs at Presentation College require more hours to meet graduation requirements than are typical of some College programs. For example, the Associate of Science in Radiologic Technology program requires 91 credit hours. Associate degrees in the Department of Arts and Sciences are conferred upon the completion of program requirements and with a minimum of 60 hours and a cumulative GPA of 2.00.

A candidate for a degree or certificate for graduation is expected to be present for commencement ceremonies. A candidate for a degree or certificate must file an application on the web site at the time of registration for the final semester. A student who lacks the required credits for a certificate or degree may apply to the Academic Dean to participate in the May commencement ceremony of that year if they are within 11 credits of degree completion. The diploma will be awarded and dated at designated dates after the student completes all program requirements. A student who fails to complete all remaining requirements by the end of the next regular academic semester after they commenced will be required to re-apply for graduation.

A student follows the requirements of the catalog in place at the time of enrollment into the College. If College or major requirements are changed, a student may opt for the new requirements. A student who withdraws or is dismissed from the College or a major must follow the requirements of the catalog in place at the time of readmission into the College or major. The College reserves the right to change requirements.

A student who has completed the requirements for graduation but who has outstanding financial obligations to the College may not participate in the graduation ceremonies, and will receive the certificate/diploma and a release of transcript upon clearing their financial obligation with the Business Office.

PRESENTATION COLLEGE GENERAL EDUCATION PROGRAM FOR BACCALAUREATE PROGRAMS (6/2004)

Educational Philosophy and Purpose
In recognition of our diverse, rapidly changing world, Presentation College's general education program prepares undergraduates students for responsible citizenship, ethical leadership, and careers or further education.

Goals	Outcomes	Assessment
1. Graduates will read with understanding and think critically.	1a. Read and analyze a short written work concerning a topic of interest. 1b. Demonstrate the critical thinking skills common to particular general academic disciplines.	1a-b. Improvement in Academic Profile reading/critical thinking scores from entrance to exit. 1a. 70%+ score in reading comprehension quiz series (EN113 and EN133). 1b. 70%+ score in critical thinking/ argumentation project (EN133).
2. Graduates will express themselves clearly, correctly, and succinctly in writing.	2a. Compose a well-developed informative essay. 2b. Compose a well-developed argumentative essay. 2c. Compose a research-based essay correctly using multiple resource types.	2a-c. Improvement in Academic Profile writing score from entrance to exit. 2a-c. Improvement from entrance to exit in writing, as measured by faculty evaluation of student writing portfolio.
3. Graduates will identify and solve quantitative problems through application of mathematical principles.	3a. Perform the basic mathematical computations required to function in society. 3b. Use mathematical concepts and reasoning to solve college-level quantitative problems.	3a-b. Improvement in Academic Profile mathematics score from entrance to exit. 3a-b. Successful completion of final competency test in MA103 or MA243.
4. Graduates will effectively present their ideas orally.	4a. Make effective oral presentations. 4b. Analyze and critically evaluate elements of their own interpersonal communication skills.	4a. Achievement of passing score on a faculty-evaluated presentation, usually in the junior or senior year. 4b. Achievement of passing score on a faculty-evaluated self-assessment submitted with a tape of a group project work session, including a minimum of three students.
5. Graduates will possess a global perspective and an awareness of historical/ contemporary cultural diversity issues.	5a. Analyze historical events from a global perspective. 5b. Articulate interrelationships of individuals, societies, and historical/cultural context. 5c. Comprehend the diversity of perspectives among people of differing religious beliefs, backgrounds, races, genders, ages, sexual orientations, physical capabilities, and ethnicities.	5a-c. Improvement in Academic Profile social sciences score from entrance to exit. 5a-c. Successful completion of assessment tools in Social Science/Human Culture Core and cultural diversity courses.

Goals	Outcomes	Assessment
6. Graduates will understand how knowledge is obtained in natural science and demonstrate the critical reading and thinking skills necessary for such understanding.	6a. Demonstrate knowledge of a natural science's focus. 6b. Demonstrate the ability to apply the scientific method. 6c. Demonstrate skills in scientific problem solving, critical thinking and reading. 6d. Demonstrate the appropriate use of scientific equipment.	6a-d. Improvement in Academic Profile natural sciences score from entrance to exit. 6a. 70%+ score in departmentally-approved assessment tool in foundational science course. 6b-c. 70%+ score in departmental science outcome test in foundational science course. 6d. 70%+ score in final lab test in foundational science course.
7. Graduates will understand and appreciate artistic or literary works.	7a. Demonstrate understanding of the elements of a work of art, literature or music and integrate elements of particular work into an interpretation of the whole. 7b. Demonstrate competence in contextualizing artistic, literary or musical works.	7a-b. Improvement in Academic Profile humanities score from entrance to exit. 7a-b. 70%+ score in HFA Core course research assignment and/or 70%+ score in HFA Core course discussion rubrics tool.
8. While respecting the beliefs and values of all faiths, graduates will recognize the essential elements and understand the values of Christianity, especially within the Roman Catholic tradition.	8a. Demonstrate literacy in the beliefs and practices of Christianity, especially those within the Roman Catholic tradition. 8b. Understand and apply to moral issues the values of Christianity, especially those of the Roman Catholic tradition.	8a. Achievement of a minimum 75% score on a departmentally-approved comprehensive religious literacy exam. 8b. Demonstrated minimum competency in analysis of case study in moral dilemma.
9. Graduates will show proficiency in the use of technology.	9a. Use the computer as a word processing tool. 9b. Use the computer as a research tool.	9a. Achievement of a passing score on the computer proficiency test in word processing or successful completion of CS121. 9b. Achievement of a passing score on the computer proficiency test in Internet use or successful completion of CS191. 9b. Successful use of technology in completion of an academic project requiring research and/or presentation of findings.

PRESENTATION COLLEGE GENERAL EDUCATION PROGRAM FOR ASSOCIATE PROGRAMS (6/2004)

Educational Philosophy and Purpose
In recognition of our diverse, rapidly changing world, Presentation College's general education program prepares undergraduate students for responsible citizenship, ethical leadership, and careers or further education.

Goals	Outcomes	Assessment
1. Graduates will read with understanding and think critically.	1a. Read and analyze a short written work concerning a topic of interest. 1b. Demonstrate the critical thinking skills common to particular general academic disciplines.	1a-b. Improvement in Academic Profile reading/critical thinking scores from entrance to exit. 1a. 70%+ score in reading comprehension quiz series (EN113 and EN133). 1b. 70%+ score in critical thinking/ argumentation project (EN133).
2. Graduates will express themselves clearly, correctly, and succinctly in writing.	2a. Compose a well-developed informative essay. 2b. Compose a well-developed argumentative essay. 2c. Compose a research-based essay correctly using multiple resource types.	2a-c. Improvement in Academic Profile writing score from entrance to exit. 2a-c. Improvement from entrance to exit in writing, as measured by faculty evaluation of student writing portfolio.
3. Graduates will identify and solve quantitative problems through application of mathematical principles.	3a. Perform the basic mathematical computations required to function in society.	3a. Improvement in Academic Profile mathematics score from entrance to exit. 3a. Achievement of College-determined competency score in ACT mathematics sub-score for MA101 or 70%+ score in final departmental exam in MA101.
4. Graduates will possess an awareness of the multiple issues confronting individuals, cultures or societies.	4a. Demonstrate knowledge of basic concepts and issues that define the human as an individual OR Demonstrate knowledge of the basic issues that confront human cultures from a contemporary or historical perspective.	4a. Improvement in Academic Profile social sciences score from entrance to exit.
5. Graduates will understand how knowledge is obtained in natural science and demonstrate the critical reading and thinking skills necessary for such understanding.	5a. Demonstrate knowledge of a natural science's focus. 5b. Demonstrate the ability to apply the scientific method. 5c. Demonstrate skills in scientific problem solving, critical thinking and reading.	5a-c. Improvement in Academic Profile natural sciences score from entrance to exit. 5a. 70%+ score in departmentally-approved assessment tool. 5b-c. 70%+ score in departmental science outcome test.
6. While respecting the beliefs and values of all faiths, graduates will recognize the essential elements and understand the values of Christianity, especially within the Roman Catholic tradition.	6a. Demonstrate literacy in the beliefs and practices of Christianity, especially those within the Roman Catholic tradition. 6b. Understand and apply to moral issues the values of Christianity, especially those of the Roman Catholic tradition.	6a. Achievement of a minimum 75% score on a departmentally-approved comprehensive religious literacy exam. 6b. Demonstrated minimum competency in analysis of case study in moral dilemma.
7. Graduates will show proficiency in the use of technology.	7a. Use the computer as a word processing tool. 7b. Use the computer as a research tool.	7a. Achievement of a passing score on the computer proficiency test in word processing or successful completion of CS121. 7b. Achievement of a passing score on the computer proficiency test in Internet use or successful completion of CS191.

PRESENTATION COLLEGE GENERAL EDUCATION PROGRAM FOR SECOND DEGREES (6/2004)

Second Degrees and Completion Programs
Degree-seeking students who enter Presentation College with an Associate's or Bachelor's degree (from Presentation College or another accredited college or university) are eligible to complete the general education outcomes as outlined below. Students are encouraged to complete the Academic Profile at the earliest possible time to determine proficiency. If proficiency is proven upon entrance, the exit Academic Profile will not be required. Successful completion of any one will prove proficiency.

Educational Philosophy and Purpose
In recognition of our diverse, rapidly changing world, Presentation College's general education program prepares undergraduate students for responsible citizenship, ethical leadership, and careers or further education.

Goals	Outcomes	Assessment
1. Graduates will read with understanding and think critically.	1a. Read and analyze a short written work. 1b. Ability to think critically.	1a. (i) Transfer work equivalent to EN113 and EN133/EN313; or (ii) entrance Academic Profile score in reading that is one standard deviation above Presentation College exit reading score, averaged over five years; or (iii) CLEP/Portfolio equivalent to EN113 and EN133/EN313; or (iv) course enrollment in EN113 and EN133/EN313. 1b. (i) Transfer work equivalent to EN133/EN313; or (ii) entrance Academic Profile score in critical thinking that is one standard deviation above Presentation College exit critical thinking score, averaged over five years; or (iii) CLEP/Portfolio equivalent to EN133/EN313; or (iv) course enrollment in EN133/EN313.
2. Graduates will express themselves clearly, correctly, and succinctly in writing.	2a. Compose a well-developed informative essay. 2b. Compose a well-developed argumentative essay. 2c. Compose a well-developed research essay.	2a. (i) Transfer work equivalent to EN113; or (ii) entrance Academic Profile score in writing that is one standard deviation above Presentation College exit writing score, averaged over five years; or (iii) CLEP/Portfolio equivalent to EN113; or (iv) course enrollment in EN113. 2b-c. (i) Transfer work equivalent to EN133/EN313; or (ii) entrance Academic Profile score in writing that is one standard deviation above Presentation College exit writing score, averaged over five years; or (iii) CLEP/Portfolio equivalent to EN133/EN313; or (iv) course enrollment in EN133/EN313.

Goals	Outcomes	Assessment
3. Graduates will identify and solve quantitative problems through application of mathematical principles.	3a. Perform basic mathematical computations. 3b. Use mathematical concepts and reasoning to solve college-level quantitative problems.	3a. (i) Transfer work equivalent to MA101; or (ii) Entrance Academic Profile score in mathematics that is one standard deviation above Presentation College exit mathematics score, averaged over five years; or (iii) CLEP/Departmental Challenge/ Portfolio equivalent to MA101; or (iv) course enrollment in MA101. 3b. (i) Transfer work equivalent to MA103 or MA243; or (ii) entrance Academic Profile score in mathematics that is one standard deviation above Presentation College exit mathematics score, averaged over five years; or (iii) CLEP/Departmental Challenge/ Portfolio equivalent to MA103 or MA243; or (iv) course enrollment in MA103 or MA243.
4. Graduates will effectively present ideas orally.	4a. Effectively present ideas orally. 4b. Analyze and critically evaluate elements of own interpersonal communication skills.	4a. (i) Course enrollment in BU413 or NU454; or (ii) Portfolio equivalent to CT233. 4b. (i) Transfer work equivalent to CT233; or (ii) course enrollment in CT233, BU413, or NU454; or (iii) portfolio equivalent to CT233, BU413, or NU454.
5. Graduates will possess a global perspective and an awareness of historical/ contemporary cultural diversity issues.	5a. Analyze historical events from a global perspective. 5b. Comprehend the diversity of perspectives among people of differing religious beliefs, backgrounds, races, genders, ages, sexual orientation, physical capabilities, and ethnicities.	5a. (i) Transfer work equivalent to a Presentation College-specified Human Culture Core course; or (ii) Entrance Academic Profile score in social sciences that is one standard deviation above Presentation College exit social sciences score, averaged over five years; or (iii) CLEP/ Portfolio equivalent to a Presentation College-specified Human Culture Core course; or (iv) Course enrollment in a Human Culture Core course. 5b. (i) Transfer work equivalent to six credits of Presentation College-specified Cultural Diversity courses; or (ii) CLEP/ Portfolio equivalent to two Presentation College-specified Cultural Diversity courses; or (iii) course enrollment in two Cultural Diversity courses.

Goals	Outcomes	Assessment
6. Graduates will understand how knowledge is obtained in natural sciences and demonstrate the critical reading and thinking skills necessary for such under-standing.	6a. Demonstrate knowledge of a natural science's focus. 6b. Demonstrate ability to apply the scientific method. 6c. Demonstrate skills in scientific problem solving, critical thinking and reading. 6d. Demonstrate the appropriate use of scientific equipment.	6a-d. (i) Transfer work equivalent to a Presentation College-designated foundational science course; or (ii) entrance Academic profile score in natural sciences that is one standard deviation above Presentation College exit natural sciences score, averaged over five years; or (iii) CLEP/ Portfolio equivalent to a Presentation College-designated foundational science course; or (iv) course enrollment in foundational science course.
7. Graduates will understand and appreciate artistic or literary works.	7a. Demonstrate understanding of elements of work and integrate elements into interpretation of the whole. 7b. Demonstrate competency in contextualizing of work.	7a-b. (i) Transfer work equivalent to a Presentation College HFA Core course; or (ii) entrance Academic profile score in humanities that is one standard deviation above Presentation College exit humanities score, averaged over five years; or (iii) CLEP + research essay/ Portfolio equivalent to a Presentation College HFA Core course; or (iv) course enrollment in HFA Core course.
8. Recognize elements and understand values of Christianity, especially within the Roman Catholic tradtion.	8a. Demonstrate literacy in beliefs/ practices of Christianity, especially Roman Catholic. 8b. Understand and apply to moral issues the values of Christianity, especially those of the Roman Catholic faith.	8a. (i) Transfer work equivalent to RS123 or RS233; or (ii) Depart-mental Challenge/Portfolio equivalent to RS123 or RS233; or (iii) course enrollment in RS123 or RS233. 8b. (i) Transfer work equivalent to RS283; or (ii) Departmental Challenge/Portfolio equivalent to RS283; or (iii) course enroll-ment in RS283.
9. Graduates will show competency in the use of technology.	9a. Use the computer as a word processing tool. 9b. Use the computer as a research tool.	9a. (i) Transfer work comparable to CS121 plus portfolio of research paper or presentation; or (ii) Departmental Challenge/ Portfolio equivalent to CS121 plus portfolio of research paper or presentation; or (iii) course enrollment in CS121 plus portfolio of research paper or presentation. 9b. Transfer work comparable to CS191 plus portfolio of research paper or presentation; or (ii) Departmental Challenge/ Portfolio equivalent to CS191 plus portfolio of research paper or presentation; or (iii) course enrollment in CS191 plus portfolio of research paper or presentation.

General Education Core Requirements for the Baccalaureate Degree:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core Course	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition or RS233 Catholicism	3 crs
MA103 College Algebra or MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	**GE111 College Experience	1 cr
Laboratory Science	4 crs	Technology Competency	_____
Social Science/Human Culture Core Course	3 crs	**Total General Education Core:**	**29 crs**

AND:

Liberal Arts Track Requirements:

Humanities/Aesthetics Electives	9 crs
Social Science/Human Culture Electives	6 crs
Total Liberal Arts Credits:	**15 crs**

Total General Education Program/Liberal Arts Track = 44 credit hours.

OR:

Health Professions Track Requirements:

BI173 Human Anatomy & Physiology I	3 crs
BL171 A&P I Lab	1 cr
BI183 Human Anatomy & Physiology II	3 crs
BL181 A&P II Lab	1 cr
Social Science/Human Culture Electives	6 crs
Total Health Profession Credits:	**14 crs**

Total General Education Program/Health Professions Track = 43 credit hours.

**A student transferring in 12 credit hours or more of college credit with a cumulative GPA of 2.00 is exempt from GE111.

*Social Science/Human Culture Core Courses:

H373 Landmarks in the Human Culture	3 crs	A300W VT: History of World Art	3 crs
HS253 World Civilization I	3 crs	EN303 Elements and Forms of Literature	3 crs
HS263 World Civilization II	3 crs	EN326 British Literature I	3 crs
HS333 Modern Western Culture I	3 crs	EN329 British Literature II	3 crs
HS343 Modern Western Culture II	3 crs	EN346 American Literature I	3 crs
HS363 Developing Nations	3 crs	EN349 American Literature II	3 crs
RS303 World Religions	3 crs	EN353 Shakespeare	3 crs
SO353/SW353 Social Problems	3 crs	EN383 World Literature I	3 crs
		EN393 World Literature II	3 crs
		H373 Landmarks in the Human Culture	3 crs

*Humanities/Aesthetics Core Courses: (header appears above right column)

*Courses that meet the Cultural Diversity Requirement:

EN303 Elements and Forms of Literature	3 crs	HS323 The Middle Ages	3 crs
EN383 World Literature I	3 crs	HS333 Modern Western Culture I	3 crs
EN393 World Literature II	3 crs	HS343 Modern Western Culture II	3 crs
EN413 Mythology	3 crs	HS353 The American West	3 crs
H373 Landmarks in the Human Culture	3 crs	HS363 Developing Nations	3 crs
H423S Science, Gender & Knowledge	3 crs	RS303 World Religions	3 crs
HS253 World Civiliation I	3 crs	SO273/SW273 Introduction to Social Work	3 crs
HS263 World Civilization II	3 crs	SO353/SW353 Social Problems	3 crs
HS313 History & The American Indian	3 crs		

*Foundational Science Courses:

BI123/BL123 Concepts in Human Biology	4 crs	BI363/BL363 Human Nutrition	4 crs
BI134/BL134 General Biology	4 crs	CH114/CL114 General Chemistry	4 crs
BI173/BL171 Human Anatomy & Physiology I	4 crs	CH124/CL124 Principles of Organic/Biochemistry	4 crs
BI263/BL263 Intro to Medical Microbiology	4 crs	CH154/CL154 College Chemistry I	4 crs

*Social Science/Human Culture Elective Choices (any course from the areas of):

Psychology   History   Sociology

And the following course: H423S Science, Gender & Knowledge

*Humanities/Aesthetics Elective Choices (any course from the areas of):

Art	Religious Studies
Literature	And the following courses:
Music	CT113/PH103 Philosophy of Argumentation
Theater	CT413 Communication Theory
Philosophy	CT433 Interpersonal Communication
*Studio courses do not apply to this area.	H423S Science, Gender & Knowledge

General Education Requirements for the Associate Degree:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	*GE111 College Experience	1 cr
Science (lab not required)	4 crs	Mathematics Competency	
RS123 Christian Tradition or RS233 Catholicism	3 crs	Technology Competency	_____
RS283 Christian Ethics	3 crs	**Total General Education Core:**	**20 crs**

*A student transferring in 12 credit hours or more of college credit with a cumulative GPA of 2.00 is exempt from GE111.

Residence for Graduation

A minimum of 18 credit hours must be taken at Presentation College to meet residency requirements for the Associate's degree. A minimum of 33 credit hours must be taken at Presentation College for the Bachelor's degree. Individual petitions requesting waiver of the residency requirement must be submitted in writing to the Academic Dean prior to the beginning of the semester of entry. External academic credit/educational credit by examination will not satisfy the academic residency requirement.

General Graduation Requirements

Summary of Graduation Requirements

Before graduation, a student must meet the following requirements:

1. Apply for graduation on the web site prior to registering for the final semester
2. Satisfy all financial obligations with the College
3. Complete the following requirements:
   a. Successfully complete 120 hours for a Bachelor's degree or credits or as required for a program, or 60 hours for an Associate's degree with a minimum cumulative 2.00 GPA or as required per program; minors require a minimum of 18 credit hours
   b. Successfully complete a minimum of 30% of the degree in upper division courses for a Bachelor's degree
   c. Meet Presentation College residency requirements of 33 credits for the Bachelor's degree or 18 credits for the Associate's degree
   d. Complete all work and residency requirements pertaining to the major field (see program descriptions)
   e. Complete general education requirements
   f. Complete assessment requirements for the College and program; any student who fails to successfully complete any requirements remaining during the semester of graduation must apply for graduation in a later semester
   g. Complete six credit hours of Cultural Diversity courses (Bachelor's degree only)
   h. Technology Competency:
      <u>Word Processing</u>: The Bachelor's degree and Associate's degree graduate will have demonstrated, either through test scores or successful completion of appropriate coursework, competency in managing files, documents, and text, and using tables within a word processing program
      <u>Internet Skills</u>: The Bachelor's degree and Associate's degree graduate will have demonstrated, either through test scores or successful completion of appropriate coursework, competency in accessing web sites, using file extensions, search engines, browser features, and Internet terminology, and recognizing uses of the Internet
      <u>B.S. Exit Level</u>: The Bachelor's degree graduate will have demonstrated competency in using the Internet as a research tool and preparing and delivering multimedia presentations

i.   Volunteer Service Program:
The Volunteer Service Program is one of the most important components of Presentation College's education program. A student has an opportunity to give of their time and talents to different groups within the community. This gives the student an opportunity to discover their own personal gifts and talents.

The Volunteer Service Program is designed to give the student an opportunity to experience different volunteer settings. A list of volunteer opportunities is available in the Dean of Student's Office.

Completing the Volunteer Service Program is a required part of being a student at Presentation College. There is no grade associated with the program; however, a record of volunteer work and other associated papers will be required. **All Presentation College students are required to complete 20 hours of volunteer service per academic year.** The purpose of this program is to help a student appreciate the gifts and opportunities they have been given in life. Also, to remember that we all have an obligation to give to our community which helps to nurture us in so many ways.

External Academic Credit/Educational Credit By Examination

Credit hours may be earned through any one or combination of the following external credit programs. These credits will not satisfy the academic residency requirement.

1.   Advanced Placement Testing
2.   College Level Examination Program (CLEP)
3.   National League for Nursing Mobility Profile for LPNs or RNs
4.   Challenge credits. These are department/program administered examinations. The following conditions apply to these examinations: the course for which the examination is given is in the current College catalog; no CLEP or other national examination for the course is available; the student earns a minimum grade of **"B"**; this grade is not counted in the GPA
5.   Portfolio (portfolio applications and further information can be obtained from the Registrar's Office): adults learn throughout their lives on the job, in relationships, through reading, travel, hobbies, and life events. An adult student may have acquired college-level knowledge outside the classroom. College credit can be claimed for this knowledge by constructing a document called a portfolio that presents the evidence necessary for the student's learning to be evaluated. The portfolio assessment program has these three elements:
     a.   A College course description that serves as the standard against which the student's knowledge is measured
     b.   A personal narrative in which the student describes what they have done, what they have learned, and how they have applied their knowledge
     c.   Evidence from a variety of sources that supports the student's claim to knowledge

Online Courses

Certain courses are offered via the Internet. Online courses are reserved for distance students. However, a student on the Aberdeen campus may petition for consideration in online courses. The student should meet with their academic advisor to determine eligibility requirements.

Allied Health

DEPARTMENT OF ALLIED HEALTH

The Department of Allied Health offers the Bachelor of Science in Radiologic Technology as well as Associate of Science degree programs in Radiologic Technology (RT), Medical Assisting (MA), Medical Laboratory Technology (MLT), Medical Transcription (MT), and Surgical Technlogy (ST). It also offers a certificate program in Medical Transcription (CMT). The Radiologic Technology, Medical Assisting, Medical Laboratory Technology, and Surgical Technology programs are accredited by their respective professional accrediting agencies. Successful completion of each Allied Health program will allow the graduate to take the national certifying examination in that health care area.

Admission/Progression: The Department of Allied Health accepts students into the department who meet the College's and Allied Health program's admission criteria. Most students will then apply for acceptance into a specific program during their first or second semester. These students will be evaluated according to the specific program's admission criteria. Note: many programs have a limited capacity; early application is advised.

Readmission to Programs: The Department of Allied Health will evaluate all applications for readmission to Allied Health programs. The Department acknowledges the responsibility of readmitting only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health and professional suitability to the applicable allied health area; however, the Department encourages application for program readmission.

Requirements for programs with clinical component (this includes RT, ST, MLT, and MA):

1. The health form and the following immunizations must be completed:

    a. Tetanus (booster every 10 years)
    b. Polio (proof of initial series)
    c. Measles, Mumps, Rubella or titer/screening showing immunity (if born after 1956, you must have two (2) doses of MMR)
    d. Tuberculosis skin test (if there is a positive result, the student must have a negative chest x-ray). This is an annual requirement.
    *e. Hepatitis B (proof of series of three)

2. *Current in American Heart Association Heart Saver Plus throughout the clinical experience.
3. All students entering an Allied Health program must meet that program's listed Technical Standards. These standards are required levels of communication skills, motor skills and visual acuity.
4. **Confidentiality** is required of all students in Allied Health programs. Any breach in confidentiality may result in Departmental dismissal.

    *Items 1.e. and 2. must be verified by the beginning date of the first clinical. The Hepatitis B series needs to be completed through the second immunization prior to the first clinical. The series needs to be completed during that academic year. Proof of immunization and current CPR completion must be submitted to the program advisor in order to attend the first clinical session.

RADIOLOGIC TECHNOLOGY PROGRAM (B.S. or A.S. DEGREE)

The radiologic technologist, under the supervision of a radiologist, produces radiographic images and assists the radiologist in general fluoroscopic and special procedures.

There are two types of baccalaureate radiologic technology programs:

1. College-Based
2. Off-Campus Clinical

The College-based program accepts students following the freshman year in Pre-Radiologic Technology and the completion of RT102. Students accepted to this program continue to take on-campus coursework while rotating through Presentation College's RT clinical sites. The College-based program consists of six semesters and three summer sessions. Eight semesters of clinical experience are integrated into the curriculum.

The off-campus clinical program has two distinct phases. Pre-Radiologic Technology students complete the on-campus curriculum requirements in the first two years of the program. In the fall semester of the sophomore year, these students apply for admission to an accredited hospital-based school of radiologic technology. The 24-month clinical internship is an integration of clinical instruction and technical study. The College grants 64-67 semester hours of credit for the courses taken during the clinical years. Admission to a hospital-based program is competitive and decisions are rendered by hospital staff.

The Associate degree program is three years in length. The first year is on-campus, while the second and third years consist of clinical internship in an accredited hospital-based school of radiologic technology. In the fall semester of the freshman year these students apply for admission to an accredited hospital-based school of radiologic technology.

Degree completion is available for a certified radiologic technologist for either the off-campus Bachelor or Associate degree. Proof of current American Registry of Radiologic Technologists (ARRT) registration must be provided. Sixty-four to sixty-seven (64-67) semester hours blanket credit in radiologic technology will be granted after the student has successfully completed all other requirements for the specific degree.

Admission to Pre-Radiologic Technology
Admission to the Pre-Radiologic Technology program is required to complete any of the three Radiologic Technology programs. Only applicants with an ACT of 18 or greater will be considered. The applicant must have completed any basic courses required on the basis of the ACT scores.

In order to ensure patient safety and welfare, the applicant must meet the **technical standards:**

1. Sufficient eyesight to observe patients, manipulate equipment and accessories, and evaluate radiographs for quality
2. Sufficient hearing to communicate effectively with members of the health care team and patients
3. Sufficient gross and fine motor coordination to effectively manipulate equipment and accessories, lift a stack of radiographic cassettes, and respond promptly to patient needs
4. Satisfactory verbal and written skills to effectively and promptly communicate in English
5. Satisfactory intellectual and emotional functions to ensure patient safety and to exercise independent judgment and discretion in the performance of assigned responsibilities

Progression in Pre-Radiologic/Radiologic Technology
The Pre-Radiologic Technology student will complete the academic requirements toward either the Bachelor of Science degree or the Associate of Science degree in Radiologic Technology. A minimum cumulative GPA of 2.50 and at least a "C" in all RT courses (including Anatomy & Physiology and Medical Terminology) are required for progression in the program. The student may apply for re-entry, although the program will readmit only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, technical standards, and professional suitability. **No student will be allowed to enter or re-enter after twice receiving less than a "C" in an RT course or less than a "C" in any two RT courses (this includes BI162, BI173, BL171, BI183, and BL181).** The RT102 course has a limited capacity. Preference will be given to students earning the highest GPA. Students desiring placement into the College-based program must spend two half days at Avera St. Luke's Hospital or Immanuel St. Joseph's Hospital observing in the Radiology Department.

Admission to College-Based Radiologic Technology Program
Pre-Radiologic Technology students desiring a position in the College-based Bachelor of Science program will be evaluated by the RT program officials of Presentation College. Evaluation will be based on math and science backround, GPA, ACT scores, progression in all prerequisite courses, interview, and references. Candidates accepted will be admitted to the three-year radiologic technology classes and associated clinicals which are conducted at Avera St. Luke's Hospital (up to 10 positions per year are currently available) and other clinical sites.

Admission to the Bachelor of Science or Associate of Science Off-Campus Clinical
Pre-Radiologic Technology students desiring admittance to hospital-based accredited, radiologic technology programs will be provided assistance in applying for a position. The College cannot guarantee admittance to any accredited hospital-based program; however, a student in good standing in the Presentation College Bachelor of Science or Associate of Science in Radiologic Technology program will be in a competitive position with regard to most other applicants applying to that program. All hospital-based Radiologic Technology programs charge tuition. Financial aid is available for this cost and Presentation College's tuition cost. Students enrolled in the Off-Campus Clinical program do not qualify for institutional scholarship programs.

Graduation and Certification

Prior to their final semester in the Bachelor of Science or Associate of Science curriculum, the student may apply for graduation. The student must have a minimum cumulative GPA of 2.50 in order to graduate. All graduates are eligible to take the national certifying examination. **Note:** A person who has been convicted of a felony offense or any crime involving moral turpitude is generally not eligible to write the national certifying exam. The applicant should contact the American Registry of Radiologic Technologists (ARRT) to determine eligibility.

The College-based Bachelor of Science in Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY REQUIREMENTS:

RT106 Radiologic Technology I	6 crs	RT323 Radiologic Technology VI	13 crs
RT201 Radiologic Technology II	13 crs	BI183 Human Anatomy & Physiology II	3 crs
RT302 Radiologic Technology III	13 crs	BL181 A&P II Lab	1 cr
RT306 Radiologic Technology IV	6 crs	MA103 College Algebra	3 crs
RT313 Radiologic Technology V	13 crs	**Total AS RT Credits**	**71 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS283 Christian Ethics	3 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
BI173 Human Anatomy & Physiology I	3 crs	GE111 College Experience	1 cr
BL171 A&P I Lab	1 cr	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	
or RS233 Catholicism	3 crs	**Total General Education Credits**	**20 crs**

BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY (COLLEGE-BASED) REQUIREMENTS:

RT102 Introduction to Radiologic Technology	2 crs	RT312 Special Imaging Equipment	2 crs
RT112 Patient Care	2 crs	RT315 Clinical V	5 crs
RT121 Principles of Radiation Protection	1 cr	RT322 Image Evaluation	2 crs
RT131 Ethics & Law	1 cr	RT332 Radiation Protection & Radiobiology	2 crs
RT208 Procedures I	2 crs	RT333 Procedures IV	3 crs
RT209 Clinical I	3 crs	RT343 Clinical VI	3 crs
RT212 Procedures II	2 crs	RT402 Procedures V	2 crs
RT224 Radiation Physics	4 crs	RT403 Clinical VII	3 crs
RT233 Clinical II	3 crs	RT411 Introduction to Quality Improvement	1 cr
RT244 Radiation Exposure/Image Formation	4 crs	RT432 Radiographic Pathology	2 crs
RT283 Clinical III	3 crs	RT433 Clinical VIII	3 crs
RT303 Procedures III	3 crs	RT443 RT Senior Seminar	3 crs
RT305 Clinical IV	5 crs	**Total BS RT Credits**	**66 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	One four-credit lab science:	4 cr
MA103 College Algebra/MA243 Statistics	3 crs	BI134/BL134 General Biology I	
CT233 Comm Skills I: Interpersonal Comm	3 crs	BI363/BL363 Human Nutrition	
RS123 Christian Tradition		CH124/CL124 Principles of Organic/Biochemistry	
or RS233 Catholicism	3 crs	CH114/CL114 General Chemistry	
RS283 Christian Ethics	3 crs	CH154/CL154 College Chemistry I	
GE111 College Experience	1 cr	PC114/PL114 Fundamentals of Physics II	
Social Science/Human Culture Core	3 crs	Technology Competency	
		Total General Education Credits	**29 crs**

HEALTH PROFESSIONS TRACK REQUIREMENTS:

BI173 Human Anatomy & Physiology I	3 crs
BL171 A&P I Lab	1 cr
BI183 Human Anatomy & Physiology II	3 crs
BL181 A&P II Lab	1 cr
Social Science/Human Culture Electives	6 crs
Total Health Professions Credits	**14 crs**

ELECTIVES:

*Restricted Electives	9 crs
Any General Elective	9 crs
Total Elective Credits	**18 crs**

*These electives must be chosen outside the disciplines of radiologic technology and the natural sciences.

BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY (OFF-CAMPUS) REQUIREMENTS:

RT106 Radiologic Technology I	6 crs	RT313 Radiologic Technology V	13 crs
RT201 Radiologic Technology II	13 crs	RT323 Radiologic Technology VI	13 crs
RT302 Radiologic Technology III	13 crs	RT443 RT Senior Seminar	3 crs
RT306 Radiologic Technology IV	6 crs	**Total RT Off-Campus Credits**	**67 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS283 Christian Ethics	3 crs
EN133 College Composition II	3 crs	GE111 College Experience	1 cr
MA103 College Algebra/MA243 Statistics	3 crs	CH114/CL114 General Chemistry	4 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	Social Science/Human Culture Core	3 crs
RS123 Christian Tradition		Humanities/Aesthetics Core	3 crs
or RS233 Catholicism	3 crs	Technology Competency	____
		Total General Education Credits	**29 crs**

HEALTH PROFESSIONS TRACK REQUIREMENTS:

ELECTIVES:

BI173 Human Anatomy & Physiology I	3 crs	*Restricted Electives	9 crs
BL171 A&P I Lab	1 cr	Any General Elective	8 crs
BI183 Human Anatomy& Physiology II	3 crs	**Total Elective Credits**	**17 crs**
BL181 A&P II Lab	1 cr		
Social Science/Human Culture Electives	6 crs	*These electives must be chosen outside the disciplines	
Total Health Professions Credits	**14 crs**	of radiologic technology and the natural sciences.	

BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY - COMPLETION

Admission/Progression

Students who have earned an Associate degree from an accredited institution of higher learning and who are currently registered with the ARRT are eligible for this program. A minimum of 127 credits is required for a Presentation College Bachelor of Science degree in Radiologic Technology, including the 36 required credits listed below. Upon the receipt of official transcripts, each student will receive a personal degree audit approved and official degree completion plan. Students are required to complete all required courses with a grade of **"C"** or better in each of the following courses:

BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY - DEGREE COMPLETION REQUIREMENTS:

BU393 Human Resources Management	3 crs	RT353 Cross-Sectional Anatomy	3 crs
BU423 Health Service Finance	3 crs	RT363 Educational Methods	3 crs
BU433 Health Care Administration	3 crs	RT373 Quality/Risk Management	3 crs
BU443 Supervisory Management	3 crs	RT383 Pathophysiology	3 crs
BU473 Survey of Leadership Theories	3 crs	RT395 Computers in Radiology	3 crs
MA243 Statistics	3 crs	**Total BS RT Completion Credits**	**36 crs**
MR143 Pharmacology	3 crs		

ELECTIVES:

Electives to reach 127 credit hours

GENERAL EDUCATION OUTCOMES (see pages 41-43)

MEDICAL ASSISTING PROGRAM

Medical assistants are multi-skilled practitioners who work primarily in doctors' offices, clinics and health maintenance organizations. They are part of the allied health care professions, whose role is to assist with the care and treatment of patients in both administrative and clinical procedures. The Medical Assisting program requires four semesters and a summer session. A nine-week externship at a clinical site is integrated into the curriculum. The Presentation College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Admission/Progression

Students must be successfully admitted to the College and successfully complete any required basic skills course(s) before applying to the program. To accomplish the essential requirements of the Medical Assisting (MA) program, all students must demonstrate ability in the following **technical standards:**

1. Communication by accurately carrying out verbal instructions and written procedures, and by writing reports on journal articles
2. Manual dexterity when performing phlebotomy
3. Visual acuity by accurately observing urine sediment findings
4. Emotional stability by appropriate patient and instructor interactions

Clinical experience is integrated into the program and is obtained at a variety of clinical sites in the area. A **"C"** grade or above (or Pass) must be earned in all MA courses, BI162, BI173, BL171, BI183, BL181, PS133, and a cumulative 2.00 GPA must be maintained in order to qualify at an externship site. The Medical Assisting student who does not achieve a 17 on the mathematics section of the ACT test must complete competencies in Basic Mathematics (MA089) prior to PB102. All MA students must meet the Associate degree general education mathematics competency requirement prior to graduation by either an ACT subscore in mathematics of 20 or above or completion of MA101 with a **"C"** or above. Students must also demonstrate performance consistent with the criteria established by the clinical facilities and Presentation College MA faculty. Failure to meet the above criteria will result in dismissal from the program.

Certification

Graduating students of a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are eligible to take the national CMA examination conducted by the certifying board of the American Association of Medical Assistants. Upon passing the exam, the CMA (Certified Medical Assistant) credential is awarded. The graduate is also eligible to take the national certifying test from the American Medical Technologists (AMT) and become a Registered Medical Assistant (RMA).

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING REQUIREMENTS:

ME122 Medical Law and Ethics	2 crs	PB102 Lab Safety/Intro to Phlebotomy	2 crs
ME132 Urinalysis	2 crs	BI183 Human Anatomy & Physiology II	3 crs
ME143 Pharmacology	3 crs	BL181 A&P II Lab	1 cr
ME203 Medical Transcription	3 crs	BI162 Medical Terminology	2 crs
ME212 Introduction to Medical Coding	2 crs	CS121 Introduction to Word Processing	1 cr
ME223 Medical Office Procedures	3 crs	CS141 Introduction to Spreadsheets	1 cr
ME274 Medical Assisting I	4 crs	CS181 Introduction to Database	1 cr
ME283 Medical Assisting II	3 crs	CT233 Comm Skills: Interpersonal Comm	3 crs
ME292 Medical Assisting Externship	12 crs	**Total AS MA Credits**	**50 crs**
ML142 Orientation to Medical Lab	2 crs		

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS283 Christian Ethics	3 crs
EN133 College Composition II	3 crs	PS133 General Psychology	3 crs
BI173 Human Anatomy & Physiology I	3 crs	GE111 College Experience	1 cr
BL171 Human A&P I Lab	1 cr	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	
or RS233 Catholicism	3 crs	**Total General Education Credits**	**20 crs**

MEDICAL LABORATORY TECHNOLOGY PROGRAM

A medical laboratory technician performs diagnostic laboratory tests in the areas of hematology, immunology, chemistry, and microbiology. This program requires three semesters and a summer session on campus, and one semester at a clinical site. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880.

Admission/Progression

Students must be accepted to the College and successfully complete any required basic skills course(s) before applying to the program. To accomplish the essential requirements of the MLT program, all students must demonstrate ability in the following **technical standards:**

1. Communication by accurately carrying out verbal instructions and written procedures and by writing reports on journal articles
2. Manual dexterity when performing phlebotomy
3. Visual acuity by observing urine sediment findings
4. Emotional stability by appropriate patient and instructor interactions

Clinical experience is during the student's last semester at an approved clinical site. A **"C"** grade or above must be earned in all major requirement courses and BI263/BL263 Introduction to Medical Microbiology, and a cumulative 2.00 GPA must be maintained. The student must also demonstrate performance consistent with criteria established by Avera St. Luke's Laboratory and Presentation College MLT faculty. Failure to meet the above criteria will result in dismissal from the program.

The Associate of Science in Medical Laboratory Technology degree is granted by Presentation College to students successfully completing the outlined curriculum and Presentation College's graduation requirements. The graduate is then eligible to take the national examination given by the Board of Registry of the American Society of Clinical Pathologists or the National Certification Agency.

ASSOCIATE OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:

ML133 Urinalysis and Body Fluid Analysis	3 crs	BI173 Human Anatomy & Physiology I	3 crs
ML142 Orientation to Medical Lab	2 crs	BI183 Human Anatomy & Physiology II	3 crs
ML224 Clinical Chemistry	4 crs	BI294/BL294 Diagnostic Microbiology	4 crs
ML236 Sophomore Clinical I	6 crs	CH154/CL154 College Chemistry I	4 crs
ML246 Sophomore Clinical II	6 crs	CH164/CL164 College Chemistry II	4 crs
ML264 Immunology/Blood Banking	4 crs	MA103 College Algebra	3 crs
ML274 Hematology	4 crs	PB102 Lab Safety/Intro to Phlebotomy	2 crs
BI162 Medical Terminology	2 crs	**Total AS MLT Credits**	**54 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE111 College Experience	1 cr
BI263/BL263 Intro to Medical Microbiology	4 crs	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	
or RS233 Catholicism	3 crs	**Total General Education Credits**	**20 crs**
RS283 Christian Ethics	3 crs		

*Graduates of Presentation College's Associate of Science in Medical Laboratory Technology are eligible to complete a Bachelor of Science degree in Clinical Laboratory Science (CLS) through the University of North Dakota. The University of North Dakota agrees to transfer a total of 60 credits from the Presentation College MLT program.

SURGICAL TECHNOLOGY PROGRAM

The Surgical Technology program prepares the student to become a member of the surgical team, delivering patient care in the operating room. The program consists of academic courses integrated with clinical courses in a hospital setting. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Admission/Progression
Admission to the College and the Pre-Surgical Technology program is required prior to application for a position in the clinical portion of the program. Pre-Surgical Technology program applicants will be evaluated on the basis of their ACT scores and grades in BI162, BI263/BL263, ST112 and ST114 prior to acceptance. Students must successfully complete any required basic skills course(s) before applying to the program.

A **"C"** grade or above must be earned in all required courses for this major, and a cumulative 2.00 GPA must be maintained. The student must also demonstrate performance consistent with the criteria established by Avera St. Luke's Hospital and other clinical affiliates and the **technical standards** of the program. In order to ensure patient safety, the student must demonstrate:

1. The visual acuity to observe sterile technique and manipulate equipment and supplies
2. An auditory level to communicate effectively with members of the health care team and patients
3. Sufficient gross and fine motor coordination to effectively manipulate supplies, instruments and equipment, lift a tray of instruments, and respond promptly to patients' needs
4. Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the performance of assigned responsibilities

Failure to meet the above criteria will result in dismissal from the program.

Admission to the Surgical Technology Program
The Surgical Technology faculty will evaluate pre-Surgical Technology students at the end of the first year for progression into the clinical phase of the program. Evaluation will be based on GPA, grades in ST courses, and satisfactory demonstration of program technical standards as stated above. Students will be notified by letter of program acceptance or non-acceptance status by May 15.

Associate Degree
An Associate of Science in Surgical Technology is granted to those students successfully completing the outlined curriculum and Presentation College's graduation requirements.

Students who successfully complete the Associate degree program are eligible to take the national certification examination.

ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY REQUIREMENTS:

ST112 Clinical Lab	2 crs	BI162 Medical Terminology	2 crs
ST114 Surgical Techniques	4 crs	BI173 Human Anatomy & Physiology I	3 crs
ST135 Clinical Practicum I	5 crs	BL171 A&P I Lab	1 cr
ST210 Clinical Practicum II	10 crs	BI183 Human Anatomy & Physiology II	3 crs
ST225 Surgical Procedures I	5 crs	BL181 A&P II Lab	1 cr
ST242 Pharmacology for the Surg Tech	2 crs	BI263/BL263 Intro to Medical Microbiology	4 crs
ST244 Surgical Procedures II	4 crs	**Total AS ST Credits**	**46 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE111 College Experience	1 cr
CT233 Comm Skills I: Interpersonal Comm	3 crs	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	
or RS233 Catholicism	3 crs	**Total General Education Credits**	**19 crs**
RS283 Christian Ethics	3 crs		

MEDICAL TRANSCRIPTION PROGRAM

A Medical Transcriptionist is a medical language specialist who interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, and prognosis. The medical transcriptionist is an important link in the documentation of patient care for the facilitation of healthcare delivery. A Certificate or Associate of Science Degree is offered in this program.

Admission/Progression (Associate degree)
Applicants will be evaluated on the basis of their ACT scores, high school or college GPA (or GED), and previous healthcare experience. Students must successfully complete competencies in writing and basic mathematics skills before applying to the program. Progression in the program is achieved by obtaining a minimum of 40 wpm on a timed typing test upon completion of MR113 Introduction to Transcription.

The Associate degree student must maintain a GPA of 2.00 or greater, pass all MT Associate degree major requirements, BI113, and demonstrate performance consistent with the criteria established by the medical records department of the clinical site. Failure to meet the above criteria will result in dismissal from the program. The Associate degree program consists of four semesters and a summer session. A six-week clinical experience is integrated in the curriculum. The Associate degree graduate needs to meet all graduation requirements to obtain the Associate degree.

Medical Transcription students who desire an Associate of Science degree in Medical Transcription will take additional core general education and business courses.

ASSOCIATE OF SCIENCE IN MEDICAL TRANSCRIPTION REQUIREMENTS:

MR113 Introduction to Transcription	3 crs	CS121 Introduction to Word Processing	1 cr
MR125 Beginning Medical Transcription	5 crs	BI162 Medical Terminology	2 crs
MR133 Lab Medicine/Physical Exam	3 crs	BU133 Principles of Business	3 crs
MR142 Human Diseases	2 crs	BU233 Accounting I	3 crs
MR143 Pharmacology	3 crs	Business Elective	3 crs
MR153 Medical Records/Ethics/Coding	3 crs	CT233 Comm Skills I: Interpersonal Comm	3 crs
MR214 Advanced Medical Transcription	4 crs	**Total AS MT Credits**	**44 crs**
MT206 Medical Transcription Clinical	6 crs		

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS283 Christian Ethics	3 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		GE111 College Experience	1 cr
or RS233 Catholicism	3 crs	Mathematics Competency	
BI113 Introduction to Anatomy & Physiology	3 crs	Technology Competency	
		Total General Education Credits	**19 crs**

ELECTIVES:
Any General Elective	3 crs

Certification
Upon completion of the courses, along with Presentation College's graduation requirements, the student will be awarded an Associate of Science degree in Medical Transcription. Those students desiring national certification are eligible to take the Medical Transcriptionist Certification Exam. The exam consists of two parts, written and practical. One must pass Part I (written) before taking Part II (practical). For details regarding the certification exam see www.aamt.org

MEDICAL TRANSCRIPTION PROGRAM (cont'd)

Admission/Progression (Certificate)

Applicants will be evaluated on the basis of their ACT scores, high school or college GPA (or GED), and previous healthcare experience. Students must successfully complete competencies in writing and basic mathematics skills before applying to the program. Progression in the program is achieved by obtaining a minimum of 40 wpm on a timed typing test upon completion of MR113 Introduction to Transcription.

The Certificate student must maintain a GPA of 2.00 or greater, pass all courses with a **"C"** or above, and demonstrate performance consistent with the criteria established by the medical records department of the clinical site. Failure to meet the above criteria will result in dismissal from the program. The one-year certificate program consists of two semesters of general education and foundational medical science, followed by a six-week clinical at a hospital or another clinical facility as arranged.

MEDICAL TRANSCRIPTION CERTIFICATE REQUIREMENTS:

MR113 Introduction to Transcription	3 crs	MT206 Medical Transcription Clinical	6 crs
MR125 Beginning Medical Transcription	5 crs	BI162 Medical Terminology	2 crs
MR133 Lab Medicine/Physical Exam	3 crs	BI113 Introduction to Anatomy & Physiology	3 crs
MR142 Human Diseases	2 crs	CT233 Comm Skills I: Interpersonal Comm	3 crs
MR143 Pharmacology	3 crs	CS121 Word Processing	1 cr
MR153 Medical Records/Ethics/Coding	3 crs	**Total MT Certificate Credits**	**38 crs**
MR214 Advanced Medical Transcription	4 crs		

Certification

After successful completion of the courses, the student will be awarded a Certificate in Medical Transcription by Presentation College. Those students desiring national certification are eligible to take the Medical Transcriptionist Certification Exam. For details regarding the certification exam see www.aamt.org

Arts & Sciences

DEPARTMENT OF ARTS AND SCIENCES

The Department of Arts and Sciences offers both Bachelor and Associate degrees. A Bachelor of Science is offered in Biology, Communication, and Health and Wellness. Associate degrees in Biology, Chemistry, Communication, English, General Studies, and Religious Studies, are also offered.

In addition to its degree programs, the Department of Arts and Sciences offers a variety of minors for its own majors as well as for other baccalaureate programs.

The Department of Arts and Sciences also offers a range of individual courses that enables the student to pursue a liberal arts education while also pursuing a program of the student's choice. The course offerings of the department foster a breadth of educational background and instill an educational curiosity for lifelong learning.

COMMUNICATION

The Communication degree is a flexible program that offers a wide variety of elective choices.

This degree prepares students in critical reading, critical thinking, and critical writing, and it provides them with a certain amount of technical expertise in communication. The breadth and depth of coursework in both communication and elective areas prepare students for entry-level positions in communication or for advanced degree programs in specific areas.

For students to succeed in this program, they must be "go-getters." It is not enough to do well in all the coursework. Those students who are interested in fields which incorporate sophisticated communication skills must demonstrate to prospective employers, through their words and actions, that they are self-starters.

For this reason, students who are serious about pursuing the Communication degree and seeking employment in the area of communication need to avail themselves of opportunities to volunteer in fields related to communication.

Admission and Progression
Application for acceptance into the Communication degree program may be made at the end of the semester in which the student is enrolled in CT233. Continuation in the program requires a cumulative GPA of 2.50.

BACHELOR OF SCIENCE IN COMMUNICATION REQUIREMENTS:

CT113 Philosophy of Argumentation	3 crs	Communication/Related Electives	
CT323 Comm Skills II: Public Speaking	3 crs	(approved by department)	6 crs
CT353 Field Experience II	3 crs	EN423 Advanced Composition	3 crs
CT463 Research Project in Communication	3 crs	BU412 Communication in Organizations	3 crs
CT483 Communication Senior Seminar	3 crs	BU473 Survey of Leadership Theories	3 crs
Communication Technology Elective	3 crs	**Total BS Communication Credits**	**33 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	GE111 College Experience	1 cr
EN133 College Composition II	3 crs	Social Science/Human Culture Core:	
MA103 College Algebra/MA243 Statistics	3 crs	HS333 Modern Western Culture I	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	Laboratory Science	4 crs
RS123 Christian Tradition		Humanities/Aesthetics Core	3 crs
or RS233 Catholicism	3 crs	Technology Competency	
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**29 crs**

LIBERAL ARTS TRACK REQUIREMENTS:

		ELECTIVES:	
Humanities/Aesthetics Electives:	9 crs	*Restricted Electives	9 crs
CT413 Communications Theory		General Electives	34 crs
CT433 Interpersonal Communication		**Total Electives**	**43 crs**
One additional H/A elective			
Social Science/Human Culture Electives:	6 crs	*These electives must be chosen outside the discipline	
HS343 Modern Western Culture II		of the major and minor.	
One additional SS/HC elective			
Total Liberal Arts Credits	**15 crs**		

ASSOCIATE OF SCIENCE IN COMMUNICATION REQUIREMENTS:

CT113 Philosophy of Argumentation	3 crs	One course from the following disciplines:	
CT233 Comm Skills I: Interpersonal Comm	3 crs	Sociology	3 crs
CT253 Field Experience I	3 crs	Literature	3 crs
CT323 Comm Skills II: Public Speaking	3 crs	Psychology	3 crs
Communication Electives	9 crs	**Total AS Communication Credits**	**30 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	____
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	10 crs

ENGLISH

The Associate of Arts degree in English is a 60 credit, two-year degree which consists of general education requirements, major requirements, and electives. This degree is preparation for a wide variety of bachelor degree programs and careers. The abilities to write clearly, synthesize information, and speak with clarity and effectiveness are valuable assets in any field.

ASSOCIATE OF ARTS IN ENGLISH REQUIREMENTS:

CT233 Comm Skills I: Interpersonal Comm	3 crs	English Electives (200-400 level)	15 crs
Humanities Electives (not in English)	9 crs	**Total AA English Credits**	**27 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	____
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	13 crs

RELIGIOUS STUDIES

Students earn the Associate of Arts degree in Religious Studies to prepare for work in religious education, to prepare for advanced studies in religion, theology, or ministry, or simply for their own personal spiritual or academic enrichment.

ASSOCIATE OF ARTS IN RELIGIOUS STUDIES REQUIREMENTS:

CT233 Comm Skills I: Interpersonal Comm	3 crs	Religious Studies Electives	15 crs
Humanities Electives (not in English)	9 crs	**Total AA Religious Studies Credits**	**27 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	____
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	13 crs

GENERAL STUDIES

The Associate of Arts degree in General Studies is a 60 credit, two-year degree which consist of general education requirements, major requirements, and electives. It is a balanced curriculum that forms a good basis for a wide range of bachelor degree programs and careers.

ASSOCIATE OF ARTS IN GENERAL STUDIES REQUIREMENTS:

CT233 Comm Skills I: Interpersonal Comm	3 crs	Two of the following:	6 crs
Humanities Electives		EN326 British Literature I	
(not in area of concentration)	9 crs	EN329 British Literature II	
Two of the following:	6 crs	EN346 American Literature I	
HS213 History of the United States I		EN349 American Literature II	
HS223 History of the United States II		Social Science/Human Culture Electives	6 crs
HS253 World Civilization I		**Total AA General Studies Credits**	**30 crs**
HS263 World Civilization II			

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	_____
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	10 crs

HEALTH AND WELLNESS DEGREE

Presentation College offers a Bachelor of Science degree in Health and Wellness. This program offers all students an opportunity to develop skills and knowledge that are vital in developing a personal, lifetime wellness concept. The primary objective is for individuals to develop a life-span involvement in physical activity and health-related behaviors.

The curriculum is designed to ensure that students have the disciplinary knowledge and professional skills necessary for the development of strategies and programs that promote healthy lifestyles. The Health and Wellness program is designed to prepare students for entry-level positions in fitness, wellness, and health promotion programs in corporate, business, resort or community settings. After completing the program, students may choose to become certified in various health professions. They may also choose to earn a graduate degree in a health-related field.

BACHELOR OF SCIENCE IN HEALTH AND WELLNESS REQUIREMENTS:

HW112 First Aid/Emergency Care	2 crs	HW413 Senior Seminar in Wellness	3 crs
HW113 Introduction to Wellness	3 crs	HW496 Wellness Internship	6 crs
HW343 Fitness Measurements & Prescriptions	3 crs	HW Electives	12 crs
HW373 Exercise Physiology	3 crs	HW3082 Introduction to Biomechanics	2 crs
HW393/BI393 Kinesiology	3 crs	BI363 Human Nutrition	3 crs
		Total BS HW Credits	**40 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition	
MA103 College Algebra/MA243 Statistics	3 crs	or RS233 Catholicism	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	RS283 Christian Ethics	3 crs
BI173 Anatomy & Physiology I	3 crs	GE111 College Experience	1 cr
BL171 A&P I Lab	1 cr	Technology Competency	_____
Social Science/Human Culture Core	3 crs	**Total General Education Credits**	**29 crs**

LIBERAL ARTS TRACK REQUIREMENTS:

Humanities/Aesthetics Electives	9 crs	**ELECTIVES:**	
PS133 General Psychology	3 crs	* Restricted Electives	9 crs
PS153 Developmental Psychology	3 crs	Any General Electives	27 crs
Total Liberal Arts Credits	**15 crs**	**Total Elective Credits**	**36 crs**
		* These electives must be chosen outside the discipline of Health & Wellness	

BIOLOGY

Students who wish to attend graduate school to study chiropractic medicine, mortuary science, physician's assisting, physical therapy, occupational therapy, medicine, optometry, dentistry, veterinary medicine, or other professional areas may usually meet the professional schools' entrance requirements while completing a biology degree. All pre-professional students must determine the specific requirements of the school(s) they wish to attend, and they should work closely with an advisor at Presentation College to develop a plan of study. In addition, graduates of the Biology program can seek immediate workplace placement in such areas as medical research, pharmaceutical sales, ethanol development, or a number of other employment opportunities.

BACHELOR OF SCIENCE IN BIOLOGY REQUIREMENTS:

BI134 General Biology I	4 crs	CH164 College Chemistry II	4 crs
BI144 General Biology II	4 crs	CH303/CL303 Organic Chemistry I	4 crs
BI162 Medical Terminology	2 crs	CH313/CL313 Organic Chemistry II	4 crs
BI183 Human Anatomy & Physiology II	3 crs	CH314 Biochemistry	4 crs
BL181 A&P II Lab	1 cr	MA243 Statistics	3 crs
BI263/BL263 Intro to Medical Microbiology	4 crs	PC104 Fundamentals of Physics I	4 crs
BI303 Genetics	3 crs	PC114 Fundamentals of Physics II	4 crs
BI400 Biology Research and Seminar	3 crs	Upper Level Science Elective	3-4 crs
CH154 College Chemistry I	4 crs	**Total BS Biology Credits**	**58-59 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition	
MA103 College Algebra	3 crs	or RS233 Catholicism	3 crs
BI173 Human Anatomy & Physiology I	3 crs	RS283 Christian Ethics	3 crs
BL171 A&P I Lab	1 cr	GE111 College Experience	1 cr
CT233 Comm Skills I: Interpersonal Comm	3 crs	Technology Competency	_____
Social Science/Human Culture Core	3 crs	**Total General Education Credits**	**29 crs**

LIBERAL ARTS TRACK REQUIREMENTS:

Humanities/Aesthetics Electives	9 crs	
Upper Level Psychology Elective	3 crs	
PS353 Abnormal Psychology	3 crs	
Total Liberal Arts Credits	**15 crs**	

ELECTIVES:

*Restricted Electives	9 crs
Any General Electives	9 crs
Total Electives	**18 crs**

*These electives must be chosen outside the discipline of the natural sciences.

ASSOCIATE OF SCIENCE DEGREE IN BIOLOGY REQUIREMENTS:

BI134 General Biology I	4 crs	BI263/BL263 Intro to Medical Microbiology	4 crs
BI144 General Biology II	4 crs	MA103 College Algebra	3 crs
BI173 Human Anatomy & Physiology I	3 crs	CH154 College Chemistry I	4 crs
BL171 A&P I Lab	1 cr	CH164 College Chemistry II	4 crs
BI183 Human Anatomy & Physiology II	3 crs	Science Electives	8 crs
BL181 A&P II Lab	1 cr	**Total AS Biology Credits**	**39 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	_____
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	1-3 crs

CHEMISTRY

Presentation College's Associate of Science degree in Chemistry prepares students for a career in a variety of entry-level positions. Graduates may find employment opportunities in areas such as biotechnology, chemical manufacturing, chemical or medical research, forensics, and pharmaceuticals. The Associate of Science degree in Chemistry is strongly recommended for pre-chiropractic, pre-dental, pre-medical, pre-pharmacy, pre-veterinary, or other professional areas.

The curriculum is designed to provide students with the scientific knowledge and skills necessary to transfer into a baccalaureate program in chemistry. Students are advised to counsel with the college/university of their choice to determine if the courses recommended by Presentation College are applicable at a transfer institution offering a bachelor's degree in chemistry.

ASSOCIATE OF SCIENCE IN CHEMISTRY REQUIREMENTS:

CH154 College Chemistry I	4 crs	Physics	8 crs
CH164 College Chemistry II	4 crs	Science Electives	8 crs
CH303/CL303 Organic Chemistry I	4 crs	MA103 College Algebra	3 crs
CH313/CL313 Organic Chemistry II	4 crs	**Total AS Chemistry Credits**	**39 crs**
CH314 Biochemistry	4 crs		

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Science (lab not required)	4 crs
EN133 College Composition II	3 crs	Social Science/Human Culture Elective	3 crs
RS123 Christian Tradition		Mathematics Competency	
or RS233 Catholicism	3 crs	Technology Competency	
RS283 Christian Ethics	3 crs	**Total General Education Credits**	**20 crs**
GE111 College Experience	1 cr		

ELECTIVES:

Any General Electives	1-3 crs

ARTS & SCIENCES MINORS

BIOLOGY REQUIREMENTS:

BI134/BL134 General Biology I	4 crs
BI144/BL144 General Biology II	4 crs
BI263/BL263 Intro to Medical Microbiology	4 crs
Upper Level Biology Electives	5 crs
Total Biology Minor Credits	**17 crs**

COMMUNICATION REQUIREMENTS:

CT113 Philosophy of Argumentation	3 crs
CT323 Comm Skills II: Public Speaking	3 crs
CT413 Communication Theory	3 crs
Communication Technology Elective	3 crs
Communication Electives	3 crs
BU412 Communication in Organizations	3 crs
Total Communication Minor Credits	**18 crs**

COACHING REQUIREMENTS:

HW333 Prevention & Treatment of Athletic Injuries	3 crs
BI173 Human Anatomy & Physiology I	3 crs
BL171 A&P I Lab	1 cr
HW373 Exercise Physiology	3 crs
HW393/BI393 Kinesiology	3 crs
HW3082 Biomechanics	2 crs
Two of the following:	4 crs
HW250 Theory of Coaching Baseball	
HW251 Theory of Coaching Basketball	
HW252 Theory of Coaching Soccer	
HW253 Theory of Coaching Volleyball	
Total Coaching Minor Credits	**19 crs**

PSYCHOLOGY REQUIREMENTS:

PS153 Developmental Psychology	3 crs
PS313 Theories of Personality	3 crs
PS343 Social Psychology	3 crs
PS353 Abnormal Psychology	3 crs
Upper Level Psychology Electives	3 crs
Total Psychology Minor Credits	**18 crs**

SPORTS/WELLNESS REQUIREMENTS:

BU3003/HW3003 Planning Sports Facilities	3 crs
HW112 First Aid/Emergency Care	2 crs
HW263 Fitness Activities	3 crs
HW373 Exercise Physiology	3 crs
HW393/BI393 Kinesiology	3 crs
Health/Wellness Elective	3 crs
Total Sports/Wellness Minor Credits	**17 crs**

RELIGIOUS STUDIES REQUIREMENTS

RS283 Christian Ethics	3 crs
RS303 World Religions	3 crs
Scriptural Electives	6 crs
Religious Studies Electives	6 crs
Total Religious Studies Minor Credits	**18 crs**

Business
&
Technology

DEPARTMENT OF BUSINESS & TECHNOLOGY

The **Department of Business & Technology** offers Bachelor of Science and Associate of Science degrees in Business with minors in management, business software, finance, human resource management, health services administration and sports/wellness. The department is initially accredited by the International Assembly for Collegiate Business Education.

BACHELOR OF SCIENCE IN BUSINESS

Business majors will experience a program designed to provide students with the best preparation possible for a successful career in managing people and organizations. The business internship provides students with supervised practical experience that relates to their field of study while obtaining course credit. This allows students to apply knowledge and skills acquired in their academic program to practical on-the-job situations which enhance student learning and preparation for careers in all types of organizations and/or successful entrance to graduate school. Students enrolled in the Bachelor of Science in Business program must also seek a minimum of one Business minor.

Students are required to complete the business curriculum with a **"C"** or better in each of the following courses, along with the courses included in the minor. In addition to the general education requirements, the following courses are included in the Business curriculum:

BACHELOR OF SCIENCE IN BUSINESS REQUIREMENTS:

BU233 Accounting I	3 crs	BU494 Internship	3 crs
BU243 Accounting II	3 crs	BU4023 Production Operations	3 crs
BU323 Business Finance	3 crs	CS203 Computer Management Systems	3 crs
BU333 Business Law I	3 crs	EC243 Introductory Macroeconomics	3 crs
BU353 Marketing	3 crs	EC253 Introductory Microeconomics	3 crs
BU413 Business Management	3 crs	**Total Business Credits**	**33 crs**

MINOR: (minimum of one Business minor)   **18 crs**
(see minors)

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS123 Christian Tradition	
EN133 College Composition II	3 crs	or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	GE111 College Experience	1 cr
Laboratory Science	4 crs	Mathematics Competency	
Social Science/Human Culture Core	3 crs	Technology Competency	
Humanities/Aesthetics Core	3 crs	**Total General Education Credits**	**29 crs**

LIBERAL ARTS TRACK REQUIREMENTS:		**ELECTIVES:**	
Humanities/Aesthetics Electives	9 crs	* Restricted Electives	9 crs
Social Science/Human Culture Electives	6 crs	Any General Electives	16 crs
Total Liberal Arts Credits	**15 crs**	**Total Elective Credits**	**25 crs**
		*These electives must be outside the discpline of the major.	

BUSINESS MINORS

MANAGEMENT REQUIREMENTS:

BU363 Small Business & Cooperative Mgt	3 crs
BU393 Human Resources Management	3 crs
BU422 Theories of Organization	3 crs
BU443 Supervisory Management	3 crs
BU483 Management Policy & Strategy	3 crs
Business Elective	3 crs
Total Management Minor Credits	**18 crs**

BUSINESS SOFTWARE REQUIREMENTS:

CS293W/BU3203 Web Site Planning	3 crs
CS293E/BU3223 E-Trading	3 crs
CS3013/BU3013 Multimedia Applications	3 crs
CS3033/BU3033 Advanced Microsoft Office	3 crs
CS3023/BU3023 Desktop Publishing	3 crs
Business/Computer Science Elective	3 crs
Total Business Software Minor Credits	**18 crs**

FINANCE REQUIREMENTS:

(**Note:** for this minor, Accounting I, Accounting II, and Business Finance are required as prerequisites)

BU3243 Money and Banking	3 crs
BU403 Cost Accounting	3 crs
BU407 Income Tax Accounting	3 crs
BU4103 Intermediate Finance	3 crs
BU3043 Managerial Accounting	3 crs
MA193 Calculus I	3 crs
Total Finance Minor Credits	**18 crs**

HUMAN RESOURCES MGT REQUIREMENTS:

BU393 Human Resources Management	3 crs
BU4043 Labor Management Relations	3 crs
CT323 Comm Skills II: Public Speaking	3 crs
PS343/SO343 Social Psychology	3 crs
SW323 Institutional Racism/Sexism	3 crs
Business/Social Work Elective	3 crs
Total HRM Minor Credits	**18 crs**

HEALTH SERVICES ADMIN. REQUIREMENTS:

BU383 Health Care Marketing	3 crs
BU423 Health Service Finance	3 crs
BU433 Health Care Administration	3 crs
SW303 Death and Dying	3 crs
SW411 Social Work Special Topics	3 crs
Business/Social Work Elective	3 crs
Total Health Services Admin. Minor Credits	**18 crs**

ASSOCIATE OF SCIENCE IN BUSINESS

Students complete an Associate of Science in Business by following the first two years in the Business degree. This option permits students who meet the necessary requirements to either graduate with an Associate of Science degree or continue toward a Bachelor of Science degree in Business.

Students are required to complete the business curriculum with a grade of **"C"** or better in each course. The remaining credits will be electives.

ASSOCIATE OF SCIENCE IN BUSINESS MANAGEMENT REQUIREMENTS:

BU233 Accounting I	3 crs	CS203 Computer Management Systems	3 crs
BU243 Accounting II	3 crs	CT233 Comm Skills: Interpersonal Comm	3 crs
BU333 Business Law I	3 crs	Business/Computer Electives	3 crs
BU363 Small Business & Cooperative Mgt	3 crs	EC243 Introductory Macroeconomics	3 crs
BU393 Human Resources Management	3 crs	EC253 Introductory Microeconomics	3 crs
BU413 Business Management	3 crs	**Total Associate Business Credits**	**36 crs**
Business Electives	3 crs		

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Social Science/Human Culture Elective	3 crs
EN133 College Composition II	3 crs	GE111 College Experience	1 cr
Science (lab not required)	4 crs	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	
or RS233 Catholicism	3 crs	**Total General Education Credits**	**20 crs**
RS283 Christian Ethics	3 crs		

BACHELOR OF SCIENCE IN BUSINESS - COMPLETION

Students who have earned an Associate degree in any field from an accredited institution of higher learning are eligible for this program. A minimum of 120 credits is required for a Presentation College Bachelor of Science degree in Business, 33 of which must be earned from Presentation College's Business Department. The business courses below OR other advanced business courses approved by the department chair may apply. Upon the receipt of an official transcript, each student will receive a personal degree audit approved and official degree completion plan.

Students are required to complete the business curriculum with a grade of **"C"** or better in each of the following courses:

BACHELOR OF SCIENCE IN BUSINESS DEGREE COMPLETION REQUIREMENTS:

BU233 Accounting I	3 crs	BU4023 Production Operations	3 crs
BU243 Accounting II	3 crs	CS203 Computer Management Systems	3 crs
BU323 Business Finance	3 crs	EC243 Introductory Macroeconomics	3 crs
BU333 Business Law I	3 crs	EC253 Introductory Microeconomics	3 crs
BU353 Marketing	3 crs	MA243 Statistics	3 crs
BU413 Business Management	3 crs	**Total BS Business Completion Credits**	**36 crs**
BU494 Internship	3 crs		

ELECTIVES:
Electives to reach 120 credit hours

GENERAL EDUCATION OUTCOMES (see pages 41-43)

SUPPLEMENTAL ACTIVITIES IN BUSINESS

Although the classroom and internship experiences are the major components of the educational process, it is not the only means of learning available. Students are encouraged to supplement their formal coursework by becoming active in student organizations. The Presentation College Business Club provides experiences essential in the areas of leadership, cooperation, and professional development.

The PC Help Desk also offers opportunities for technical experience through internships and/or work-study positions. The PC Help Desk offers technical assistance and troubleshooting to students, faculty, and staff of Presentation College.

Nursing

DEPARTMENT OF NURSING

The Department of Nursing offers the Bachelor of Science in Nursing and Associate of Science in Nursing programs. The associate program began in 1966. The traditional four-year baccalaureate nursing program began in 1995. This program also provides the opportunity for the registered nurse with an Associate degree or diploma in nursing to earn a Bachelor of Science in Nursing degree. The BSN completion program for RNs began in 1990. The Department of Nursing also allows licensed practical nurses to establish credit for selected nursing courses in both the Bachelor and Associate degree programs. Graduates of the traditional Bachlelor and Associate degree programs are eligible to take the NCLEX licensing examination for registered nurses.

Both the Bachelor and Associate degree programs are fully accredited by the National League for Nursing Accrediting Commission (NLNAC) and are approved by the South Dakota Board of Nursing. Additionally, the BSN program is approved by the North Dakota and Minnesota Boards of Nursing.

OVERVIEW OF PROGRAMS

Bachelor of Science in Nursing Program (Aberdeen and Fairmont Campuses)

Baccalaureate nursing education has as its goal the education of professional nurses who have a broad knowledge of nursing, the physical and behavioral sciences, and the humanities. Graduates provide leadership in nursing and collaborate with other professionals in the health care system, assume responsibility for competent nursing practice and continued professional development, and demonstrate commitment to the profession. In order to prepare generalists in nursing for beginning-level professional practice, learning experiences are designed to foster the development of critical thinking and analytical reasoning skills, decision-making abilities, and competent nursing practice. Baccalaureate degree completion courses are available at various distance education sites.

Associate of Science in Nursing Program (Lakota Campus Only)

Associate degree education in nursing prepares the graduate to assume the role of a registered nurse competent to serve in entry-level nursing positions. Associate degree nurses are skilled in technical aspects of nursing care and are qualified to give bedside care, most commonly in a hospital setting or extended care facility. The Associate degree nursing program combines principles from nursing, other sciences, and liberal arts essential to the practice of nursing. Clinical experiences may be in Eagle Butte, Pierre, Mobridge, Aberdeen, Yankton, and other sites.

ADMISSION TO ALL NURSING PROGRAMS
(General Requirements and Information)

The Department of Nursing acknowledges the responsibility of admitting to a program only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and professional suitability for nursing.

Students newly admitted and re-entering Presentation College should carefully read the Presentation College catalog. Special attention should be directed to the section pertaining to Academic Policies.

The Nursing Student Handbook is updated and distributed at the beginning of each academic year. It is the student's responsibility to obtain a copy of the policies and be familar with the policies. The policies are a guide as the student progresses through the program.

The Department of Nursing reserves the right to refuse admission to any student who does not meet the established criteria for program admission. Additionally, the Department of Nursing reserves the right to revoke the admission of any applicant or suspend any student who has falsified or withheld the required admission information. The following criteria must be met to be considered for admission to the first nursing course.

The student must:

1. Be admitted to Presentation College and complete specified pre-nursing or non-nursing courses
2. Students may repeat non-nursing natural science courses only one time
3. **Students who have earned less than a 2.00 ("C") in two science courses at Presentation College or another institution (same course repeated or two different courses) will not be admitted**
4. Have no felony convictions. A student with a felony conviction should contact the South Dakota Board of Nursing (SDBN) before seeking admission. The SDBN may declare such a person ineligible to write the NCLEX.
5. Submit to criminal background screening; cost is incurred by the student. See policy in Nursing Student Handbook regarding interpretation of results.

6.   Provide completed health form and proof of the following immunizations no later than <u>August 1st</u>:
    a.   Tetanus (booster every 10 years)
    b.   Polio (proof of initial series)
    c.   Two doses of Measles, Mumps, Rubella vaccine or proof of positive immune titers
    d.   Tuberculosis (Mantoux) skin test, or if positive, a written statement from a health care provider documenting completion of drug therapy and certifying the absence of active disease. The TB skin test or certification is an annual requirement. The student must be covered for the academic year, August through May.
    e.   Hepatitis B vaccine series of three (must show proof of at least the first vaccination in the series by August 1 and must complete the series during the first year after enrolling in a nursing course)

7.   Hold current certification in CPR for the Health Care Provider (two-person; infant, child and adult; AED). This certification must remain current throughout enrollment in nursing courses. It may be necessary to be recertified during the summer to meet this requirement. Certification is valid for up to two years.
8.   Maintain a cumulative GPA of 2.50 or higher
9.   Satisfactorily complete a self-assessment
10.   Submit satisfactory professional character references
11.   Satisfactorily perform functional assessment motor exam

NOTE:

1.   All prerequisite courses must be completed before enrollment in a course with the prefix NU, NA or NB
2.   A student must be admitted to a nursing program and have been given a place in a class before final registration for any course with the prefix NU, NA, or NB is allowed
3.   A tuition deposit is required by July 1 after notification of admission
4.   **Any student for whom health requirements will expire during a semester will not be allowed to register for any course beginning with the NL prefix**
5.   Courses with the prefix NU, NA, or NB may not be audited
6.   Unclassified students may not enroll in courses with the prefixes of NU, NA, or NB
7.   To enroll in some nursing courses, the student may need the approval of the Department of Nursing Chairperson
8.   Due to the complexity of orientation to a nursing clinical course the first week of the semester, late registration after a nursing class has begun is not permitted
9.   The Department of Nursing reserves the right to change the curriculum as deemed necessary to maintain current practice knowledge and to meet updated accreditation criteria and standards

Policy on Payment and Refund of Clinical Lab Fees

Students enrolled in any nursing course at Presentation College which includes a lab or clinical component beginning with the prefix NL are assessed a clinical lab fee for the course according to the fee schedule published in the College catalog. Clinical and laboratory experiences are an integral part of these nursing courses and must be completed according to specific guidelines as established for each course in order to attain educational outcomes necessary for the student to successfully complete the course. This applies whether courses are completed in the traditional classroom setting or by alternative methods including independent study or in a concentrated or accelerated format. If the course is completed for academic credit, no full or partial refund will be given for any nursing lab or clinical fee associated with a course section beginning with the NL prefix. Requests for refunds for withdrawal will otherwise be given according to the standard College refund policy. Students who successfully challenge an entire course which would otherwise include a clinical or lab component are assessed a challenge fee in lieu of the standard course lab fee as described in the College catalog.

ADMISSION TO BACHELOR OF SCIENCE IN NURSING PROGRAM

The Traditional Bachelor of Science in Nursing Program

Applicants are considered on an individual basis. Each student should have completed a College preparatory program that included:

English and literature - 8 semesters

History

Mathematics (algebra, geometry, trigonometry, calculus) - 4-8 semesters

Laboratory science (chemistry 2-4 semesters, biology 2-4 semesters)

Social studies

Natural sciences

Upper level rank in high school graduating class

Aptitude test scores - American College Test (ACT). Scores must be dated within five years. *Individuals who have not taken an ACT should contact the Admissions Office*

Types of Admission to the program:

Pre-Nursing

College-accepted students demonstrating the potential to succeed may be admitted to nursing courses by earning a **"C"** (2.00) or above in all required nursing major and health professions track requirement courses and maintaining a 2.50 or above cumulative GPA, after completing all coursework included in the first year of the program.

Competitive

Individuals not meeting the above-criteria may enroll and complete the first year of the program. Individuals earning a **"C"** (2.00) or above in all required nursing major and health professions track requirement courses and maintaining a 2.50 or above cumulative GPA may compete for a place. Requests for admission to the second year of the program are accepted January 15 - April 1 of the year the student requests a place in the 200-level class to begin the following fall. Semester one and two grades are considered. Students are notified by June 1 of their status. There is no guarantee of a place in the second year class.

Transfer

Individuals having completed coursework in another Presentation College major or in another institution may apply for admission to the program. Individuals having a degree in another discipline are exempt from the ACT requirement. Completed coursework and academic performance in the previous enrollment will be considered, with a minimum 2.50 cumulative GPA. There is no guarantee of a place in the class. Individuals in this category will be notified by June 1 of the year the student requests a place in the 200-level class the following fall. Transfer students needing to complete nursing prerequisite courses at **"C"** or higher may enroll in the College and follow the procedure outlined for a place in the 200-level class on a competitive basis. Applicants who previously have earned a satisfactory grade in a nursing course in another NLNAC-accredited nursing program must first be admitted to Presentation College, and then send a request to the Department of Nursing Admission and Progression Committee. If a student is unsuccessful in two nursing courses from another program, they will not be considered for admission.

Licensed Practical Nurse - Advanced Placement Opportunity

The LPN with 1-year certificate education seeking admission to the baccalaureate degree program may establish selected credit in the traditional BSN program. The Department of Nursing Admission and Progression Committee will review files and an individual plan for completion will be developed.

Advanced placement applicants must:
1. Be admitted to Presentation College
2. Hold an unencumbered, active LPN license
3. Graduate from state-approved practical nursing degree program (1 year)
4. Have a cumulative GPA of 2.50 or higher
5. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
6. Submit two satisfactory professional character references (forms available)
7. Submit to criminal backround screening when clinical agencies require it; cost incurred by the student

Policy on Acknowledgement of Professional Development and Alternative Learning

The Department of Nursing recognizes the important contributions and accomplishments of RN and LPN students and values and supports recognition of professional development and alternative learning in the educational process. A policy has been established whereby professional development and alternative learning may be recognized for individual students. Refer to the Department of Nursing Student Handbook for more information.

BACCALAUREATE DEGREE PROGRAM POLICIES
Sequential Progression

1. Enrollment in entry level nursing courses will be permitted only if the student has:
   a. Completed all prerequisite courses
   b. Earned a grade of **"C"** (2.00) or above in all required nursing major and health professions track requirement courses
   c. Maintained a minimum cumulative GPA of 2.50 or higher
2. Students may continue to progress according to the curriculum plan if they:
   a. Complete all prerequisite courses prior to enrollment in any nursing course
   b. Earn a grade of **"C"** (2.00) or above in all required nursing major and health professions track requirement courses
   c. Maintain a minimum cumulative GPA of 2.50 or higher
   d. Demonstrate satisfactory performance of designated nursing skills
   e. Earn a satisfactory grade in both the theory <u>and</u> clinical components of the nursing courses. In the event that the earned clinical grade is unsatisfactory, the course grade assigned will not be higher than the letter grade of **"D"**.
   f. Pass the math calculation competency test at 100% each semester (RNs are exempt)
   g. Demonstrate full compliance with all standards of the nursing profession as defined by the American Nurses Association (ANA) standards of practice, the ANA code for nurses, and South Dakota law
   h. Maintain current health requirements/CPR
   i. Submit satisfactory background screening annually by August 1
3. If a student fails or withdraws from any nursing course, they must petition the Department of Nursing Admission and Progression Committee to be readmitted
4. Students having withdrawn from or earned less than a **"C"** (2.00) in a nursing course may be readmitted one time only
5. Students are accountable to follow all policies in the current handbook
6. All program requirements must be completed within six years of first admission to nursing courses. Due to curriculum changes, a student not progressing in the program in a continuous manner may be required to complete additional courses.

Failure to achieve any of these standards shall constitute reason for the student to be dismissed from the program. The faculty and administration of the Department of Nursing reserve the right to dismiss any student enrolled in the program for unethical, dishonest, unprofessional, or illegal conduct that is inconsistent with the **ANA Code for Nurses.**

Readmission
Students requesting readmission must apply in writing to the Department of Nursing Admission and Progression Committee. Each student situation is reviewed on an individual basis. Requests for readmission for fall semester must be submitted by April 1 of the year in which readmission would occur, or by October 1 for readmission which would occur the following spring. Placement is dependent upon class size and course enrollment constraints. Readmission cannot be guaranteed to any student.

Specific guidelines for readmission include the following:

1. Course repetition policies:
   a. A nursing course may be repeated one time only
   b. Only one (1) nursing course may be repeated
   c. Non-nursing science courses may be repeated only one time
   d. A repeated course must be repeated within the next academic year
   e. If a student is allowed to repeat a nursing course, they must repeat the course in its entirety
   f. A student may appeal decisions in writing based on course repetition policies to the Department of Nursing Admission and Progression Committee. The appeal should include a recommendation from the academic advisor or course instructor. Decisions on appeal requests are the responsibility of the Admission and Progression Committee and may be approved or denied based on individual circumstances and an evaluation of the request.
2. Any student readmitted to the program will be required to:
   a. Meet College readmission criteria
   b. Demonstrate a satisfactory level of knowledge from prerequisite nursing courses
   c. Successfully validate prior medication calculation competency and clinical skills*

3. A readmitted student will be expected to meet graduation requirements in effect at the time of readmission and to follow the baccalaureate degree nursing policies in effect for that academic year
4. A student must have a cumulative GPA of 2.50 or higher to be considered for readmission
5. A tuition deposit is required to hold a place in the class
6. A student must meet #1 – 11 under "Admission to All Nursing Programs, General Requirements and Information

*The range of fees for validation of mathematics and nursing skills is $50 - $150 dependent upon which semester of the program the student re-enters. See the Department of Nursing Student Handbook for detailed discussion of program policies.

Graduation
The degree of Bachelor of Science in Nursing is granted by Presentation College to those candidates who have completed the 127-credit requirement as described in the traditional nursing curriculum course plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

State Board of Nursing Regulations for Licensure
The South Dakota Board of Nursing (SDBN) may deny, revoke, or suspend any license or application for licensure or may take corrective action if the licensee or applicant has:

1. Been convicted or pled guilty to a felony. If the applicant has a felony conviction, or if the applicant has ever pled guilty to a felony, the SDBN should be contacted before seeking admission;
2. Become addicted to the habitual use of intoxicating liquors or controlled drugs.

Each case will be considered individually by the SDBN.

Prior to the Department of Nursing approval for the candidate's licensure (NCLEX) application, an exit interview with the Department of Nursing is required. Additionally, the student's account must be cleared.

BACHELOR OF SCIENCE IN NURSING REQUIREMENTS:

NB213 Introduction to Professional Nursing	3 crs	NB436 Community Health Nursing	6 crs
NB235 Fundamentals of Nursing/Care		NB454 Leadership Roles in Managing	
of the Older Adult	5 crs	Client Care	4 crs
NB243 Health Assessment	3 crs	NB455 Adult Health Nursing II	5 crs
NB303 Pathophysiology	3 crs	NB473 Research in Nursing	3 crs
NB311 Therapeutic Nutrition	1 cr	CH124 Principles of Organic/Biochemistry	4 crs
NB323 Applied Drug Therapy	3 crs	MA103 College Algebra	3 crs
NB338 Maternal-Child Nursing	8 crs	PS353 Abnormal Psychology	3 crs
NB344 Mental Health Nursing	4 crs	SO103 Introduction to Sociology	3 crs
NB368 Adult Health Nursing I	8 crs	**Total BSN Credits**	**69 crs**

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition	
MA243 Statistics	3 crs	or RS233 Catholicism	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	RS283 Christian Ethics	3 crs
BI263 Intro to Medical Microbiology	3 crs	GE111 College Experience	1 cr
BL263 Intro to Medical Microbiology Lab	1 cr	Technology Competency	
Social Science/Human Culture Core	3 crs	**Total General Education Credits**	**29 crs**

HEALTH PROFESSIONS TRACK REQUIREMENTS:

BI173 Human Anatomy & Physiology I	3 crs	**ELECTIVES:**	
BL171 A&P I Lab	1 cr	*Restricted Electives	9 crs
BI183 Human Anatomy& Physiology II	3 crs	Any General Electives	6 crs
BL181 A&P II Lab	1 cr	**Total Elective Credits**	**15 crs**
PS133 General Psychology	3 crs		
PS153 Developmental Psychology	3 crs	*These electives must be chosen outside the disciplines	
Total Health Professions Credits	**14 crs**	of nursing, the natural sciences, and psychology.	

BSN COMPLETION PROGRAM FOR NDASPN (2-Year LPN Degree)

To be admitted to the BSN program the student must:
1. Be admitted to Presentation College
2. Hold unencumbered, active LPN license
3. Graduate from state-approved practical nursing degree program (2 years)
4. Have a cumulative GPA of 2.50 or higher
5. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
6. Submit two satisfactory professional character references (forms available)
7. Submit to criminal backround screening when clinical agencies require it; cost incurred by the student

For progression in the nursing program the student must:
1. Maintain a cumulative GPA of 2.50 or higher
2. Maintain current LPN license (on file)
3. Meet all course prerequisites
4. Be in compliance with South Dakota, North Dakota, Minnesota, and other appropriate state Nurse Practice Acts at all times
5. Earn a **"C"** (2.00) in all required nursing major and health professions track requirement courses
6. Demonstrate competence on all NLN Mobility profiles at the decision score of 90 (mental health, adults and families) prior to enrolling in the first clinical course
7. Demonstrate competence in medication test at 100% in NB436 and NB455
8. Meet the credits and general education competencies required for graduation; 33 credits must be earned at Presentation College

Procedures during the program:
1. Once admitted, the student will work closely with the advisor to complete all program requirements and general education competencies
2. NU313 is the prerequisite to all nursing courses
3. NB454 must be the last nursing course
4. The student must demonstrate computer literacy, and have access to a computer and the Internet
5. The student is responsible for scheduling the NLN exams with the proctor and must be completed by June 1 of the first year; payment must be received prior to exam
6. If a score of 90 is not achieved on any mobility profile exam the first time, the student will do formal remediation to master the content prior to retaking the exam. If it is not passed on the second attempt, the student will be required to take the appropriate course. Success in the course does not include automatic credit for the courses listed below (1, 2, 3). Allow one month to order the NLN exam and another month to receive results.
7. Courses challenged with exams will be recorded on the transcript for a fee $40.00 per credit hour - not including the challenge fee*
8. All health requirements must be current and on file in the department prior to registration for NB436/NB455; a Presentation College lab jacket and name pin must also be purchased prior to the first clinical course
9. During the courses NB455 and NB454, clinical on campus is required (minimum of 72 hours each); it may be possible to arrange clinical with mentors/preceptors in the student's community
10. Students requesting challenge of nursing courses must successfully complete the corresponding NLN/ATI exam(s) **and** clinical competency prior to earning full course credit

*Successful challenge exams can include:
1. NLN mobility exam for mental health (NB344 - 4 crs and PS133 - 3 crs)
2. NLN mobility exam for maternal-child (NB338 - 8 crs and PS153 - 3 crs)
3. NLN mobility exam for adults (NB368 - 8 crs and BI263 - 3 crs and BL263 - 1 cr and BI183 - 3 crs and BL181 - 1 cr and NB303 - 3 crs)
4. NU333 Health Assessment
5. College Composition I - CLEP (prerequisite to EN133 or EN313)
6. College Chemistry

BSN COMPLETION FOR NDASPN (LPNs) REQUIREMENTS:

NB303 Pathophysiology	3 crs	NB455 Adult Health Nursing II	5 crs
NB311 Therapeutic Nutrition	1 cr	NB473 Research in Nursing	3 crs
NB323/NB463 Applied Drug Therapy	3 crs	NU313 Dimensions of Professional Nursing	3 crs
NB338 Maternal-Child Nursing	8 crs	NU333 Health Assessment	3 crs
NB344 Mental Health Nursing	4 crs	NU373 Family as Client	3 crs
NB368 Adult Health Nursing I	8 crs	CH124 Principles of Organic/Biochemistry	4 crs
NB436 Community Health Nursing	6 crs	MA103 College Algebra	3 crs
NB454 Leadership Roles in Managing		SO103 Introduction to Sociology	3 crs
Client Care	4 crs	**Total NDASPN-BSN Degree Requirements Credits 64 crs**	

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	Humanities/Aesthetics Core	3 crs
EN133 College Composition II	3 crs	RS123 Christian Tradition	
MA243 Statistics	3 crs	or RS233 Catholicism	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	RS283 Christian Ethics	3 crs
BI263 Intro to Medical Microbiology	3 crs	GE111 College Experience	1 cr
BL263 Intro to Medical Microbiology Lab	1 cr	Technology Competency	
Social Science/Human Culture Core	3 crs	**Total General Education Credits**	**29 crs**

HEALTH PROFESSIONS TRACK REQUIREMENTS:

BI173 Human Anatomy & Physiology I	3 crs	**ELECTIVES:**	
BL171 A&P I Lab	1 cr	*Restricted Electives	9 crs
BI183 Human Anatomy& Physiology II	3 crs	Any General Electives	6 crs
BL181 A&P II Lab	1 cr	**Total Elective Credits**	**15 crs**
PS133 General Psychology	3 crs		
PS153 Developmental Psychology	3 crs	*These electives must be chosen outside the disciplines	
PS353 Abnormal Psychology	3 crs	of nursing, the natural sciences, and psychology.	
Total Health Professions Credits	**17 crs**		

BSN COMPLETION FOR RNs

To be admitted to the BSN Completion program the student must:
1. Be admitted to Presentation College
2. Hold unencumbered, active RN license
3. Graduate from state-approved associate degree or diploma nursing program
4. Have a minimum of 1,000 hours of nursing practice experience (or less with permission of department)
5. Submit two satisfactory professional character references
6. Submit to criminal backround screening when clinical agencies require it; cost incurred by the student

For progression in the nursing completion program the student must:
1. Maintain 2.50 cumulative GPA
2. Maintain current RN license (on file)
3. Meet all course prerequisites
4. Be in compliance with South Dakota, North Dakota, Minnesota, and other appropriate state Nurse Practice Acts at all times
5. Earn a **"C"** (2.00) in all required nursing major and health professions track requirement courses
6. Meet the required credits and general education competencies required for graduation; 33 credits must be earned at Presentation College

Procedures during the program:
1. Once admitted, the student will work closely with the advisor to complete all program requirements
2. NU313 is the prerequisite to all nursing courses
3. NU454 must be the last nursing course
4. The student must demonstrate computer literacy, and have access to a computer and the Internet
5. Courses challenged with exams will be recorded on the transcript for a fee of $40.00 per credit hour - not including the cost of the challenge test*
6. All health requirements must be current and on file in the department prior to registration for NU436; a Presentation College name pin must be secured prior to NU436
7. It may be possible to arrange clinical with mentors/preceptors in the student's community

*Successful challenge exams can include:
1. NU333 Health Assessment
2. EN133/EN313 - portfolio
3. NU436 Community Health Nursing

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BSN COMPLETION FOR RNs REQUIREMENTS:

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NU313 Dimensions of Professional Nursing	3 crs	NU454 Leadership Roles in Nursing	4 crs
NB333 Health Assessment	3 crs	NU473 Nursing Research	3 crs
NU373 Family as Client	3 crs	MA243 Statistics	3 crs
NU413 Applied Drug Therapy	3 crs	PS353 Abnormal Psychology	3 crs
NU436 Community Health Nursing	6 crs	**Total RN-BSN Credits**	**31 crs**

ELECTIVES:
Electives to reach 121 credit hours
(Need 121 credits; minimum 36 upper level (300/400) credits to meet College standard and most need to be upper level to meed NLNAC standards.)

ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM (ADN)

Students are admitted to the Associate of Science in Nursing degree program from three categories: pre-nursing, direct admission, or transfer. Students admitted to the program from one of the three categories will meet all admission requirements of the department as listed.

Pre-Nursing
Students may also be admitted to pre-nursing and take three years to complete the program. Students must request admission to NA106 by April 1 of the semester prior. A cumulative GPA of 2.50 or higher is required.

Direct
Students in this category will complete the Associate degree nursing program in two academic years, meeting all program requirements. The Department of Nursing determines eligibility for this category. Students will have demonstrated, via the ACT or nursing pre-admission test scores, their potential to succeed without taking foundation courses. Official scores must be dated within the last five years. A cumulative GPA of 2.50 or higher is required.

Transfer
Applications from individuals who have attended another accredited institution are considered based on the candidate's previous college records, high school records, and standardized test scores (ACT or nursing pre-admission test). A cumulative GPA of 2.50 or higher is required. Applicants who previously have earned a satisfactory grade in a nursing course in another NLNAC-accredited nursing program must first be admitted to Presentation College and then send a request to the Department of Nursing Admission and Progression Committee. If a student is unsuccessful in two nursing courses from another program, they will not be considered for admission. A student may repeat natural sciences courses only one time.

Students meeting all admission requirements for NA106, as previously delineated, must also complete a nursing diagnostic entrance exam prior to final registration.

Licensed Practical Nurse - Advanced Placement Opportunity
The LPN seeking admission to the Associate degree program should contact the Admissions Office. If desired, credit may be established for NA106 by challenge exam.

Advanced placement applicants must:
1. Graduate from a state-approved practical nursing program
2. Hold an active, unencumbered LPN license in South Dakota
3. Be admitted to Presentation College
4. Be admitted and given a place in the nursing class by meeting associate degree admission policies
5. Successfully complete the first year general education courses before being eligible to test out of NA106 or present a plan of study to complete the first year general education courses before enrolling in NA128 the same academic year
6. Successfully complete the challenge exam process during the first semester of enrollment
7. Maintain compliance at all times with the Nurse Practice Act

8. Complete department requirements listed in the College catalog
9. Provide ACT or nursing pre-admission test scores dated within the last five years

The licensed practical nurse that establishes credit for NA106 must successfully complete the one (1) credit course "Orientation for Advanced Placement" (NA111) before December 1 of the academic year in which enrollment in NA128 is expected. The student should work with their academic advisor to register for the course.

ASSOCIATE DEGREE PROGRAM POLICIES

Sequential Progression:

1. Students may continue to progress according to the curriculum if they:
    a. Complete all courses required on the curriculum course plan
    b. Earn a grade of **"C"** (2.00) or above in each nursing course (any course number with the prefix NA)
    c. Earn a grade of **"C"** (2.00) or above in all required nursing major and health requirement courses
    d. Maintain a cumulative GPA of 2.50 or higher
    e. Demonstrate satisfactory performance of designated skills
    f. To pass a nursing course, students must earn both a satisfactory theory and clinical grade. In the event a student earns an unsatisfactory clinical grade, the highest course grade the student may earn is the letter grade of **"D."**
    g. Pass the math calculation competency test at 100%
    h. Demonstrate full compliance with all standards of the nursing profession as defined by the ANA standards of practice, the ANA code for nurses, and South Dakota law
    i. Maintain current health requirements/CPR
    j. Submit satisfactory background screening annually by August 1
2. If a student fails or withdraws from any nursing course, they must petition the Department of Nursing Admission and Progression Committee to be readmitted
3. Students having withdrawn from the program or earned less than a **"C"** (2.00) in a nursing course may be readmitted one time only
4. Students are accountable to follow all policies in the current handbook
5. All program requirements must be completed within six years of first admission to nursing courses. Due to curriculum changes, a student not progressing in the program in a continuous manner may be required to complete additional courses.

Failure to achieve any of these standards shall constitute reason for the student to be dismissed from the program. The faculty and administration of the Department of Nursing also reserve the right to dismiss any student enrolled in the program for unethical, dishonest, unprofessional, or illegal conduct that is inconsistent with the **ANA Code for Professional Nurses.**

Associate degree nursing program policies that describe standards for continued program progression are outlined in detail in the Department of Nursing Student Handbook.

Readmission

Students requesting readmission must apply to the Department of Nursing Admission and Progression Committee. Guidelines are available through the Department of Nursing office. Each student situation is reviewed on an individual basis. Requests for readmission for fall semester must be submitted by April 1 of the year the student requests to return to the program or October 1 for readmission in the spring. Placement is dependent upon class size and course enrollment constraints. Readmission cannot be guaranteed for any student.

Specific guidelines for readmission include the following:

1. Course repetition policies:
    a. A nursing course may be repeated one time only; any course designated by prefix NU or NA is considered a nursing course
    b. Only one (1) nursing course may be repeated
    c. A repeated course must be repeated within the next academic year
    d. Natural sciences courses may be repeated one time only
    e. If a student is allowed to repeat a nursing course, they must repeat the course in its entirety
    f. Students may appeal decision in writing based on course repetition policies to the Department of Nursing Admission and Progression Committee. The appeal should include

a recommendation from the academic advisor or course instructor. Decisions on appeal requests are the responsibility of the Admission and Progression Committee and may be approved or denied based on individual circumstances and an evaluation of the request.

2. Any student readmitted to the program will be required to:
   a. Meet College criteria for re-entry
   b. Demonstrate a satisfactory level of knowledge from prerequisite nursing courses
   c. Successfully validate prior medication calculation competency and clinical skills*
3. A readmitted student will be expected to meet graduation requirements in effect at the time of readmission and to follow the associate degree nursing policies in effect for the academic year of readmission
4. A student must have a cumulative GPA of 2.50 or higher to be considered for readmission
5. A student who fails or withdraws from NA106 will not be readmitted
6. A student may be requested to make a tuition deposit to hold a place in the class
7. Students must meet #1 - 11 under "Admission to All Nursing Programs, General Requirements and Information"

*The range of fees for validation of mathematics and nursing skills is $50 - $150 dependent upon which semester of the program the student re-enters.

Graduation

The degree of Associate of Science in Nursing is granted by Presentation College to those candidates who have completed the required 69 credit requirements as described in the nursing curriculum course plan and who have met all degree requirements of Presentation College. A cumulative GPA of 2.50 or higher is required to graduate from the program.

State Board of Nursing Regulations for Licensure

The South Dakota Board of Nursing (SDBN) may deny, revoke, or suspend any license or application for licensure or may take corrective action if the licensee or applicant has:

1. Been convicted or pled guilty to a felony. If the applicant has a felony conviction, or if the applicant has ever pled guilty to a felony, the SDBN should be contacted before seeking admission;
2. Become addicted to the habitual use of intoxicating liquors or controlled drugs.

Each case will be considered individually by SDBN.

Prior to Department of Nursing approval for the candidate's licensure (NCLEX) application, an exit interview with the Department of Nursing is required. Additionally, the student's account must be cleared.

ASSOCIATE OF SCIENCE IN NURSING REQUIREMENTS

NA106 Nursing Concepts	6 crs	BI173 Human Anatomy & Physiology I	3 crs
NA128 Nursing Concepts II	8 crs	BL171 A&P I Lab	1 cr
NA207 Nursing Concepts Applied to the		BI183 Human Anatomy & Physiology II	3 crs
Care of Adults	7 crs	BL181 A&P II Lab	1 cr
NA223 Psychiatric and Mental Health Nsg	3 crs	BI263 Intro to Medical Microbiology	3 crs
NA227 Nursing Concepts Applied to the		BL263 Intro to Medical Microbiology Lab	1 cr
Childbearing/Childrearing Family	7 crs	SO103 Introduction to Sociology	3 crs
NA253 Synthesis of Nursing Concepts	3 crs	**Total AS Nursing Credits**	**49 crs**

GENERAL EDUCATION CORE REQUIREMENTS

EN113 College Composition I	3 crs	PS133 General Psychology	3 crs
EN133 College Composition II	3 crs	GE111 College Experience	1 cr
CH124 Principles of Organic/Biochemistry	4 crs	Mathematics Competency	
RS123 Christian Tradition		Technology Competency	____
RS233 Catholicism	3 crs	**Total General Education Credits**	**20 crs**
RS283 Christian Ethics	3 crs		

DEPARTMENT OF NURSING STUDENT ORGANIZATIONS

Presentation College Nursing Student Association (PCNSA)
The Presentation College Nursing Student Association (PCNSA) is a pre-professional organization for students in nursing programs at Presentation College. PCNSA is designed to involve student nurses of all levels in activities of interest to professional nurses. Students are able to become involved with activities in the community and in the College. Guest speakers are invited to meetings throughout the year. Participation in PCNSA allows students to meet other nursing students at NSASD programs and conventions. A convention held in the spring involves business conducted by attending delegates and election of state officers. In addition, guest speakers and a large number of recruiters from various hospitals and health care agencies are present.

PCNSA is the local chapter of the Nursing Student Association of South Dakota (NSASD), Minnesota Student Nursing Association (MSNA), and the National Student Nurses' Association (NSNA). Paying membership dues includes membership in NSASD and SNA. Fees for the NSNA provide the following benefits:

1. National NSNA publications
2. Discount registration for select seminars and conventions
3. Insurance programs
4. Discount registration for some NCLEX review courses

Participating at the local level gives students an opportunity to be selected a delegate to the NSNA Convention, which is held in various parts of the U.S. each year. NSNA also has numerous nursing scholarships to which members can apply. Faculty advisors serve as resource professionals.

Sigma Theta Tau International – Rho Xi Chapter
This honor society promotes and recognizes academic excellence, leadership abilities and scholarship in nursing. Membership is comprised of leaders in nursing education, practice and research, and upper level baccalaureate students who demonstrate academic excellence and leadership potential. Baccalaureate nursing students are required to have completed one-half of the nursing curriculum to be considered for membership. Students invited for membership shall have a minimum cumulative GPA of 3.00 and rank within the upper 35% of third- and fourth-level students. Eligible students are invited each year by the membership to join the society. An induction ceremony honoring new members is held each year. Members may participate in all local and regional society related activities.

Nurses Christian Fellowship (NCF)
Nurses Christian Fellowship provides a local, regional, national and international network for Christian nursing. NCF membership is open to all nurses and nursing students who affirm the vision and basis of faith. NCF is a non-denominational organization that equips and mobilizes nurses and nursing students to develop special friendships among peers, promotes spiritual wellness when rendering client care, and provides professional networking during conventions and professional meetings. NCF is student-led and has informal activities, which include games and activities, mutual encouragement, prayer and Bible study.

Social Work

DEPARTMENT OF SOCIAL WORK

The Department of Social Work is comprised of the social work major, with optional chemical dependency, criminal justice, and/or psychology minors.

Bachelor of Science in Social Work

The Social Work baccalaureate program prepares students for generalist social work practice by enhancing a professional foundation with a strong liberal arts base. Emphasized within the program are the values and philosophy of social work practice with diverse populations, research, and social justice.

The Council on Social Work Education (CSWE) accredits the program. Successful completion of the program earns students eligibility to the National Association of Social Workers (NASW) and advanced standing in many graduate schools of social work.

Beginning social work practice may include positions in corrections, health care practice, mental health, group care, geriatrics, and protective services. It is also appropriate training for other helping professions.

A generalist practitioner enables people to enhance their own problem solving and coping abilities, is an advocate for human operation of societal systems, and links people with resources. Therefore, the generalist perspective requires that students learn competencies in a wide array of areas rather than specialization. The graduates will have learned planned social change through problem solving with individuals, groups, families, organizations, and communities. Graduates will develop a wide repertoire of skills in order to enhance these capabilities. The graduate will be able to help people in a variety of settings ranging from individualized personal problems to broad societal policies affecting whole communities. Graduates will be prepared to intervene in a purposeful manner. They will also be prepared to utilize knowledge of people, environment, and the ethics of the profession to guide their behaviors.

Admission

Students may declare social work as a major upon meeting College requirements for admission into academic programs. After meeting prerequisite criteria, they may apply to the program.

Students **transferring from an accredited social work program** must complete the requirements of the application process. Credit will be given for applicable coursework upon receipt of official transcripts. The student must take a minimum of 33 academic hours at Presentation College.

Students **transferring from an unaccredited social work program** must complete the requirements of the application process. Credit will be given for applicable social work courses up to 10 credit hours. The Department Chair of the Social Work program at Presentation College will determine the equivalency. This evaluation will be based on transcripts and syllabi from previous institutions.

Academic credit for life experience and previous work experience will not be given. Field practicum courses will not be transferred from a program not accredited by CSWE. They may be used as a volunteer experience for the program application portfolio.

Progression

In order to progress from one semester to the next, ALL students must:

1. Complete the program of study in the prescribed sequence
2. Maintain an overall cumulative GPA of 2.50 or have a contract with an advisor
3. Earn a minimum of **"C"** in all social work courses
4. Meet with an advisor for a minimum of midterm evaluative reviews of progress, attitudes and values, responsibility, and appropriateness of program fit.

Admission Criteria for the BSW Program

The Social Work Admissions Committee acknowledges the right and responsibility of admitting and retaining only those students who demonstrate responsibility, acceptable attitudes and values, and the capability of working with people in a social work setting.

Students are not allowed into practice or to enroll in upper level social work classes until they are formally accepted into the program. Exceptions may be made if students are in the application process while enrolled in SW374 Practice I: Individual. Students will not be allowed into SW383 Practice II: Groups and Families if they were not accepted or did not complete the application process. The three practice classes are prerequisites to the field practicum.

Application to the Social Work program is made after
1. Successful completion of prerequisite social work classes, which include SW111, SW243, SW273, and 100 hours of volunteer service
2. Successful completion of any basic courses required by the student's ACT scores
3. Successful completion of a foundational liberal arts base; these classes include: EN113, CT233, EN133, MA243, RS123, RS283, SO103, PS133, PS153, BI123, and HS223
4. Acceptable midterm reviews by advisor
5. Membership in NASW

Procedure for application to the major
1. Submit completed BSW application forms, personal statement, a brief autobiography, and three references (one from the volunteer supervisor) attesting to responsibility and aptitude in social work. These documents should be sent to the Social Work office by March 15 or October 15 of the relevant semester.
2. When all appropriate materials are submitted to the Social Work office, a formal decision is made by the Admissions Committee. This committee includes the Social Work faculty and appointed members of the BSW Community Advisory Board. The Department Chair will contact the student to schedule an oral interview. The decision of the Admissions Committee is based on submitted documentation, the oral interview, other documents pertinent to the student's academic career at Presentation College, and the Admissions Committee evaluation form. In reviewing each applicant, the Committee has the following options: 1) to grant full program admission; 2) to grant provisional admission; and 3) to deny admission to the applicant.
3. After completion of the above procedures, the student will receive a letter of acceptance status from the Department Chair of the Social Work program.

Should a student be accepted into the program on a provisional basis, a growth plan will be written and implemented prior to registration into the next practice course. The growth plan does not guarantee acceptance into the program. Growth plan assignments are mandatory. Noncompliance or lack of timeliness will automatically deny admission to the program.

Should the student be denied entry into the program, they may not continue in the practice sequence. After one semester, the student may follow the readmission policy. This application should identify how the situation has changed to enhance potential success of admission into the program.

BACCALAUREATE OF SCIENCE IN SOCIAL WORK REQUIREMENTS:

SW111 Social Work Project	1 cr	SW415 Field Practicum I	5 crs
SW273 Introduction to Social Work	3 crs	SW425 Field Practicum II	5 crs
SW233 Social Welfare Policy I	3 crs	SW442 Policy Practice I	2 crs
SW243 Interviewing Skills	3 crs	SW444 Policy Practice II	4 crs
SW314 Human Behavior in the		Social Work Electives	9 crs
Social Environment	4 crs	EC243 Introductory Macroeconomics	3 crs
SW353 Social Problems	3 crs	HS223 History of the United States II	3 crs
SW363 Social Work Research	3 crs	SO103 Introduction to Sociology	3 crs
SW374 SWP I: Individual	4 crs	**Total Social Work Credits**	**61 crs**
SW383 SWP II: Groups & Family	3 crs		

GENERAL EDUCATION CORE REQUIREMENTS:

EN113 College Composition I	3 crs	RS123 Christian Tradition	
EN133 College Composition II	3 crs	or RS233 Catholicism	3 crs
MA243 Statistics	3 crs	RS283 Christian Ethics	3 crs
CT233 Comm Skills I: Interpersonal Comm	3 crs	GE111 College Experience	1 cr
BI123/BL123 Concepts in Human Biology	4 crs	Technology Competency	_____
Social Science/Human Culture Core	3 crs	**Total General Education Credits**	**29 crs**
Humanities/Aesthetics Core	3 crs		

LIBERAL ARTS TRACK REQUIREMENTS:

Humanities/Aesthetics Electives	9 crs	*Restricted Electives	9 crs
PS133 General Psychology	3 crs	Any General Electives	6 crs
PS153 Developmental Psychology	3 crs	**Total Elective Credits**	**15 crs**
Total Liberal Arts Credits	**15 crs**		

ELECTIVES:

*These electives must be chosen outside the disciplines of social work and the social sciences.

Mutual exchange of information will take place throughout the placement process (interviewing, screening) of the field practicum and throughout the practicum experience. This exchange will take place with agencies that have been identified by the student as a potential practicum site. Information might include, but is not limited to, classroom behavior, professional performance, interpersonal relationships with colleagues and supervisors, attendance, timeliness of assignments, etc.

Lakota Campus
In the fall of 1997, the Social Work program began to offer classes through interactive television. Currently, all courses are being offered at the Lakota Campus. The Lakota Campus program was approved by CSWE in February 1999.

SOCIAL WORK STUDENT ORGANIZATIONS AND OPPORTUNITIES

Social Work Club/Wawokiya Social Work Club
The Social Work Club and Wawokiya Social Work Club (Lakota) are cohesive groups of students whose mission is to enhance the values of the profession of social work through community service. The Club also works to educate about social work education by promoting Social Work Month. It also serves a social function by providing a welcome party, Christmas celebrations, etc. Students declaring Social Work as a major are automatically members of the Club.

Phi Alpha Honor Society
Presentation College's Social Work program has been accepted into the national Phi Alpha Social Work Honor Society. The local chapter is Eta Gamma. This organization's goals are to promote scholarship and excellence in the profession of social work. Membership is comprised of students and alumni who have been invited into membership based on certain criteria. Some of these criteria include a cumulative GPA of 3.25, a social work GPA of 3.25, full acceptance into the Social Work program, and special invitation by the current membership.

Chemical Dependency Certification
Presentation College offers the academic coursework necessary to become certified up to Level II in South Dakota. The necessary courses for Level I are: SW374 (SW Practice I), SW 383 (SW Practice II), SO243 (Alcohol Studies), SO233 (Licit/ Illicit Drug Studies). In addition to these courses, Level II can be obtained by taking SO313 (Treatment: Continuum of Care) and SW311 (Counseling Ethics).

All courses may be taken within the BSW degree. However, social work majors can only take SW374 and SW383. Other students interested in the certification may choose to contact the Certification Board to determine acceptability of courses from other institutions that would cover Individual Counseling and Group Counseling.

Upon completion of these courses, the student will have obtained the academic requirements for certification. The student must then seek placement to obtain counseling experience. Upon completion of the required number of hours of experience, the student must submit appropriate documentation, pass a portfolio review, a written and oral examination, and submit a case study.

CRIMINAL JUSTICE MINOR

The criminal justice minor is designed to provide a focus for students who desire special training in the country's system of criminal justice. Students who plan on a career in either adult or juvenile corrections will benefit from this minor, as well as students choosing to work with children, families, recreational services, and schools. A student minoring in criminal justice will know the criminal justice system, understand why individuals become involved in the system, and have knowledge for the treatment of offenders. Employment opportunities include, but are not limited to, Department of Corrections, court services, juvenile detention centers, home detention programs, and some residential facilities.

CRIMINAL JUSTICE REQUIREMENTS:		PSYCHOLOGY MINOR REQUIREMENTS:	
SW223 Introduction to Criminal Justice	3 crs	PS153 Developmental Psychology	3 crs
SW213 Crime in America	3 crs	PS313 Theories of Personality	3 crs
SO353/SW353 Social Problems	3 crs	PS343 Social Psychology	3 crs
SW203 Corrections	3 crs	PS353 Abnormal Psychology	3 crs
Two of the following:	6 crs	Upper Level Psychology Electives	6 crs
SW356 Juvenile Delinquency		**Total Psychology Minor Credits**	**18 crs**
Hate and Bias Motivated Crimes			
Criminal Law			
Contemporary Issues in Criminal Justice			
Values & Ethics in Criminal Justice			
Total Criminal Justice Minor Credits	**18 crs**		

Course
Descriptions

COURSE DESCRIPTIONS

ART

A300 Variable Topics in Art .... **(3)**
In this course students will have the opportunity to study specific topics of interest in art/aesthetics not covered in the present course offerings.

AR112 Drawing .... **(2)**
A series of drawing experiences is designed to increase perception and skills through environmental imagery and various media.

AR123 Foundation of Design .... **(3)**
This course is designed for the beginning art student who has the desire to learn to paint and draw, but who has lacked the opportunity or confidence to try. It is tailored for the student who has had little or no formal art education. As principles and elements of art are presented, the student will experience a hands-on project reflecting their understanding of each presentation.

AR232 Painting Oils/Acrylic .... **(2)**
This course offers experience in color, composition and painting techniques through projects in oil and/or acrylic.

AR252 Calligraphy .... **(2)**
This course teaches the art of beautiful writing through practice in the formation of the letters with simplicity, beauty, uniformity and arrangement. Symbols from the liturgy are studied in regard to meaning and style.

AR413 Fine Arts Appreciation .... **(3)**
This course is designed to expose the student to an overview of the major periods of art in Western culture together with an exploration of major artists and their individual works.

BIOLOGY

BI113 Introduction to Anatomy & Physiology .... **(3)**
This one-semester combined anatomy and physiology course includes a brief overview of human anatomy and physiology designed to introduce the student to each of the systems of the human body and familiarize students with the medical terminology associated with each system. Emphasis is on structure and function of the systems and the relationship of the body structures (anatomy) to their function (physiology). This course is specifically designed for students not progressing on to advanced learning in human anatomy and physiology.

BI123/BL123 Concepts in Human Biology .... **(3)(1)**
From this course students will gain an understanding of basic concepts in biology with an emphasis on the biology of the human organism. Study of methods in biology will be followed by principles of cell structure and physiology, and inheritance; animal, especially human, structure and function; the diversity of life; and the relationship between ecology and behavior. 3 hours lecture and 2 hours lab. (Foundational Science course)

BI134/BL134 General Biology I .... **(4)(0)**
This course introduces the student to basic biological concepts including evolution and other origin of life theories, biochemical fundamentals, cell biology, photosynthesis, and plant physiology, and molecular genetics. 3 hours lecture and 3 hours lab weekly. (Foundational Science course)

BI144/BL144 General Biology II .... **(4)(0)**
As a continuation of General Biology I, this course introduces the student to concepts in the fields of biotechnology, cell reproduction, genetics, animal physiology, and ecology. 3 hours lecture and 3 hours lab weekly. Prerequisite: BI134.

BI162 Medical Terminology .... **(2)**
This course is the study of the meaning, derivation, and usage of medical terminology. This course is designed to help the students achieve a mastery of the medical terminology essential to its understanding and use in health fields and in medical records. 2 hours lecture.

BI173/BL171 Human Anatomy and Physiology I .... **(3)(1)**
This course is designed to give the student a knowledge of the normal structure and function of the human body. The lectures concentrate on the physiological principles and the labs involve an exploration of the human anatomy with the use of cadavers. The course will look spefically at the musculoskeletal systems such as skin, bone, muscle, and nervous systems. 3 hours lecture and 2 hours lab. (Foundational Science course)

BI183/BL181 Human Anatomy and Physiology II .... **(3)(1)**
A continuation of BI173/BL171, this course is designed to give the student knowledge of the normal structure and function of the human body. The lectures concentrate on the physiological principles and the labs involve an exploration of the human anatomy with the use of cadavers. The course will look specifically at the internal organ systems such as the digestive, urinary, respiratory, cardiovascular, lymphatic, and other internal systems. 3 hours lecture and 2 hours lab. Prerequisite: BI173/BL171 or instructor permission.

BI263/BL263 Introduction to Medical Microbiology .... **(3)(1)**
This course is a study of microbial structure and function, host defense mechanisms, and specific pathogenic agents with their associated diseases. It includes a study of the basic principles and laboratory skills in bacteriology, immunology, mycology, and parasitology. The lab may only be taken if previously or concurrently enrolled in the lecture section. 3 hours lecture and 2 hours lab. (Foundational Science course)

BI294/BL294 Diagnostic Microbiology .... **(4)(0)**
This course is a comprehensive study of the morphology, physiology and classifications of the bacteria pathogenic to humans. The course will also include: anaerobic bacteria, parasites and fungi associated with diseases of human. Techniques of isolation, cultivation, identification, sensitivity testing, sterilization, disinfection and quality control are taught. Emphasis will be put on identification of unknown pathogenic organisms. 3 hours lecture and 3 hours lab. Prerequisite: BI263/BL263.

BI300 Variable Topics in Biology .... **(1-4)**
In this course students have the opportunity to investigate in depth an aspect of biological science or study material which is not usually covered in the regular biology courses.

BI300H The Biology of Human Behavior .... **(3)**
The study of the anatomy and physiology of nervous tissue and the nerve impulse, hormonal effect on the nervous system, brain pathologies and addictions, the biology of wakefulness, sleep, learning and memory. 3 hours lecture and/or discussion weekly. Prerequisite: 100-level college biology. (PS133 or PS153 is recommended.)

BI303 Genetics .... **(3)**
This course is designed to provide an introduction to the field of genetics with an understanding of the structure, function, and transmission of genes, the interactions both among genes and between genes and the environment, and the role of genetic factors in health and disease. The course will examine classic (Mendelian) genetics, cytogenetics, molecular and clinical genetics with an emphasis on the genetics of human traits and heritable diseases.

BI323 Aspects of Human Disease .... **(3)**
This course is a study of the physiology of disease with an organ-system approach. Prerequisite: 8 credits of college biological sciences to include BI263/BL263 (or may be taken concurrently).

BI363/BL363 Human Nutrition .... **(3)(1)**
The science of food, its nutrients, their actions, interactions and balance. Students will gain an understanding of human nutrition in health and disease. The course will cover human digestion, absorption, nutrient transportation and utilization, as well as the role of nutrients or deficiencies in human disease. Special circumstances such as pregnancy and other life stages as well as current topics such as eating disorders and fad diets may be reviewed. The lab will be an exploration of nutritious food preparation, including food preparation techniques which preserve the nutritional value of foods. This lab will provide hands-on practical application of the knowledge acquired in the lecture. BL363 is optional, but cannot be taken without concurrent registration in BI363. (Founational Science course)

BI373 Immunology .... **(3)**
A comprehensive study of the human immune system. Anatomy and physiology of the system will be reviewed. The course will also include gene expression, immune system activation, the different types of immunity, tolerance, cancer, autoimmunity and immune deficiencies. Prerequisite: BI173, BI183, BI263.

BI393/HW393 Kinesiology .... **(3)**
The study of anatomical, physiological, and mechnical principles of motion, body movements, muscular action and joint mechanics in response to human movement. Study will include application to how human motion is created and maintained. The concepts learned will include principles of anatomical and biomechanical analysis. Prerequisite: BI173/BL171.

BI400 Biology Research and Seminar .... **(3)**

BI423 Epidemiology .... **(3)**
The study of epidemiology concepts and methods specifically related to healthcare. The course is designed to help students evaluate the validity of epidmiological studies. Students will review data on major causes of morbidity and mortality through the life cycle, applications of epidemiology in clinical practice, care management and public health administration. Prerequisite: MA243.

BUSINESS

BU133 Principles of Business .... **(3)**
This course surveys the nature of our capitalistic system with an emphasis on modern business problems in the various specialized areas of marketing and finance.

BU153 Business Mathematics .... **(3)**
This course focuses on the applied mathematical skills required by modern business in a variety of business forms and situations.

BU233 Accounting I .... **(3)**
This is an introductory study of modern accounting principles, procedures, and practices with attention given to analysis and reports.

BU243 Accounting II .... **(3)**
This course focuses on principles and application of accounting for single proprietorship, partnership, and corporation. Prerequisite: "C" grade in BU233.

BU253 Business Communications .... **(3)**
This course is designed to teach the writing of effective business letters through the proper use of words and sentences to achieve the desired purpose. Emphasis is placed on the mechanics of good English and letter appearance, as well as on composing messages to cover various business situations.

BU323 Business Finance .... **(3)**
This course focuses on business management decisions. Topics included are financial environment, financial institutions, interest rates, planning, securities and credit. In addition, risk, budgeting, leveraging and inflation will be integrated to give students an overall concept of how they are related. Prerequisite: BU233.

BU333 Business Law I .... **(3)**
This course is a study of the interrelationship of the law and business decision-making. The materials covered are those most common to business and under the provisions of the Uniform Commercial Code.

BU343 Business Law II .... **(3)**
This course is a study of the interrelationship of the law and business decision-making. The materials covered are those most common to business and under the provisions of the Uniform Commercial Code.

BU353 Marketing .... **(3)**
The course focuses on market strategy, including strategy and decision-making in the marketing of real property, personal property, services and organizations. Topics to be covered include product distribution, product development and pricing, and consumer motivation.

BU363 Small Business and Cooperative Management .... **(3)**
The purpose of this course is to familiarize students with a small business/cooperative as defined in the United States and identify its role in our economic system.

BU383 Health Care Marketing .... **(3)**
This course covers an historical perspective of health care marketing. It examines the motivations of health care consumers and the techniques used in marketing health care products and services. The course also covers the development of a marketing plan for a health care facility.

BU393 Human Resources Management .... **(3)**
This course studies human factors in organizations, emphasizing the findings of behavioral research and the changing environment in which today's and tomorrow's employees and managers can expect to work.

BU403 Cost Accounting .... **(3)**
A study of cost principles emphasizing cost control, allocation and distribution. Prerequisite BU243.

BU407 Income Tax Accounting .... **(3)**
Procedures and guidelines used for individual and business tax problems and preparations. Prerequisite: BU243.

BU412 Communication in Organizations .... **(3)**
This course develops an understanding of the communication process, the effects of organizational structure on communication and conflict management. An emphasis is placed on understanding of the process of communication in leadership roles and the improvement of interpersonal skills. Prerequisite: CT233 or BU253.

BU413 Business Management .... **(3)**
This course further develops business student skills in the business management/administration area. Students will learn management skills such as planning, implementation, organization, and leadership, as well as expanding their knowledge of the business environment in a global society.

BU421 International Business .... **(3)**
This course overviews some of the problems faced by firms engaging in international business activities. The importance of understanding the foreign economic, social, political, cultural, and legal environment is stressed. Importing/exporting, joint ventures, franchising, and subsidiaries, international dimensions of management, marketing, problems of multinational corporations, and recent problems of international trade and countertrade are analyzed. Prerequisite: EC243, EC253.

BU422 Theories of Organization .... **(3)**
This course analyzes the major organizational theories and their interfacing with the organization's mission statement. Participants will study the role, process and influence of organizations in general and their own organization in particular.

BU423 Health Service Finance .... **(3)**
This advanced course further develops the financial management concepts related to the health service industry. Included are the financial needs of hospitals, nursing homes and other related medical facilities.

BU429 Investments .... **(3)**
This course is an overview of basic investment concepts identifying methods and techniques for analyzing investment opportunities. It considers investment environments, analysis and principles of portfolio management. Prerequisite: BU323 or permission of instructor.

BU433 Health Care Administration .... **(3)**
This advanced course emphasizes the overall administration of health care providers, including structure and operations. Course coverage will include the following topics: human resources, financial resources, legal and regulatory requirements and coordination of administrative activities to provide high quality health care.

BU443 Supervisory Management .... **(3)**
This course focuses on the skills necessary to be an effective supervisor. The course builds on a foundation of basic human resources knowledge. The role of supervision and various techniques for effective supervision will be covered. Prerequisite: BU393.

BU453 Intermediate Accounting I .... **(3)**
A summary course designed to re-emphasize many of the concepts of accounting principles, plus a more in-depth study into the development of additional procedures. Prerequisite: BU243.

BU463 Intermediate Accounting II .... **(3)**
A summary course designed to re-emphasize many of the concepts of accounting principles, plus a more in-depth study into the development of additional procedures. Prerequisite: BU243, BU453.

BU473 Survey of Leadership Theories .... **(3)**
This course introduces major leadership theories such as intellectual leadership, reform leadership, revolutionary leadership and transformational leadership.

BU483 Management Policy & Strategy .... **(3)**
This advanced course focuses on the broad problems encountered by organizations. Problem solving will be examined in several areas including the following: evaluating an organization's resources, developing objectives and strategies to achieve those objectives, evaluating alternatives, implementing strategic actions, and monitoring results. This course will use case studies, simulations, and guest speakers.

BU494 Internship .... **(3)**
The internship will provide students with an opportunity to earn academic credit for experiential learning in a business environment suitable to their field of study.

BU495 Variable Topics in Business .... **(3)**
In this course, students will have the opportunity to study specific topics of interest in business not usually covered in the present course offerings.

BU3003/HW3003 Planning Sport Facilities .... **(3)**
This course covers the planning of sport facilities involving proper design, dimensions and safety features.

BU3013/CS3013 Multimedia Applications .... **(3)**
This course covers basic multimedia concepts such as the principles of design, graphics and animation, video, and digital sound and music and their application to the needs of business.

BU3023/CS3023 Desktop Publishing .... **(3)**
This course will provide students with an overview of page layout and working with text, graphics, backgrounds, formatting, and color. The student will create a variety of printed and web publications, and slide presentations.

BU3033/CS3033 Advanced Microsoft Office .... **(3)**
This computer course develops advanced and post-advanced concepts and techniques for word processing, spreadsheets, and database software. Students will prepare and take the Expert MOUS (Microsoft Office User Specialist) test. Prerequisite: CS203.

BU3043 Managerial Accounting .... **(3)**
This course focuses on managerial uses of financial and accounting information in decision making, planning, and evaluating performance. It integrates coverage of both traditional topics (such as costing, pricing, and production), and more innovate topics (such as opportunity cost analysis and quality cost management). Prerequisite BU243.

BU3103 Principles of Sports Management .... **(3)**
This course is a critical study of problems, philosophy and principles of various physical education and sports programs. Additional issues such as cost, budgeting, and sponsorships will be covered.

BU3203/CS293W Web Site Planning .... **(3)**
This course will cover the creation of web sites and the proper usage of web sites. In addition, consideration will be given to the cost and time factors in creating and updating web sites.

BU3213 Internet Business Applications .... **(3)**
The purpose of this course is to give students an understanding in the Internet process. The Internet environment will help students understand the unique components, capabilities and culture of the system.

BU3223/CS293E E-Trading .... **(3)**
This course examines the emerging technologies and how to conduct business in a wired world.

BU3233 Cyber Business .... **(3)**
This course examines the impact Internet has on business practices and the changes it has introduced. A major focus on the course is the emerging culture of e-business.

BU3243 Money and Banking .... **(3)**
This is a course covering the financial institutions and their impact on economic activity. This course also covers the Federal Reserve System, the multiplier effect and general equilibrium analysis. Prerequisite EC243.

BU4023 Production Operations .... **(3)**
This course is a comprehensive introduction to operation topics and issues faced by service and manufacturing organizations. An emphasis on new developments in the field of operation management, while retaining a strong focus on fundamental concepts such as forecasting, inventory and project management, material requirements and quality control. Prerequisite: MA101, MA243, or ACT score of 20 or greater, or permission of instructor.

BU4043 Labor Management Relations .... **(3)**
The study of unionization and collective bargaining in the private sector; and understanding of the mediation and arbitration process and the effects of international unionization in a global economy. Prerequisite: BU393.

BU4103 Intermediate Finance .... **(3)**
This course reinforces the concepts and techniques covered in BU323. Through the use of case studies, intermediate finance gives the skills required to analyze various financial problems, write reports, and make decisions. Prerequisite BU323.

CHEMISTRY

CH114 General Chemistry .... **(4)**
This course provides a one-semester study of atomic structure, states of matter, chemical bonding, physical and chemical transformations, and solutions. This course includes 3 hours of lecture plus 3 hours of laboratory and/or recitation weekly. Prerequisite: ACT subscore in mathematics greater than 17. (Foundational Science course)

CH124 Principles of Organic/Biochemistry .... **(4)**
This course is a one-semester course that offers an introduction to the chemical principles important to biological systems. It is primarily designed for students of nursing, health sciences, and those not planning to take additional chemistry courses. It will involve approximately four weeks of general chemistry, four weeks of organic chemistry, and seven weeks of biochemistry. This course includes 3 hours of lecture and 2 hours of lab and/or recitation weekly. Prerequisite: ACT subscore in mathematics greater than 17 and high school chemistry, or CH114 or its equivalent, or instructor permission. (Foundational Science course)

CH154 College Chemistry I .... **(4)**
This course utilizes a modern concepts approach to atomic structure, periodic classification, gases, solutions, oxidation and reduction, and chemical equilibrium. It explores the systematic separation of the common cations and anions using semi-micro analytical techniques. This course includes 3 hours lecture plus 3 hours of laboratory and/or recitation weekly. Prerequisite: ACT subscore in mathematics greater than 17 and high school chemistry, or CH114 or its equivalent, or instructor permission. (Foundational Science course)

CH164 College Chemistry II .... **(4)**
This course covers the states of matter, solids, liquids, gases, solutions, oxidation and reduction reactions, rates of chemical reaction, chemical equilibrium, thermodynamics, electrochemistry and nuclear chemistry. 3 hours lecture and 3 hours lab. Prerequisite: successful completion of CH154.

CH303/CL303 Organic Chemistry I .... **(3)(1)**
This course is the study of carbon compounds with emphasis put on saturated and unsaturated hydrocarbons. It includes the classification of organic compounds by their functional groups and a study of alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, aldehydes and ketones. This course includes 3 hours lecture plus 3 hours of laboratory and/or recitation weekly. Prerequisite: successful completion of CH164.

CH313/CL313 Organic Chemistry II .... **(3)(1)**
This course is the second half of a two-semester sequence with emphasis on aromatics, acids, esters, amides, carbohydrates, lipids, and amino acids. 3 hours of lecture and 3 hours of laboratory and/or recitation weekly. Prerequisite: CH303/CL303.

CH314 Biochemistry .... **(4)**
A study of the organization of living cells, the structure and function of the biomolecules, enzymatic reactions, metabolism and information pathways. 3 hours lecture and 3 hours laboratory weekly. Prerequisite: ACT math subscore of 17 and high school chemistry, CH114 or its equivalent, or instructor permission.

CH353 Science in Society .... **(3)**
This course is designed to integrate concepts and views from the natural sciences, the social sciences, and philosophy through the exploration of complex issues current to modern societal structures using cooperative and interactive learning projects. Classes include 3 hours of lecture weekly plus project hours outside of class to be arranged. Prerequisite: Junior or Senior status and a minimum of six (6) credit hours in the natural sciences or mathematics.

COMMUNICATION

CT113 Philosophy of Argumentation: Logic/Rhetoric .... **(3)**
This course is designed to enhance the students' capacities to analyze, evaluate, critique and respond to verbal structures by assessing the arguments of others, by presenting their own in oral and written form, and by subjecting their own arguments to the same scrutiny to which they have subjected others.

CT233 Communication Skills I: Interpersonal Communication .... **(3)**
This course goes beyond the basic verbal communication offering by developing the skills of critical listening and by emphasizing the wide range of nonverbal messages as they influence the speech communication process. A combination of activities is designed to provide insight into the relationship between perception of self and success in the communicative/interactive process.

CT253 Field Experience I .... **(3)**
This course offers the Associate degree students opportunity for directed work experience in the field of communication.

CT300 Variable Topics in Communication .... **(3)**
In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: EN113, CT233.

CT323 Communication Skills II: Public Speaking .... **(3)**
This course continues the proficiency in verbal and non-verbal communication gained in CT233 Communication Skills I: Interpersonal Communication, with increased one-to-one and group skills involving but not limited to the following: a) presentations using the microphone; b) presentations before the TV camera; c) group and individual interviews; d) presentations (talks/speeches) on a variety of topics; and e) group demonstrations or explanations. Limited to 20 students. Prerequisite: CT233.

CT353 Field Experience II .... **(3)**
This course offers the students opportunity for directed work experience in the field of communication. Besides providing this work experience, this course requires each student to present a 1,500 to 2,000 word reflection paper on the work experience. Prerequisite: Junior or Senior status in the Communication degree program.

CT413 Communication Theory .... **(3)**
This course is concerned with understanding some of the many approaches to the study and analysis of communication. Consideration of the background, principles, and implications of particular approaches or theories will be accompanied by attention to the ways that differing approaches and theories color the ways communication behaviors are perceived and interpreted.

CT433 Interpersonal Communication .... **(3)**
Taking a transactional perspective, this course provides an introduction to the academic study of communication in interpersonal relationships. Students will study the influence of individual differences and the roles played by fundamental communication skills in relationship development. Theoretical work on communication in interpersonal relationships will be presented. Throughout the course, feature films will be used to illustrate communication and relationship concepts of interest. Prerequisite: CT233.

CT463 Research Project in Communication .... **(3)**
An introduction to the principles of research as applied to an original research project in communication which is conceived, designed, implemented, and reported by the students. Prerequisite: CT413.

CT483 Communication Senior Seminar .... **(3)**
A seminar-style class in which students meet to discuss a particular theme related to the field of communication. The seminar will be based on student reading of assigned works, group discussion of issues that arise from the reading, student writing about these issues, and applying critical methods to evaluating the discussion. Enrollment is limited to Senior Communication students.

COMPUTER SCIENCE

CS115 Introduction to Windows .... **(1)**
This is a computer lab course on the Windows computer operating system with practice in how to start, navigate, customize and exit Windows.

CS121 Introduction to Word Processing .... **(1)**
This computer course is designed to provide a basic knowledge of word processing software.

CS141 Introduction to Spreadsheets .... **(1)**
This computer course is designed to provide an understanding of basic electronic spreadsheet concepts and hands-on experience.

CS181 Introduction to Database .... **(1)**
This beginning computer course is designed to teach the principles of database management systems with an emphasis on the fundamental operations.

CS190 Introduction to Computer Presentations .... **(1)**
This course is designed to teach the fundamentals of presentation design and creation. Students will learn how to produce effective, well-designed presentations.

CS191 Introduction to the Internet .... **(1)**
This computer course is an introduction to the origin and organization of the Internet, information and communication services available on the Internet and the use of web browsers to find information.

CS193 Variable Topics in Computer Science .... **(1-3)**
This course is an exploration of various areas of Computer Science according to the needs and interests of the students.

CS201 Introduction to Hardware .... **(1)**
In this introductory course students will learn to identify the various units of a computer and their functions. Students will understand the interrelated workings of these units and employ the appropriate terminology which identifies these units, their functions, and their relationships.

CS203 Computer Management Systems .... **(3)**
This course uses case studies to develop an understanding of different approaches to the use of computers in the business setting. These applications will demonstrate advanced techniques with both database and spreadsheet software packages. Prerequisite: Completion of CS121, CS141, and CS181, or pass departmental technology placement test.

CS293 Variable Topics in Computer Science .... **(1-3)**
This course is an exploration of various programming areas of Computer Science according to the needs and interests of the students.

CS293E/BU3223 E-Trading .... **(3)**
This course examines the emerging technologies and how to conduct business in a wired world.

CS293W/BU3203 Web Site Planning .... **(3)**
This course will cover the creation of web sites and the proper usage of web sites. In addition, consideration will be given to the cost and time factors in creating and updating web sites.

CS3013/BU3013 Multimedia Applications .... **(3)**
This course covers basic multimedia concepts such as the principles of design, graphics and animation, video, and digital sound and music and their application to the needs of business.

CS3023/BU3023 Desktop Publishing .... **(3)**
This course will provide students with an overview of page layout and working with text, graphics, backgrounds, formatting, and color. The student will create a variety of printed and web publications, and slide presentations.

CS3033/BU3033 Advanced Microsoft Office .... **(3)**
This computer course develops advanced and post-advanced concepts and techniques for word processing, spreadsheets and database software. Students will prepare and take the Expert MOUS (Microsoft Office User Specialist) test. Prerequisite: CS203.

ECONOMICS

EC243 Introductory Macroeconomics .... **(3)**
This course is an introduction to the foundations of economic analysis concentrating on macroeconomic structures and models as they relate to the global economy. Special attention will be paid to the U.S. economy. The course focuses on fundamentals of supply and demand; features of the economy's performance; measures of economic growth such as GDP; employment and inflation; determinants of trends in economic growth and business cycle fluctuations; fiscal, monetary and international trade policies and their effects on domestic and foreign business.

EC253 Introductory Microeconomics .... **(3)**
This course is an economic analysis of consumer and producer behavior and decision-making with a concentration on how economic agents voluntarily interact in markets for various goods and services. Topics include advanced supply/demand analysis; the theory of consumer utility maximization; output and profit maximization under differing market structures including competitive, monopolistic and hybrid alternatives. Prerequisite: EC243.

ENGLISH

EN092 Basic Writing Skills .... **(2)**
Basic Writing Skills will assist students in reinforcing and using basic writing skills that are necessary for communicating a written message effectively. Through a progressive approach, the students will receive practice in applying language concepts to a variety of writing tasks.

EN093 Basic Writing Skills .... **(3)**
Basic Writing Skills will assist students in reinforcing and using basic writing skills that are necessary for communicating a written message effectively. Through a progressive approach, the students will receive practice in applying language concepts to a variety of writing tasks.

EN113 College Composition I .... **(3)**
This is a course designed to help students develop competence in writing at the College level. Students study the writing process and are instructed and guided in carrying this process through planning, drafting, and revising stages to final drafts of essays. This course is required of all students. Prerequisite: Minimum ACT subscore in English of 20 or EN092.

EN133 College Composition II .... **(3)**
This course helps students to achieve higher levels of writing competencies while applying critical reading and thinking skills to research and writing in the disciplines. Students must take EN133 in addition to EN113 to fulfill core requirements for the baccalaureate degree. Prerequisite: EN113.

EN300 Variable Topics in English .... **(3)**
In this course students will have the opportunity to study material not usually covered in the present course offerings. Prerequisite: EN113, EN133.

EN303 Elements and Forms of Literature .... **(3)**
This course includes the study of the elements and forms of fiction, drama, and poetry; reading of short stories, dramas, and poetry that range both over time and ethnic background; and writing in response to literature. In addition to the above-components, the course will study and apply literary criticism to short stories, dramas, and poetry. Prerequisite: EN113, EN133. NOTE: a student cannot receive credit for both EN223 (Introduction to Literature) and EN303.

EN313 Junior Composition .... **(3)**
Junior Composition is an advanced-level composition course that combines critical thinking skills with analytical writing tasks. Students complete several complex writing assignments that develop their abilities to critically analyze and express their ideas. This course is a bridge course for students who transfer into the college as juniors who only have one composition course, and also for students who continue in the college or reenter after having completed an Associate's degree under the former catalogs and need a second composition course. Prerequisite for Juniors: EN113.

EN326 British Literature I .... **(3)**
Students study selected works of British poetry, drama and fiction from medieval to eighteenth-century works. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course)

EN329 British Literature II .... **(3)**
Students will study selected works of British poetry, drama, fiction, and essay from the nineteenth and twentieth century. This course will be presented in the seminar style. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course)

EN346 American Literature I .... **(3)**
This is a survey course of American Literature to 1855. It will include study of selected poetry and prose of the Colonial and Revolutionary periods and writers of the Romantic period and the American Renaissance, including major figures of Transcendentalism and the Genteel Tradition of New England. The course will conclude with an introduction to Walt Whitman and Emily Dickinson. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course)

EN349 American Literature II .... **(3)**
Students study selected works of American poetry, drama and fiction since 1855 in historical context. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course)

EN353 Shakespeare .... **(3)**
This course is an exploration of the range of Shakespeare's work in drama and poetry. Students will read a variety of Shakespeare's comedies, tragedies and historical plays as well as his sonnets. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course)

EN383 World Literature I .... **(3)**
This course introduces students to masterpieces of ancient, classical, medieval, and renaissance literature. Works in foreign languages are read in English translation. Students are expected to study the literature as well as its historical and cultural contexts. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)

EN393 World Literature II .... **(3)**
This course introduces students to masterpieces of Enlightenment, Romantic, Realisit, Symbolist, Modernist, Post-Modernist, and Colonial literature. Works in foreign languages are read in English translation. Students are expected to study the literature as well as its historical and cultural contexts. Prerequisite: EN113, EN133. (Humanities/Aesthetics Core course) (Cultural Diversity course)

EN413 Mythology .... **(3)**
This course explores the Greek mythical system and Greek heroes. It also traces the influence of the Greek myth on classical Greek writers and later western culture. Prerequisite: EN113, EN133. (Cultural Diversity course)

EN423 Advanced Composition .... **(3)**
This course develops the proficiency gained in Junior Composition, and expands that proficiency so students develop expertise in essay writing of many forms: the profile, the informal essay, the interview, the background piece, and other forms for which there is not yet agreed upon terminology. Prerequisite: EN113, EN133.

GENERAL EDUCATION

GE111 College Experience .... **(1)**
This course is intended to ease the freshman's transition to Presentation College and to the world of learning in general. Implicit in this statement is the recognition that Presentation College is more than just an academic institution and that learning is more than just "book learning." Therefore, the course also addresses residential and extra-curricular life.

GE122 Introduction to American Sign Language .... **(2)**
This course is designed to provide an introduction to basic vocabulary and grammatical rules of American Sign Language (ASL). Emphasis is placed on communication skills. Aspects of Deaf culture will also be introduced.

GE142 Intermediate Sign Language .... **(2)**
This course is designed to allow students the opportunity to expand their vocabulary and communication skills using American Sign Language (ASL). Aspects of Deaf culture will also be incorporated. Prerequisite: GE122.

H373 Landmarks in the Human Experience .... **(3)**
This humanities/human culture course explores major achievements in human culture across a range of time periods and geographical locations. The course, in particular, addresses the art, music, literature/theater, architecture, social structures, and cultural issues confronting at least two to three distinct cultural periods. Students' learning will be

enhanced by traveling to a location where they can experience first-hand some of the achievements studied. Cultures studied and location visited may vary from semester to semester. (Humanities/Aesthetics Core course) (Social Science/Human Culture Core course) (Cultural Diversity course)

H423S Science, Gender and Knowledge .... **(3)**
This course is an interdisciplinary humanities offering that focuses on history and philosophy of science and feminist studies. The course is designed to give the upper-level student an overview of both the history and the ongoing debate regarding gender and its relationship to science. The course stresses critical reading, thinking, writing, and speaking skills. (Cultural Diversity course)

HEALTH AND WELLNESS

HW100 Intercollegiate Softball .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW101 Intercollegiate Baseball .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW102 Intercollegiate Men's Basketball .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW103 Intercollegiate Women's Basketball .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW104 Intercollegiate Soccer .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW105 Intercollegiate Cross Country .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW106 Intercollegiate Volleyball .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW107 Intercollegiate Golf .... **(1)**
Open for one credit per year to those who qualify for and participate in intercollegiate athletics. This course may be taken in the semester each sport competes. Maximum credits per athlete will be limited to 4 credits for those pursuing a Bachelor's degree and 2 credits for those pursuing an Associate's degree.

HW110 Weight Training .... **(2)**
This course is an introductory course for those students who have limited weight training experience. There will be a concentration on weight training principles, exercises, terminology, and safety. Students will participate in a weight training program.

HW112 First Aid/Emergency Care .... **(2)**
Students learn about the recognition and treatment of emergency injury and illness. Concepts learned will include bandaging, splinting, and victim examination. May include CPR. 2 hours lecture.

HW113 Introduction to Wellness .... **(3)**
This course is a basic introduction to the concepts of wellness, holism, and health education and promotion as a profession and a career. Concepts learned will include the history of health education, health determinants, and the process and practice of health education in various settings. 3 hours lecture.

HW203 Activities for Special Populations .... **(3)**
Orientation to the broad implications of specialized clinical and community based recreation approaches to programs for special populations. Specific consideration will be given to developmental disabilities, physical disabilities, aging, children and juveniles. 3 hours lecture and/or lab activities.

HW243 Stress Management and Relaxation .... **(3)**
Research shows that a large proportion of doctors' office visits in the U.S. are prompted by conditions associated with stress. This course focuses on the powerful influence of stress on health. Stress is defined holistically, and its relationship to factors in modern society is explored. Students learn how exercise, diet, and relaxation techniques can help people to reduce or eliminate stress from their lives. 3 hours lecture.

HW250 Theory of Coaching Baseball .... **(2)**
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate baseball.

HW251 Theory of Coaching Basketball .... **(2)**
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate basketball.

HW252 Theory of Coaching Soccer .... **(2)**
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate soccer.

HW253 Theory of Coaching Volleyball .... **(2)**
An in-depth study of the history, foundations, theory, techniques, principles, strategies, and practical applications relating to intercollegiate volleyball.

HW263 Fitness Activities .... **(3)**
Combined study of cardiovascular conditioning, muscular development, and strength and flexibility training. After principles are learned, students will be offered practical experience in aerobic workouts, isotonic and isometric weight training, and therapeutic stretch. Additional out-of-class activity is required. 6 hours lab/activity.

HW333 Prevention and Treatment of Athletic Injuries .... **(3)**
Introduction to common athletic injuries and their causes, prevention, and care. After principles are learned, students will be offered practical experience in taping, bandaging, and wrapping injuries. 2 hours lecture/demonstration, field work to total 30-45 hours.

HW343 Fitness Measurements and Prescriptions .... **(3)**
Introduction to various concepts of fitness, appraisal, and evaluation. Appraisal principles will apply to cardiovascular fitness, flexibility, and muscular strength. Principles of prescription tailored to the appraisal outcomes will be learned. Students will engage in individual projects involving analysis and diagnostic fitness testing followed by designing prescriptions. 2 hours lecture, lab work to total 30 hours. Prerequisite: HW373 or HW393, or instructor permission.

HW373 Exercise Physiology .... **(3)**
A study of the physiologic responses and adaptations to exposure to exercise and training. Concepts learned will include the physiologic effects of muscular activity under different intensities, durations, and environments on the human organism. 3 hours lecture. Prerequisite: BI173/BL171, BI3082 (concurrent), or instructor permission.

HW393/BI393 Kinesiology .... **(3)**
The study of anatomical, physiological, and mechanical principles of motion, body movements, muscular action and joint mechanics in response to human movement. Study will include application to how human motion is created and maintained. The concepts learned will include principles of anatomical and biomechanical analysis. Prerequisite: BI173/BI171.

HW395/PS395 Sports Psychology .... **(3)**
A study of psychological development as it relates to sports and exercise. This course will examine the influence of psychological factors on performance in sports and exercise such as anxiety, motivation, athlete personality, concentration, and confidence. Prerequisite: PS133.

HW413 Senior Seminar in Wellness .... **(3)**
In a seminar format, students will focus on critical issues in wellness and current research in the field. Students will engage in reading, research, discussion, and presentation to the seminar cohort. The objective is to guide students to integrate academic preparation in their discipline into their professional lives, further developing life-long learning skills and a perspective of intellectual curiosity. 3 hours seminar. Prerequisite: Senior standing in Wellness.

HW496 Wellness Internship .... **(1-6)**
Students will integrate theoretical knowledge from academic work with practical experience in their areas of concentration. This is accomplished by supervised wellness practice in a corporate or community setting. 16 hours per week. Prerequisite: Senior standing in Wellness.

HW3003/BU3003 Planning Sport Facilities .... **(3)**
This course covers the planning of sport facilities involving proper design, dimensions and safety features.

HW3082 Introduction to Biomechanics .... **(2)**
This course will focus on the application of mechanical principles of human motion. Within this focus, the human body and external forces will be examined with regard to how they create movement. Also includes analysis of motor skill activities and exercise programs. Prerequisite: BI173/BL171, BI393/HW393, or instructor permission.

HISTORY

H323 Variable Topics in History .... **(3)**
In this course the students will have the opportunity to study more specific topics in various historical areas such as intellectual, political and cultural history.

HS100 Contemporary World Affairs .... **(1)**
This course is an analysis of current domestic and international questions studied in the context of historic trends and their impact upon American life.

HS213 History of the United States I .... **(3)**
This course analyzes the European backgrounds of American exploration and colonization. It is a study of the political, social and economic conditions which brought about the American Revolution; the drafting of the Constitution, western expansion and the conflict of two civilizations - the industrial North versus the agricultural South. Outside readings are required.

HS223 History of the United States II .... **(3)**
This course is designed to be a general survey of the history of the United States from 1877 to the present. The purpose of this course is to provide a broad understanding of the events which have contributed to the position of the United States in the world today.

HS253 World Civilization I .... **(3)**
This course surveys the historical, cultural, and political highlights of civilized society from its origins in the ancient near east to the era of the scientific revolution. While particular emphasis is placed upon western (European) history, consideration will be given to other cultures, especially those of the Middle East, Far East, and Indian subcontinent. (Social Science/Human Culture Core course) (Cultural Diversity course)

HS263 World Civilization II .... **(3)**
This course surveys the historical, cultural, and political highlights from the period of scientific revolution and age of discovery to the present. While particular emphasis is placed upon the development of modern political, social, and economic ideologies of the west and their impact upon world history, consideration will also be given to other cultures and their contributions to world developments. Both World Civilization I and World Civilization II present a comparison of the world views and values of the western and the non-western worlds. (Social Science/Human Culture Core course) (Cultural Diversity course)

HS313 History and the American Indian .... **(3)**
This course is a study of North American Indians throughout history. The course will cover the origins and distribution of various North American Indian cultures prior to European contact; cultural changes resulting from white contact ranging from the Columbian period to the present; the role of federal Indian policies; and the relationship between American Indians and states, with an emphasis on South Dakota. Outside reading required. (Cultural Diversity course)

HS323 The Middle Ages .... **(3)**
This course examines the social, political, and economic changes that occurred during the approximate one thousand years after the fall of the Roman Empire. Topics also include Byzantine and Islamic Civilization, the role of the church and religion, and state-building in western Europe. (Cultural Diversity course)

HS333 Modern Western Culture I .... **(3)**
This interdisciplinary cultural studies course seeks to enhance students' understanding of the complex historical and cultural forces that helped to shape western culture in the first half of the 20th century. In particular, it explores how the massive advances in the natural sciences both affected and were affected by other cultural components of society, such as the social sciences, literature, art, music, politics, and archaeology/anthropology. (Social Science/Human Culture Core course) (Cultural Diversity course)

HS343 Modern Western Culture II .... **(3)**
This interdisciplinary cultural studies course seeks to enhance students' understanding of the complex historical and cultural forces that helped to shape western culture in the second half of the 20th century. In particular, it explores how the scientific advances made during World War II and shortly therafter both affected and were affected by other cultural components of society, such as politics, literature, art, music, and the social sciences, such as psychology, economics, anthropology, and archaeology. (Social Science/Human Culture Core course) (Cultural Diversity course)

HS353 The American West .... **(3)**
This course focuses on the history, geography, people, art, and literature of the American West. By using art and literature, students examine the geography of the United States west of the Mississippi River, the Indian nations of the region, and the exploration and settlement of the region by a variety of cultural and ethnic groups such as early French, Spanish, and American explorers as well as Mexican-Americans, African-Americans, and Chinese. Particular emphasis is placed on the events of the nineteenth century in connection to United States history. (Cultural Diversity course)

HS363 Developing Nations .... **(3)**
This course examines the political, economic, and social issues associated with the world's underdeveloped nations. Among the topics to be explored are the roles of religion, ethnic and cultural diversity, women, agriculture, industrialization, urbanization and political change. (Social Science/Human Culture Core course) (Cultural Diversity course)

MATHEMATICS

MA082/MA083 Mathematics for Medication .... **(2/3)**
Major areas of study include decimals, fractions, ratio and proportion, percentages, dosages, measurements for solutions and intravenous therapy.

MA089 Basic Mathematics Skills .... **(3)**
This course is designed to review and reinforce the student's basic computational skills that are essential to daily living and to serve as preparation for a college-level algebra course.

MA101 Introduction to College Algebra .... **(4)**
This pre-algebra course reviews the basic topics that a student must master in order to be successful in College Algebra. Topics to be mastered include the number system, first-degree equations, ratio and proportion and introductory geometric principles. Prerequisite: minimum ACT mathematics subscore of 17 or at least a **"C"** in MA089.

MA103 College Algebra .... **(3)**
This course is a comprehensive review of elementary algebra and the theoretical and computational aspects of traditional college algebra topics. Considerable time is devoted to practical applications of linear equations. Prerequisite: minimum ACT mathematics subscore of 20 or at least a **"C"** in MA101.

MA173 Mathematics for Business .... **(3)**
Equations and inequalities; systems of equations and inequalities; exponential and logarithmic functions and their graphs; vectors, matrices, applications of linear programming. Prerequisite: MA103 or satisfactory score on placement test.

MA193 Calculus I .... **(3)**
This course deals with limits of functions and approximation, differentiation and integration of elementary functions, maximum and minimum applications. Prerequisite: instructor permission.

MA243 Statistics .... **(3)**
This is an introductory course in statistical methods used in social science and medical research dealing with descriptive and inferential statistics. The course includes introduction to research design and study of measures of central tendency and variability, probability, interval estimation, significant difference testing, and correlation. It is intended to prepare students to read and understand research which reports and interprets findings using statistical methods and to prepare students who will attend graduate school for advanced study of statistics. Prerequisite: Minimum ACT mathematics subscore of 20 or **"C"** in MA101.

MEDICAL ASSISTING TECHNOLOGY

ME122 Medical Law and Ethics .... **(2)**
This course emphasizes legal principles, procedures, and regulations that affect Medical Assistants and other Allied Health professionals. It includes confidentiality and release of information, current medical and bioethical issues. 2 hours lecture per week.

ME132 Urinalysis .... **(2)**
This course reviews the anatomy and physiology of the kidney in health and disease. It provides basic and more advanced instruction in the study and execution of urinalysis. 3 hours lecture/lab for 2/3 of the semester. Prerequisite: BI173/BL171 and BI183/BL181 (or concurrent).

ME143 Pharmacology .... **(3)**
An introduction to the principles of pharmacology, computation of dosages, and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents. It is designed to develop skills in preparation, education, and administration of immunizations and various drugs. 3 hours lecture per week. Prerequisite: BI162, MA089 or math competency.

ME203 Medical Transcription .... **(3)**
This course involves directed clinical practice of medical transcription at the College under the supervision of an ART. Prerequisite: BI162, CS121, CS141, CS181, BI173, and BI183.

ME212 Introduction to Medical Coding .... **(2)**
The focus of this class is learning the coding rules for CPT, ICD-9CM, and Level II (HCPC) coding systems and applying the rules to code patient services. In addition, a variety of payment systems are presented: DRG, APC, RUGIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are reviewed. Prerequisite: BI162, BI173, BI183.

ME223 Medical Office Procedures .... **(3)**
This course involves intensive training covering medical receptionist tasks, working with patient files, medical records, banking procedures, medical insurance, ICD-9CM, DRGs, HMOs, CPT and HCPC coding. It also covers the integration of medical office tasks, mail handling, making meeting and travel arrangements, and the administrative responsibilities of an office manager. 3 hours lecture per week. Prerequisite: BI162 or concurrent.

ME274 Medical Assisting I .... **(4)**
This is a study of professionalism for the medical assistant; it includes assisting in medical treatment, surgical asepsis, minor surgery, and medical office procedures. The lab permits demonstration and practice for competencies in body fluid precautions, obtaining patient interview and vitals, charting, assisting with physical exams, administration of medications and injections and knowledge of diagnostic testing. 3 hours lecture per week, 3 hours lab per week. Prerequisite: Sophomore standing in the Medical Assisting program.

ME283 Medical Assisting II .... **(3)**
This is a continued course directed to students in the Medical Assisting Technology program. Students perform diagnostic testing, maintenance on a variety of diagnostic equipment, and electrocardiographs; they also assist in medical specialty exams. The course includes emergency treatment and first aid care instruction. 2 hours lecture per week and 2 hours lab per week. Prerequisite: ME274.

ME292 Medical Assisting Externship .... **(12)**
This course is directed clinical practice in a medical facility. It includes an administrative, clinical, and laboratory rotation. 9 weeks of 40 hours per week. Prerequisite: ME274, ME283 concurrent.

MEDICAL LABORATORY TECHNOLOGY

ML133 Urinalysis and Body Fluid Analysis .... **(3)**
This course reviews the anatomy and physiology of the kidney in health and disease. It provides basic and more advanced instruction in the study and execution of urinalysis. The laboratory evaluation of other miscellaneous body fluids and fecal examination is also included. 3 hours lecture/lab. Prerequisite: Freshman year in the Medical Laboratory program or equivalent.

ML142 Orientation to Medical Lab .... **(2)**
This course is an overview of basic laboratory hematology, coagulation, clinical chemistry, blood banking, serology and bacteriology. 3 hours lecture/lab. Concurrent: PB102, ML133, or ME132.

ML224 Clinical Chemistry .... **(4)**
This fundamental course is directed to students in the MLT program. It is a survey of carbohydrates, liver and kidney function, lipids, electrolytes, acid-base, enzymology, and hormones. It is also a study of biochemical changes found in many disease states and the principles involved in clinical chemistry reactions and laboratory instrumentation. Laboratory mathematics including quality control statistics is also included. 3 hours lecture and 3 hours lab. Prerequisite: CH154, CH164.

ML236 Sophomore Clinical I .... **(6)**
ML246 Sophomore Clinical II .... **(6)**
Clinical experience in a hospital setting will be emphasized, but exposure to physician office laboratory settings will be part of the student's rotation. Students will enhance skills in specimen collection and processing. The student will be instructed in urinalysis, hematology, coagulation, chemistry, blood bank, microbiology and serology. Prerequisite: ML142.

ML264 Immunology/Blood Banking .... **(4)**
A study of basic immunology and its laboratory application will preface basic blood banking theory and techniques. The study of blood group systems and their significance, principles and techniques of blood typing, compatibility testing, investigation of immune status and standards for blood banks and transfusion services as recommended by the American Association of Blood Banks will be included. 3 hours lecture and 3 hours lab. Prerequisite: BI263/BL263.

ML274 Hematology .... **(4)**
This course is a review of the origin and development of blood cells, the structure and function of normal and abnormal hemoglobins, the relationship of blood cell morphology to disease processes, the study of leukemias and anemias, the concepts of hemostasis, theory and performance of hematology and coagulation procedures commonly used in the clinical laboratory. 3 hours lecture and 3 hours lab. Prerequisite: ML142.

MEDICAL TRANSCRIPTION

MR102 Medical Transcription .... **(2)**
This course involves extended transcription of physician-dictated reports, organized by body systems. Medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries are developed in this course. Prerequisite: CS121, BI162, BI113 (concurrent).

MR113 Introduction to Transcription .... **(3)**
This course is designed to stimulate and provide students with a knowledge of content and format of medical documents and reports. The students are to become familiar with general medical office transcription equipment by incorporating English usage, machine transcription, application skills, medical knowledge, and proofreading and editing abilities. Upon completion of this course, students need to achieve a minimum of 40 wpm on a timed typing test to prove competency in transcription and progression in the program.

MR125 Beginning Medical Transcription .... **(5)**
Transcription of physician-dictated reports organized by body systems. Emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Using reference materials and other resources efficiently. Editing and proofreading techniques, and grammar and punctuation review. Understanding professional issues in medical transcription. Prerequisite: BI162, CS121, MR113, BI183 concurrent, and MR153 (concurrent).

MR133 Lab Med/Physical Exam .... **(3)**
A comprehensive study of laboratory and pathology tests and procedures by body system. An in-depth study of the history and physical examination. Content and terminology used under each of the main headings within a history and physical examination report. Understanding inter-relationships and medical cause and effect in anatomy and physiology, medical terminology, pharmacology, and laboratory procedures as demonstrated through exercises based on actual medical reports. Prerequisite: concurrent enrollment in or prior completion of BI162, BI113 (concurrent).

MR142 Human Diseases .... **(2)**
A comprehensive study of disease processes (causes, symptoms, and treatments), organized by body systems. Prerequisite: BI162, concurrent enrollment in or prior completion of BI113.

MR143 Pharmacology .... **(3)**
An introduction to the principles of pharmacology, computation of dosages, and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents. Prerequisite: BI162, BI113 (concurrent).

MR153 Medical Records/Ethics/Coding .... **(3)**
This is a basic overview of the medical office or ambulatory care center in three areas: (1) medical records, (2) medical law and ethics, (3) medical insurance coding. The study covers understanding the purpose and maintenance of the medical record, the importance of following state and federal laws in a medical office, ethical expectations of all members of the healthcare team, and guidelines for medical insurance coding.

MT206A Medical Transcription Clinical .... **(2)**
This is a directed clinical practice at an arranged medical facility under the supervision of a supervisor. Prerequisite: BI162, BI113, MR113, MR125, MR153, and MR214 concurrent.

MT206B Medical Transcription Clinical .... **(2)**
This is a directed clinical practice at an arranged medical facility under the supervision of a supervisor. Prerequisite: BI162, BI113, MR113, MR125, MR153, and MR214 concurrent.

MT206C Medical Transcription Clinical .... **(2)**
This is a directed clinical practice at an arranged medical facility under the supervision of a supervisor. Prerequisite: BI162, BI113, MR113, MR125, MR153, and MR214 concurrent.

MR214 Advanced Medical Transcription .... **(4)**
Transcription of physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Editing and proofreading techniques. Grammar and punctuation review. Prerequisites: BI113, BI162, MR113, MR125, MR133, MR142, MR143, MR153.

MUSIC

MU100 College Chorus .... **(.5)**
One-half credit in music may be earned each semester a student participates in the College Chorus. Instrumentalists who are able to accompany or augment the music are also welcome to apply for admittance to the chorus. In this course students will have the opportunity to study and perform liturgical and non-liturgical music. Prerequisite: permission of Chorus Director.

M300 Variable Topics in Music .... **(3)**
In this course the students will have the opportunity to study more specific topics in various areas of music that are not currently covered by specific course offerings.

MU111 & MU121 Chorus .... **(1-1)**
Shalom meets for 3 hours each week to study and perform liturgical music.

NURSING - ASSOCIATE DEGREE

NA101 Orientation to Nursing .... **(1)**
In this introductory course, the student will briefly examine the role and expectations of the AD nurse. An introduction to the mission and philosophy of the Department of Nursing is included. Entrance testing and learning style inventories are conducted. Students will be expected to examine their professional goals. Preparation for application to the major is included. This course can be substituted for GE111.

NA106 Nursing Concepts .... **(6)**
This beginning course introduces the student to the nursing profession, the Department of Nursing's philosophy, conceptual framework, and program objectives. A variety of teaching strategies are used to introduce the student to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The Health-Wellness Continuum is explored with emphasis on the normal findings of individual adult clients. The basic needs of the individual adult (Maslow) are explored along with examining methods to promote client self care. An overview of historical, spiritual and cultural considerations of nursing practice is introduced. Rural nursing is introduced and defined. Values and ethical decision making processes are reviewed. The caring philosophy, the competencies of the associate nurse, the nursing process, along with therapeutic interpersonal communication skills, provide the foundation for understanding professional nursing. Students apply the theory of this course through clinical experiences. Prerequisite: admission to program. Classroom: 4 hours; Clinical: 6 hours/week.

NA111 Orientation for Advanced Placement .... **(1)**
This 100-level course is designed for the student having established credit for NA106 in the associate degree program entering the program with advanced placement. The course will introduce the student to the program philosophy, conceptual framework, and the use of the nursing process. Prerequisite: NA106 competency and permission of the department.

NA128 Nursing Concepts II .... **(8)**
Common, well-defined, and recurring alterations in health experienced by individual adult clients are covered. The nursing process is used to identify and address the bio-psycho-social, developmental, cultural, and spiritual needs of adult clients. Ethical and legal aspects of safe nursing practice are explored. Critical thinking activities are used to illustrate the impact of ENVIRONMENT, HUMANITY, and HEALTH upon NURSING care of clients with selected alterations in health. Students apply the theory of this course through clinical experiences. Prerequisite: BI173/BL171, NA106 or equivalent, CH114. Classroom: 5 hours; Clinical: 9 hours/week.

NA207 Nursing Concepts Applied to the Care of Adults .... **(7)**
Complex, well-defined, and recurring alterations in health ranging from adaptive to maladaptive, experienced by individual and groups of adult clients are the focus of this course. The nursing process is used to determine and address the bio-psycho-social, developmental, cultural, and spiritual needs of the client. Nursing case studies are used to illustrate the impact of the ENVIRONMENT, HUMANITY, and HEALTH, upon the NURSING care of clients. Ethical and legal aspects of safe nursing practice are explored. Students apply the theory of this course through clinical experiences. The course may be offered during the first or second semester of the 200-level of the program. Prerequisite: NA106, NA128, PS133, BI173/BL171, BI183/BL181, CH114, BI263/BL263, and NA223. If the course is taken spring semester the student must have credit for NA227. Classroom: 4 hours; Clinical: 9 hours/week.

NA222 Applied Pharmacology for Nursing Practice .... **(2)**
This course focuses on pharmacologic principles for nursing practice, administration of medications, and evaluation of the client reponse. The nursing process format is integrated throughout the course and serves as the framework for the study of drug classifications. Prerequisite: CH114. Classroom: 2 hours.

NA223 Psychiatric and Mental Health Nursing .... **(3)**
Students in this course examine the development and changing focus of psychiatric mental health nursing throughout the lifespan. Focus is on the concepts of HEALTH, NURSING, ENVIRONMENT, and HUMANITY in providing psychiatric mental health nursing care to clients along the continuum of mental health. Nursing theory, DSM-IV-TR multiaxial evaluation system, psychobiology, psychopharmacology, the causations of mental illness, and the mind/body/spirit connection will be emphasized. Care for individuals with psychiatric disorders will be addressed through the nursing process and *Watson's Theory of Transpersonal Caring*. Students are challenged to examine their roles as associate level nurses in the ongoing challenges of providing healthcare services across the continuum with persons affected by mental illness. Clinical experiences include practice in acute and chronic settings, primarily in Yankton, South Dakota, during the summer. Prerequisite: NA128, PS133. Classroom: 2 hours; Clinical: 45 hours total.

NA227 Nursing Concepts Applied to the Childbearing and Childrearing Family .... **(7)**
The nursing care of the childbearing family and the pediatric client and their family including complex, well-defined and recurring alterations in health, are the focus of the course. The nursing process is used to determine and address the bio-psycho-social, developmental, cultural, and spiritual needs of the client. Nursing case studies are used to illustrate the impact of ENVIRONMENT, HUMANITY, and HEALTH upon the NURSING care of these clients. Ethical and legal aspects of safe nursing practice as they apply to the childbearing and childrearing family are deliberated. Students apply the theory of this course through clinical experience. The course may be offered during the first or second semester of the 200-level of the program. Prerequisite: NA106, NA128, NA223, NA253, PS133, BI173/BL171, BI183/BL181, BI263/BL263, CH114. If the course is taken spring semester the student must have credit for NA207. Classroom: 4 hours; Clinical: 9 hours/week.

NA253 Synthesis of Nursing Concepts .... **(3)**
This course is designed to prepare the student to manage groups of clients by learning delegation and prioritization of nursing care. Theory and clinical experiences are integrated and provide opportunities for students to explore professional issues, incorporating the attitudes, knowledge, and critical thinking required of the AD nurse. The student incorporates previous experiences as they synthesize concepts and prepare for entry into practice. Prerequisite: NA207 or NA227. Corequisite: NA207 or NA227. This must be the last nursing course in the AD program. Classroom: 1 hour; Clinical: approximately 90 hours total.

NURSING – TRADITIONAL BSN and LPN COMPLETION

NB213 Introduction to Professional Nursing .... **(3)**
This beginning course introduces the student to the nursing profession, the Department of Nursing's philosophy, conceptual framework, program outcomes, and the nursing process. The caring philosophy, historical, spiritual and cultural considerations, nursing theories, and legal/ethical aspects of safe nursing practice are introduced. A variety of teaching strategies are used to introduce the student to the primary themes of the program: ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Effective communication techniques, teaching/learning principles, and math skills are studied and practiced. Prerequisite: admission to 200-level nursing, EN113, PS133, MA103. Classroom: 2.5 hours; Lab: 1.5 hours/week.

NB235 Fundamentals of Nursing and Care of the Older Adult .... **(5)**
This course provides the theoretical and practical basis for fundamental nursing skills. Basic needs of the individual, with focus on the older adult, are examined. The nursing process is used to identify and address the bio-psycho-social, developmental, cultural, and spiritual needs of individuals. The impact of the primary themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING care of individuals is expanded as a basis of nursing care. Ethical and legal aspects of safe nursing practice are explored. Students apply the theory of this course through clinical experiences in long-term care. Prerequisite: NB213, NB243, PS153. Classroom: 3 hours; Clinical: 6 hours/week.

NB243/NU333 Health Assessment .... **(3)**
This course is an introduction to holistic physical assessment of individuals across the lifespan. It builds on the scientific knowledge acquired from the natural sciences. The functional patterns will be the framework for documenting the health history and physical assessment of systems. Inherent in this course is the integration of ENVIRONMENT and HEALTH within the assessment of HUMANITY. Assessment is the foundation upon which NURSING practices. Data analysis and critical thinking are an integral part of this course. Discussion of lab/diagnostic testing is integrated. Prerequisite: BI173/BL171, BI183/BL181; Corequisite: NB213. Classroom: 2 hours; Lab: 3 hours/week.

NB303 Pathophysiology .... **(3)**
This foundation course focuses on adaptive and maladaptive human responses to disruptions in normal physiology. The primary themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are integrated throughout this course. The student will use knowledge of anatomy/physiology, chemistry, and microbiology as a basis for exploring and expanding how alterations in structure and function disrupt human body adaptation (maladaptation). Pathophysiology of disease is studied with emphasis on developing scientific rationale for nursing practice. Prerequisite: BI173/BL171, BI183/BL181, BI263/BL263, CH124 or equivalent, NB243. Classroom: 3 hours.

NB311 Therapeutic Nutrition .... **(1)**
This course will provide the student with an overview of medical nutritional therapy for diabetes, cardiac, renal, cancer, and gastrointestinal disorders. Practical applications and treatment of nutrition-related pathologies will be emphasized. Prerequisite: 200-level nursing courses and 200-level science requirements or approval of instructor. Classroom: 1 hour.

NB323 Applied Drug Therapy .... **(3)**
This course will focus on the relationship between drug therapy and its impact on ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The nursing process is the framework from which various classifications of drugs are discussed. Pharmacokinetics, side effects, drug interactions, client response, and nursing implications for each drug classification are explored. The impact of environmental forces is identified. This course will enable the student to make therapeutic assessments and appropriate nursing judgments regarding drug therapy in client care. The nurse's collaborative role in pharmacology is discussed. Prerequisite: CH124 or equivalent, NB235, NB303; Corequisite: NB311. Classroom: 3 hours.

NB338 Maternal-Child Nursing. .... **(8)**
This course focuses on the promotion and maintenance of health for individuals of childbearing and childrearing families. The themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are incorporated into holistic client care. The principles of growth, development, and mental health are integrated. Nursing care of at-risk families and children with special needs is introduced. Clinical experiences assist in application of the nursing process in the care of the childbearing/childrearing client. Prerequisite: NB235, NB303. Classroom: 4 hours; Clinical: 12 hours/week.

NB344 Mental Health Nursing .... **(4)**
This course examines the development and changing focus of mental health nursing throughout the lifespan. The course is focused on the concepts of HEALTH, NURSING, ENVIRONMENT, and HUMANITY in providing mental health nursing care to clients along the continuum of mental health. Nursing theory, DSM-IV-TR multiaxial evaluation system, psychobiology, psychopharmacology, the causations of mental illness, and the mindbodyspirit connection will be emphasized. Care for individuals with psychiatric disorders will be addressed through the nursing process and *Watson's Theory of Transpersonal Caring.* Students are challenged to examine their roles as baccalaureate level nurses in the ongoing challenges of providing healthcare services across the continuum with persons affected by mental illness. The clinical experiences include practice in acute adult, acute adolescent, psychiatric rehabilitation, chemical dependency, and community outpatient settings. Students may have the opportunity to observe electroconvulsive therapy, mental illness commitment hearings, and treatment groups. All students will design, implement, and evaluate a therapeutic group activity during clinical. Prerequisite: NB323, PS353. Classroom: 2.5 hours; Clinical: 68 hours total.

NB368 Adult Health Nursing I .... **(8)**
This medical-surgical course expands the fundamental principles of nursing. The themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are incorporated into holistic care of clients with acute and chronic alterations in health. Clinical experiences assist in application of the nursing process in the care of individuals and families. Prerequisite: NB235, NB303. Corequisite: NB323. Classroom: 4 hours; Clinical: 12 hours/week.

NB375 Adult Health Nursing I-LPN .... **(5)**
Designed for the LPN diploma completion student, this course is designed to expand the fundamental principles of nursing. This course expands theh principles of health promotion and introduces principles of health maintenance for individuals and families. The themes of NEVIRONMENT, HUMANITY, HEALTH and NURSING are incorporated into holistic care of clients with acute and chronic alterations in health. Clinical experiences assist in application of the nursing process in the care of individuals and families. Prerequisite: NU313, NB323 (or concurrent). Classroom: 3 hours; Clinical: 2 hours.

NB421/422/423 Variable Topics in Nursing .... **(1 - 3)**
These elective courses are designed to acquaint the nursing student with current practices in health care. Classroom: 1-2 hours.

NB436 Community Health Nursing .... **(6)**
Concepts basic to meeting the health needs of individuals, families, and groups with diverse cultural and social backgrounds in a community and rural setting are presented. The impact of the environment upon the community as the client, and the interrelationship of the health status of the individual and that of the community are explored. Promotion, prevention, maintenance and restoration of optimal levels of health and wellness, the fundamentals of epidemiology, and the implications of social policy upon the health of communities are addressed. A variety of teaching strategies are used to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of individuals, families, groups, and communities. Clinical experiences, in a variety of community settings, provide opportunities for students to apply theoretical concepts. Prerequisite: NB311, NB323, NB338, NB344, NB368, and NB473. Classroom: 3 hours; Clinical: 9 hours/week.

NB454 Leadership Roles in Managing Client Care .... **(4)**
This course studies the leadership character and management roles of the baccalaureate nurse. The NURSING process is the basis for discussion of holistic care of individuals, families, groups, and communities (HUMANITY) in a variety of HEALTH care systems and organizations (ENVIRONMENTS). The leadership role of the nurse includes discussion of the management of staff and care for groups of clients. Critical analysis of the nursing literature is incorporated to examine legal, ethical, and moral aspects of professional nursing practice. Both theory and clinical experiences provide opportunities for the student to examine leadership/management skills, incorporating the attitudes, knowledge, and critical thinking of the baccalaureate nurse. Preparation for NCLEX is highlighted. Clinical experiences will be with mentors who have roles in leadership/management of staff and/or clients. Synthesis of these roles will be in preparation for graduation and graduate study. This must be the last nursing course in the BSN program. Classroom: 1.5 hours; Clinical: 112 hours total.

NB455 Adult Health Nursing II .... **(5)**
Students in this course study the care of clients with complex, multi-system alterations in health, both physiological and psycho-social. The NURSING process is the basis for discussion of holistic care of individuals, families, groups, and communities (HUMANITY) in a variety of HEALTH care systems and organizations (ENVIRONMENT). Both theory and clinical experiences provide opportunities for the student to examine complex care concepts incorporating the attitudes, knowledge, and critical thinking of the baccalaureate nurse. Prerequisite: all 300-level nursing courses. Classroom: 2.5 hours; Clinical: 113 hours total.

NB473 Research in Nursing .... **(3)**
This course provides the student with an understanding of nursing research and its role in contemporary nursing practice. The student acquires the skills of critical appraisal to become a knowledgeable research consumer. Through the acquisition of knowledge of the research process and positive attitudes toward nursing research, the student incorporates nursing research findings in practice as they relate to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Prerequisite: MA243 or concurrent. Cross-listed with NU473. Classroom: 3 hours.

NURSING - BSN COMPLETION (RNs and LPNs)

NU313 Dimensions of Professional Nursing .... **(3)**
This course is designed to introduce the registered nurse and the licensed practical nurse to the baccalaureate program and the role of the professional nurse. It provides the student with an opportunity to explore a variety of issues in professional nursing, using the baccalaureate nursing roles as the organizational structure. The multiple roles of the baccalaureate prepared nurse are analyzed, and methods of application to professional practice are discussed. An overview of nursing and non-nursing theories and models are introduced. The major themes of ENVIRONMENT, HUMANITY, HEALTH, and NURSING are introduced. This course focuses on the application of the select concepts: quality assessment, political process, and professionalism. Previous learning will be validated during this course. Prerequisite: admission to program. Classroom: 3 hours.

NU333/NB243 Health Assessment .... **(3)**
This course is an introduction to holistic health assessment of the client across the lifespan. The functional patterns are the framework for documenting the health history and physical assessment of systems. Inherent in this course is the integration of ENVIRONMENT and HEALTH within the assessment of HUMANITY. Assessment is the foundation upon which NURSING practices. Data analysis is an integral part of this course. Prerequisite: NU313 or consent of instructor. Classroom: 2 hours; Lab: 3 hours.

NU373 Family as Client .... **(3)**
This course focuses on family health promotion. Theories and models are applied to family dynamics including systems, culture, communication, family roles, family self-care, family stress, rural life, and social support. The nursing process is applied to family health promotion/protection in areas of nutrition, stress management, sleep, recreation, sexuality, protective health behaviors, and environmental health. The student will apply the principles learned in theory to a family in the community. A variety of teaching strategies are utilized to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of well individuals and families. Prerequisite: NU313 or consent of instructor. Classroom: 3 hours.

NU413 Applied Drug Therapy .... **(3)**
This course will focus on the relationship between drug therapy and its impact on ENVIRONMENT, HUMANITY, HEALTH, and NURSING. The nursing process is the framework from which various classifications of drugs are discussed. Pharmacokinetics, side effects, drug interactions, client response, and nursing implications for each drug classification are explored. The impact of environmental forces is identified. This course will enable the student to make therapeutic assessments and appropriate nursing judgments regarding drug therapy in client care. The nurse's

collaborative role in pharmacology is discussed. Prerequisite: completion of all NU 300-level courses or consent of instructor. Cross-listed with NB323. Classroom: 3 hours.

NU436 Community Health Nursing .... **(6)**
Concepts basic to meeting the health needs of individuals, families, and groups with diverse cultural and social backgrounds in a community and rural setting are presented. The impact of the environment upon the community as the client, and the interrelationship of the health status of the individual and that of the community is explored. Promotion, prevention, maintenance and restoration of optimal levels of health and wellness, the fundamentals of epidemiology, and the implications of social policy upon the health of communities are addressed. A variety of teaching strategies are used to illustrate the impact of ENVIRONMENT, HUMANITY, HEALTH, and NURSING upon the care of individuals, families, groups, and communities. Clinical experiences, in a variety of community settings, provide opportunities for students to apply theoretical concepts. Prerequisite: all 300-level nursing courses, PS353 and NU473 (or corequisite). Classroom: 3 hours; Clinical: 135 hours total.

NU454 Leadership Roles in Nursing .... **(4)**
This seminar course focuses on the nursing leadership character and management roles of the baccalaureate nurse. The nursing leadership/management role includes the management of groups of staff and the care of groups of clients. Both the theoretical and clinical components offer the student the opportunity to explore, synthesize, and evaluate baccalaureate roles, knowledge, skills, and attitudes needed by the professional nurse for leadership and management. Group discussion will focus on clinical application in the areas of competence in professional practice, roles of the nurse in clinical practice, teaching, decision-making, peer review and performance evaluation in promotion of quality nursing care. As the discussions progress, the NURSING care will be synthesized in relationship to ENVIRONMENT, HUMANITY, and HEALTH. Clinical experiences will be with mentors who have roles in leadership/management of staff and/or clients. Synthesis of these roles will be in preparation for graduation and graduate study. Prerequisite: NU413, NU436, NU473. This must be the last nursing course in the BSN completion program. Classroom: 2 hours; Clinical: 90 hours total.

NU473 Nursing Research .... **(3)**
This course provides the student with an understanding of nursing research and its role in contemporary nursing practice. The student acquires the skills of critical appraisal to become a knowledgeable research consumer. Through the acquisition of knowledge of the research process and positive attitudes toward nursing research, the student incorporates nursing research findings in practice as they relate to ENVIRONMENT, HUMANITY, HEALTH, and NURSING. Prerequisite: MA243 or concurrent; NU313 or concurrent. Cross-listed with NB473. Classroom: 3 hours.

NB463/NU463 Independent Study .... **(1-3)**
This course offers individual study that addresses special needs and interests. Selected readings, observations, conferences, and projects could be selected. The course can be used by the transfer student who needs extra credits in nursing as a way to make up the deficiency or to earn credit for prior learning. It can be used by the student who wants to explore in depth a topic of special interest including clinical internships. The student and the faculty advisor develop course objectives together, depending upon the student's needs. The course offers the option of 1-3 credits. The number of projects/credits to be attempted will be determined at the time of enrollment. Prerequisite: admission to the program.

PHILOSOPHY

PH103 Philosophy of Argumentation: Logic/Rhetoric .... **(3)**
This course is designed to enhance the student's capacities to analyze, evaluate, critique and respond to verbal structures by assessing the arguments of others, by presenting their own arguments in oral and written form, and by subjecting their own arguments to the same scrutiny to which they have subjected others.

P300 Variable Topics in Philosophy. .... **(3)**
In this course the students will have the opportunity to study specific topics in philosophy that are not currently covered by specific course offerings. Prerequisite: RS283.

H423S Science, Gender and Knowledge .... **(3)**
This course is an interdisciplinary humanities offering that focuses on history and philosophy of science and feminist studies. The course is designed to give the upper-level student an overview of both the history and the on-going debate regarding gender and its relationship to science. The course stresses critical reading, thinking, writing, and speaking skills.

PHLEBOTOMY

PB102 Lab Safety/Introduction to Phlebotomy .... **(2)**
This course teaches basic concepts in the area of medical laboratory safety, specimen collection (venipuncture and capillary), specimen processing, laboratory mathematics and lab equipment. The student will obtain clinical experience in phlebotomy (venipuncture and capillary) collections, and specimen processing at an area medical facility. Prerequisite: MA students must achieve a 17 on the math section of the ACT or complete competencies for MA089.

PHYSICS

PC104 Fundamentals of Physics I .... **(4)**
This course is designed not only to provide a solid foundation for further study of physics but also to encourage the scientific way of thinking. Course material includes mechanics, magnetism, and thermal physics.

PC114 Fundamentals of Physics II .... **(4)**
This course is designed not only to provide a solid foundation for further study of physics, but also to encourage the scientific way of thinking. Course material includes electricity, waves, and nuclear physics.

PSYCHOLOGY

PS133 General Psychology .... **(3)**
This course is a study of the physiological and intrapsychic basis of behavior; the theories of learning, thinking and behavior; and the techniques of studying human behavior.

PS153 Developmental Psychology .... **(3)**
This course is a study of all phases of the developmental cycle from conception to death. Special emphasis will be placed upon the psychic development that accompanies biological growth, transitions from one life stage to another, and the tasks uniquely attributed to the various stages. Prerequisite: PS133.

PS313 Theories of Personality .... **(3)**
This course studies major theories of personality. This course emphasizes a scientific approach to the study of the individual utilizing the four "D"s of personality: Description, Development, Dynamics and Determinants. Prerequisite: PS133.

PS343/SO343 Social Psychology .... **(3)**
This course provides the opportunities to explore the causes and effects of human behavior in groups through theoretical readings and personal experiences. This includes how we come to perceive ourselves and our world, how our attitudes form and change, what influences our behavior in groups, conformity, violence, attraction, and helping behaviors for self-understanding and personal and social transformation. Prerequisite: SO103, PS133.

PS353 Abnormal Psychology .... **(3)**
This course focuses on maladaptive behavior and mental disorders. Consideration is given to causes and symptom patterns found in the psychoses, minor mental disorders and character disorders. Basic concepts of therapy are presented. Prerequisite: PS133.

P353C: Child and Adolescent Psychology .... **(3)**
This course emphasizes the humanness of psychological disorders and their effects upon individual, family and social systems. The focus is on the development of children/adolescents and the issues they face each day with friends, families and teachers. Prerequisite: PS133.

PS355 Variable Topics in Psychology .... **(3)**
Variable topics courses explore various areas of psychology according to need and interest of students. Possible areas of study are Psychology of Gender, Psychology of Aging, Psychology of Religion, etc. Prerequisite: PS133.

PS373 Psychology of Film .... **(3)**
The primary goal of this course will be to engage students in the process of approaching narrative film from the directions of film as a representational medium capable of symbolizing an enormous range of human actions and its psychological interpretation; from the direction that films are technical and artistic objects created by groups of individuals working together within particular social and historical contexts; and the direction that one can make an assumption that there are a number of psychological mechanisms operating within audience members as they watch the films. Through the use of representative movies, critical commentaries and empirical studies, students will come to

see movies as "psychologically alive" – creations of the mind that are capable of representing the full range of human concerns through perceptual, cognitive and symbolic processes occurring within viewers. In this course, movies will be watched, discussed and interpreted from the psychological perspective. Connections will be made between cinematic content and contemporary psychological theory. The films chosen will be relevant to a wide variety of issues in psychology, including; (a) the continuity of personality from childhood to adulthood, (b) the role of nature (genetics) versus nurture (family environment) in shaping social development, (c) coping and emotion regulation processes, (d) cultural differences in behavior, (e) the role of memory in identity formation.

PS395/HW395 Sports Psychology .... **(3)**
A study of psychological development as it relates to sports and exercise. This course will examine the influence of psychological factors on performance in sports and exercise such as anxiety, motivation, athlete personality, concentration, and confidence. Prerequisite: PS133.

RADIOLOGIC TECHNOLOGY

RT102 Introduction to Radiologic Technology .... **(2)**
This course includes an introduction to basic medical terminology related to radiology, medical ethics, imaging equipment, image characteristics, radiation protection, and career opportunities. 2 hours lecture/clinical.

RT106 Radiologic Technology I .... **(6)**
This course includes an introduction to radiation physics, processing techniques, and anatomy and positioning terminology. The beginning student is given a basic idea of the institution's, the department's and the radiographer's responsibilities and objectives in patient care. Prerequisite: Pre-Radiologic Technology curriculum. Off-Campus Clinical Program.

RT112 Patient Care .... **(2)**
General and emergency patient care considerations are discussed. These include use of various methods and equipment for monitoring patients; safety rules to avoid injury to patients as well as health care providers; infection control procedures; venipuncture techniques; medications and routes of administration; recognition and methods of dealing with uncomfortable or emergency situations; patient education regarding preparation and follow-up procedures for various exams. 2 hours lecture.

RT121 Principles of Radiation Protection .... **(1)**
Methods of dose reduction to patient, self, and others are emphasized throughout the course. Factors affecting radiosensitivity are discussed. Technical factors affecting entrance dose are examined. Radiation monitoring and dose equivalent limits are studied. Students will effectively summarize articles related to medical diagnostic exposures to ionizing radiation. 1 hour lecture.

RT131 Ethics & Law .... **(1)**
Ethical and legal responsibilities of radiographers are discussed. Terminology pertinent to topics is defined and examples of each are given. Medical center and department practices are explained. The importance of professional relationships and communication with other health care providers, patients, and family members is emphasized. 1 hour lecture.

RT201 Radiologic Technology II .... **(13)**
This course includes radiation physics, anatomy and positioning, continuation of processing techniques and beginning radiographic exposure. The student is introduced to physical concepts of radiology, positioning of chest, abdomen, and extremities, and factors affecting image quality. Prerequisite: RT106. Off-Campus Clinical Program.

RT208 Procedures I .... **(2)**
General anatomy, arthrology, positioning terminology and imaging principles are introduced. Anatomy, positioning and critique of chest, abdomen and upper extremity, including shoulder girdle are studied. 2 hours lecture.

RT209 Clinical I .... **(3)**
Orientation to radiographic, fluoroscopic and processing equipment will take place. Students will be evaluated on clinical objectives for each assigned area. Routine and optional radiographic positioning will be demonstrated and evaluated for chest, abdomen and upper extremities. 11 to 16 hours clinical practicum.

RT212 Procedures II .... **(2)**
Anatomy, positioning and critique of lower limb, hip, pelvis, cervical, thoracic, lumbar spines, sacrum, coccyx, ribs and sternum are examined. 2 hours lecture.

RT224 Radiation Physics .... **(4)**
This course continues discussion of physics, including atomic structure, electricity, magnetism, forms of energy, algebraic equations, and units of measurement. Production of x-rays and their interaction with matter is an essential part of this course. X-ray generating equipment, circuitry and x-ray beam characteristics are examined. 4 hours lecture.

RT233 Clinical II .... **(3)**
Routine and optional radiographic positioning will be demonstrated and evaluated for lower extremity, pelvic girdle, spinal column and bony thorax. 11 to 16 hours clinical practicum.

RT244 Radiographic Exposure and Image Formation .... **(4)**
Film and intensifying screen components are discussed. Rules for proper film handling and storage, artifact identification, and processor quality control procedures are part of this course. Latent image formation, chemical components of processing solutions, silver recovery, automatic processor systems, and methods of image manipulation and storage are also covered. X-ray production, properties of x-rays, and body composition are introduced. Prime factors influencing radiographic exposures are studied. Students learn methods of adjusting technical factors for various body parts, thicknesses, tissue densities, image receptors, distances and pathologic conditions. Radiographic density, contrast, detail, and distortion and factors affecting each are examined in detail. Production of scatter radiation and use of grids, beam restricting devices, and filtration are studied. Appropriate use of automatic exposure control and preparation of technique charts are also discussed. Laboratory experiments are an integral part of applying theoretical components of the course. 3 hours lecture and 2 hours lab/discussion.

RT283 Clinical III .... **(3)**
Students will achieve competence in previously studied procedures by practicing principles of radiographic exposure, radiation protection and positioning. Weekend rotations may be required. 320 hours clinical practicum total.

RT302 Radiologic Technology III .... **(13)**
This course includes radiation physics, radiographic exposure, and anatomy and positioning. Students learn about production of x-rays and their interaction with matter, and methods of reducing scatter reaching the film, thereby improving radiographic quality. Students apply radiographic exposure knowledge to clinical assignments. They also position pelvis, spine, and thorax. Prerequisite: RT201. Off-Campus Clinical Program.

RT303 Procedures III .... **(3)**
Anatomy, positioning and critique of cranial, facial bones, sinuses, mastoids, TMJs, upper and lower gastrointestinal system, and biliary system procedures are studied. 3 hours lecture.

RT305 Clinical IV .... **(5)**
Routine and optional radiographic positioning will be demonstrated and evaluated for skull, gastrointestinal and biliary studies. Students will also achieve competence in previously studied procedures. 16 to 24 hours of clinical practicum.

RT306 Radiologic Technology IV .... **(6)**
This course includes special imaging equipment, anatomy and positioning, and contrast procedures. Students learn about special imaging techniques and equipment and positions for skull, facial bones, TMJs, mastoids, and sinuses. They learn details of preparation, procedures, and follow-up care for common contrast procedures performed daily. Prerequisite: RT302. Off-Campus Clinical Program.

RT312 Special Imaging Equipment .... **(2)**
Physical principles and equipment operation of fluoroscopy, conventional tomography, mammography, digital x-ray imaging, computed tomography, magnetic resonance imaging, and ultrasound are included. Fundamental principles of computer technology, related terminology and computer applications in radiology are part of this course. 2 hours lecture/discussion/demonstration.

RT313 Radiologic Technology V .... **(13)**
This course includes special imaging equipment, special contrast procedures, and pediatric radiography. The student learns about special imaging systems and about special contrast procedures which require sterile technique and assistance of radiographer to radiologist. Student learns about methods of dealing with infants, children, and parents and special considerations for protection and positioning of parts. Student is required to write a scientific paper. Prerequisite: RT306. Off-Campus Clinical Program.

RT315 Clinical V .... **(5)**
Students will achieve competence in previously studied procedures. Students will develop image evaluation skills and gain more experience in stationary and mobile fluoroscopic procedures. 16 to 24 hours of clinical practicum.

RT322 Image Evaluation .... **(2)**
Students evaluate images for radiographic quality, radiation protection, accurate positioning by showing structures of interest, proper identification and image artifacts. Students must be able to distinguish between acceptable diagnostic quality and poor radiographic quality images. Both written and oral exams are taken as part of this course. 2 hours lecture/discussion.

RT323 Radiologic Technology VI .... **(13)**
This course includes radiobiology and health physics, angiography, cross-sectional anatomy, radiologic pathology, and review classes. The student learns about radiobiology, early and late effect of radiation exposure, radiation protection procedures, and ultrasound. The student learns about equipment and procedures used in angiography, learns medical terminology which relates to radiographic pathology, and reviews all course material in preparation for ARRT exam. Prerequisite: RT313. Off-Campus Clinical Program.

RT332 Radiation Protection and Radiobiology .... **(2)**
More advanced discussion of radiation protection of patients, operators, and the public takes place. Devices used to detect and measure radiation are studied, as well as dose equivalent limits. Fundamental principles of radiobiology are introduced. Biologic effects of radiation on cells and radiosensitivity of cells, tissues, and organs are discussed. Early and late effects of radiation are studied. 2 hours lecture.

RT333 Procedures IV .... **(3)**
Urinary system procedures, mammography, trauma and mobile radiography, pediatric radiography and conventional tomography, arthrography, myelography and orthoroentgenography are studied. 3 hours lecture.

RT343 Clinical VI .... **(3)**
Students will apply knowledge of procedures, radiographic exposure and radiation protection as they become proficient in areas assigned. Weekend rotations may be required. 320 hours clinical practicum total.

RT353 Cross-Sectional Anatomy .... **(3)**
A study of human anatomy as viewed in cross-section. Anatomical cross-sections of the human head, thorax, neck, abdomen, pelvis and extremities will be presented using advanced modalities such as computed tomography and magnetic resonance imaging. Strucutres illustrated in the cross-section are labeled. Students practice and assess the anatomy through several different exercises.

RT363 Educational Methods .... **(3)**
This course develops skills in teaching radiologic methods by providing instruction in curriculum development, methods of instruction and psychology of learning. Learn how to develop performance objectives, organize lesson plans, and effectively present a lecture.

RT373 Quality/Risk Management .... **(3)**
This course is designed to develop an understanding of the tasks and protocols making up the quality/risk management activities of a radiology department. The roles of the personnel contributing to the quality/risk program will be presented. Tools, procedures, and evaluation criteria used in the performance assessment of imaging modalities and processing will be discussed. Formulate a risk management plan and gather data to assess risk in the patient care setting.

RT383 Pathophysiology .... **(3)**
This course will focus on the characteristics and symptoms of disease caused by alterations or injury to the structure of function of the body. Normal function and structure as well as common disease conditions are studied and then followed by in-depth descriptions of pathological processes. Etiology, pathogenesis, prognosis and therapies will be discussed for each pathology as well as image correlation.

RT395 Computers in Radiology .... **(3)**
Introduce knowledge in computing and information processing in the areas of computed radiography, digital radiography and picture archiving and communication systems. Computer applications in radiology related to image capture, display, storage and distribution are presented.

RT402 Procedures V .... **(2)**
Radiographic anatomy and positioning of cranial, thoracic, abdominal and pelvic computed tomography are studied and evaluated. Cerebral, thoracic, abdominal and peripheral angiography and magnetic resonance imaging are surveyed. Each student is required to write and present a scientific paper as part of this course. 2 hours lecture.

RT403 Clinical VII .... **(3)**
Students will integrate prior coursework by applying positioning and technical skills in the clinical setting. Students will perform the majority of exams under indirect supervision. Students will take a leadership role in the clinical setting. Students gain experience in special radiologic procedures while maintaining radiography competence. 11 to 16 hours clinical practicum; in addition, the student may be assigned weekend duty.

RT411 Introduction to Quality Improvement .... **(1)**
Methods of evaluating components of radiologic imaging systems are studied in order to ensure consistency in radiographic image quality. Laboratory experiments are used to demonstrate application of quality control tools and measurement. An individual quality improvement project is required as part of this course. 1 hour lecture/lab/discussion.

RT432 Radiographic Pathology .... **(2)**
Pathologic conditions in each body system and their relevance to radiologic procedures are studied in this course. Medical terminology is an essential part of this course. 2 hours lecture.

RT433 Clinical VIII .... **(3)**
Students who have completed competencies in radiography will have the opportunity to rotate into a special imaging modality, quality management or education. 11 to 16 hours of clinical practicum; in addition, the student may be assigned weekend duty.

RT443 RT Senior Seminar .... **(3)**
Students will be guided to develop and carry out a project in their designated concentration. The completed project will be presented at the end of the semester to all the RT students and faculty. These senior students will also be guided in a review of the RT curriculum in preparation to take the American Registry of Radiologic Technologist's exam. Students are required to take monthly exams as well as simulated registry exams as part of this course. Meet as assigned.

READING

RE092 Basic Reading Skills .... **(2)**
This course is designed to give entering college students an opportunity to learn a systematic way of thinking about and approaching college textbook material. The student will learn that one's reading ability is related to the quality of one's thinking, the ability to make connections between elements of text and the ability to see a relationship between one's prior knowledge and the content of the text.

RELIGIOUS STUDIES

RS123 The Christian Tradition .... **(3)**
This course is an introduction to the theological study of the faith of the Christian community. It examines contemporary Christian understandings of God, Christ, humanity, existence, the Bible, and salvation. This course or RS233 is a prerequisite for all other courses in Religious Studies.

RS233 Catholicism .... **(3)**
This course is an introduction to the theological study of the Christian faith, covering the broad areas of scriptural, historical, and general ("systematic") objectives. The focus of the course is on the particularly Roman Catholic understanding of the Christian tradition. This course or RS123 serves as prerequisites for further courses in Religious Studies.

RS243 The Sacraments .... **(3)**
This course is a study of the sacraments, both as moments of human religious experience and through an examination of the historical development of sacraments in the Christian tradition. (This course is offered every other year.) Prerequisite: RS123 or departmental approval.

RS253 Prayer and Spirituality .... **(3)**
This course is an introduction to the meaning of prayer and religious experience or spiritual life from a Christian perspective, including the fundamentals of prayer and spirituality. Prerequisite: RS123 or departmental approval.

RS283 Christian Ethics .... **(3)**
This course examines the process and principles of moral decision making as an activity of Christian faith. The course will examine how moral decisions reveal important aspects about who we are as human persons, and how they reflect and reveal the foundational values in our lives and our responsibilities to ourselves, others, and God. Prerequisite: RS123 or departmental approval.

RS303 World Religions .... **(3)**
This course is a survey of the origin, nature, beliefs and practices of the major world religions, including Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. (This course is taught every other year.) Prerequisite: RS123 or departmental approval. (Social Science/Human Culture Core course or Humanities/Aesthetics elective, but may not be used to fill both requirements) (Cultural Diversity course)

RS313 New Testament Overview .... **(3)**
This course introduces students to the content of the New Testament with special emphasis on the general structure of the Gospels, the various literary forms found within the Gospels, the New Testament letters, and the Book of Revelation. Prerequisite: RS123 or departmental approval.

RS333 Life and Letters of St. Paul .... **(3)**
Using material from the Acts of the Apostles and Paul's writings, students become acquainted with the Apostle to the Gentiles and his letters. Issues for study include the life of Paul, the structure of a Pauline letter, and themes in Paul's major letters. (This course is taught every other year.) Prerequisite: RS123 and RS223 or departmental approval.

RS353 Jesus the Christ .... **(3)**
This course examines who the man Jesus was and what it means to call him the Christ, the Son of God, and God. The course includes consideration of some of the different ways Christians have understood Jesus as the Christ from Biblical times to the present. Prerequisite: RS123 or departmental approval.

RS363 Nano Nagle: Her Life and Her Legacy .... **(3)**
This course centers on the life of Nano Nagle, the foundress of the Sisters of the Presentation of the Blessed Virgin Mary. We will explore her life and her contribution to the development of educational opportunities during the time of British Penal Laws in Ireland. A study will be undertaken to discover the continuing influence she has had on the spread of her work in many corners of the world including our own Presentation College. Prerequisite: RS123 or departmental approval.

RS373 Biblical Spirituality .... **(3)**
In this course students study the development of major Biblical themes through the Old and New Testaments and begin the process of integrating these themes into their daily lives through study, reflection and prayer. Prerequisite: RS123 and RS223, or RS333 or RS353, or departmental approval.

RS383 Justice and Peace .... **(3)**
This course addresses justice and peace issues on the international, national, and local levels, including its Biblical and ecclesiastical foundations, and its practice. Prerequisite: RS123 or departmental approval.

RS410 Special Topics in Theology .... **(2-3)**
This course is a focused examination of a specific topic or related set of topics in Christian theology (this course is offered occasionally, as needed). Prerequisite: RS123 or department approval. (Specific topics may require further prerequisites.)

SOCIAL WORK

SW111 Social Work Project .... **(1)**
This course is an expansion of Introduction to Social Work. We will explore the various services, activities and responsibilities of social workers. This course is also to serve as an introduction to the skills of reviewing the literature in research.

SW131 Social Work Bridging .... **(1)**
This course supplements previous introductory social work courses taken outside of an accredited social work program. Emphasis is placed on social work values and ethics, diversity, special populations, social and economic justice. Also discussed is the importance of the professional degree, licensing and credentialing within the social work profession.

SW203 Corrections .... **(3)**
An historical survey of the American correctional system. The evolution, philosophy, and methods of corrections will be explored. This course may be taken as an elective or as part of the Criminal Justice minor.

SW213 Crime in America .... **(3)**
This course explores the nature of crime in America, the theories of crime causation, the theories of victims and victimization, types of crimes committed, and recommended interventions to decrease crime.

SW222 Independent Study: Variable Topics (Arranged) .... **(1-4)**
Independent study courses provide the opportunity to accommodate different topics, learning experiences, and training opportunities which occasionally arise in the social work field.

SW223 Introduction to Criminal Justice .... **(3)**
This course is designed to expose students to the criminal justice system in America. The study of criminal justice is truly an interdisciplinary field of knowledge. Under the umbrella of criminal justice the law is studied to examine aspects of criminal law and procedure, and sociology is reviewed to examine the structure of social institutions and how they affect the administration of justice. The field of criminal justice also includes influences from other disciplines including history, anthropology, psychology, as well as public administration.

SW231 Social Work: Variable Topics .... **(1-4)**
These topical courses study particular areas of social work. Fall semester offers: Crisis Intervention, Residential Care; Spring semester offers: Rainman, Chemical Dependency; other additional topics reflect the current interest of the student population.

S231C Crisis Intervention .... **(1)**
This course is designed as an introduction to the identification, prevention, and intervention in crisis situation. It seeks to provide the student with the basic perspective for assessing and intervening in the crisis situation as it is presented in a variety of diverse cultural groups and problems situation. Students will have the opportunity to develop an understanding of community services responsible for crisis intervention in the local area.

S231D Chemical Dependency .... **(1)**
This course will confront the issues related to substance abuse. It will provide a broad introduction to the enormity and scope of this problem. The student should develop a basic understanding of the nature of substance abuse and be aware of treatment modalities available.

S231M Rainman .... **(1)**
This course offers students the opportunity to gain further self-awareness, knowledge and understanding of themselves in regard to personal values and relationships. Focus is on themes such as changes in personality, responsibility in relationships, and the development of values, trust and intimacy.

SW233 Social Welfare Policy I .... **(3)**
This course examines the historical development of social welfare, as well as current policies and issues facing social workers in the early 21st century. Social work values and assumptions are integrated by the participants as the process of policy making and social change throughout history are discussed. Prerequisite: SO103, HS223 and SW273 or permission of instructor.

SW243 Interviewing Skills .... **(3)**
This course is designed to introduce and practice the basic listening and interviewing skills that are needed in the helping interview and the delivery of human services. All areas of communication skills will be reviewed and applied to the social work setting. Special emphasis is also placed on working with women and people of color.

SW253 Counseling Theory .... **(3)**
This course introduces the basic counseling theories. Critical evaluation of each theory and application to social work and counseling practice is integrated. The student will learn the key concepts, philosophy and assumptions, the therapeutic goals, contributions and limitations, and application to each theory. Prerequisite: SW243 or permission of instructor.

SW263 Child & Family Welfare .... **(3)**
This course will briefly outline the dynamics of several of the problems/dysfunctions of the American family today including domestic violence, substance abuse, and alternative placement for children. Discussed will be the public family welfare system, intervention techniques, the law in regard to issues of the family and services available to victims and others involved in family situations that may cause difficulty. Ideas for prevention of future problems will also be discussed.

SW273/SO273 Introduction to Social Work .... **(3)**
This course is an introduction to the profession of social work. An understanding of the historical development of the profession, the effects of society on social welfare and, specifically, the philosophy and values of social work will be learned. The generalist perspective of social work is stressed in preparation for BSW education and practice. Specific fields and services of social work, as well as career opportunities, will be examined and explored. (Social Science/ Human Culture elective) (Cultural Diversity course)

SW303 Death and Dying .... **(3)**
Provides a comprehensive introduction to the study of death, dying, and grief by presenting the salient points of major issues and questions through diverse points of view. Discusses solid theoretical background of grief throughout the lifespan.

SW311 Counseling Ethics .... **(1)**
An overview of ethics and legal issues as they relate to the practice of counseling and client/counselor relationships. Discussed are ethical standards for counselors, client rights, legal implications and quality client care. Prerequisite: SO243, SO233, SW243 or permission of instructor.

SW314 Human Behavior in the Social Environment .... **(4)**
This course is designed to provide the student with a basic knowledge of the contributions of behavioral and social sciences and integrate them into a social systems understanding of human relationships and functioning. The focus is on assisting students to understand the underlying reasons why people act the way they do and to evaluate the strengths and deficits in development over the life span and from a systems' perspective. The course will provide the student with a foundation for critically analyzing social work assessment, planning and intervention. Prerequisite: acceptance into the program or expressed exception by Social Work faculty.

SW323/SO333 Institutional Racism/Sexism .... **(3)**
This course examines the problems and issues of institutional racism and sexism as it relates to social injustice. The focus is on the causes of institutional racism and sexism, its effects on the individual, families, and groups, and on the structure and decision-making process in private, corporate, and governmental institutions. Discussion will be directed at increasing the awareness and appreciation of the issues and problems that institutional racism/sexism has had on different groups in the United States of America -- especially the Blacks, Asians, Native Americans, Hispanics, women, and homosexuals. Consideration will be given to the role of social work practice in helping eradicate these institutional barriers as well as the impact they could have on the people we are working with. Prerequisite: SO103.

SW334 Independent Study .... **(1-4)**
This course offers opportunities for independent study and research of specific topics of individual interest. The student, together with the assigned faculty, will develop a learning contract that includes learning goals and objectives, learning activities, and evaluation.

SW353/SO353 Social Problems .... **(3)**
This course is a critical analysis of social problems and social justice. Issues discussed include problems of youth, crime, substance abuse and addictions, civil disobedience and civil disorder, prejudice and oppression of minority groups, and disadvantaged groups. The course promotes solutions through analysis of linkages and tradeoffs at a micro-, macro-, and mega-level of society. Prerequisite: SO103. (Social Science/Human Culture Core course) (Cultural Diversity course)

SW356 Juvenile Delinquency .... **(3)**
Examines the characteristics of delinquents, the causes of juvenile delinquency, methods of correction and the juvenile justice system.

SW363 Social Work Research .... **(3)**
This course is an introduction to the principles and variations of the scientific research methods for generalist social work. It will provide the students with the knowledge and skills to understand and conduct research using different methods such as survey, group and single system designs; as well as practice and program evaluations. Also, implications of human diversity and ethical issues will be stressed throughout the course. Prerequisite: acceptance into the program or expressed exception by social work faculty.

SW374 Social Work Practice I: Individual .... **(4)**
The first in a series of three courses in generalist practice, this course teaches the basic processes and practice of social work. The student learns how to integrate the knowledge, values, and skills learned in other social work courses as well as master the problem solving process from a creative generalist's theoretical base. Prerequisite: acceptance into Social Work program.

SW383 Social Work Practice II: Groups & Family .... **(3)**
The second in a series of three courses in generalist practice, this course will teach the student about the theory of group development and group dynamics, as well as family dynamics and systems. It will have special emphasis on group dynamics such as group facilitation, group problem-solving, goal setting, structuring a group, and the purpose, advantage and disadvantage of groups. It will be experiential in that the class will be handled in a group setting. Family systems, family meetings and guidelines to facilitating family sessions will be addressed. Prerequisite: SW374.

SW411 Social Work Special Topics .... **(1-4)**
This course is an in-depth examination of a specific topic in social work. It is offered as needed and reflects the interest of the current student population and/or current events in the field of social work.

SW415 Field Practicum I .... **(5)**
This course introduces the social work program senior to the actual practice of generalist social work in an agency setting. Students are provided with an opportunity to apply social work knowledge, skills and values learned in the classroom to the needs and environment of the client population served. Prerequisite: SW374, SW383 and SW442 and SW444.

SW423 Families Today .... **(3)**
This course is an empirical examination of family organization in historical and cross cultural perspectives with special emphasis on the modern nuclear families. The goal of the course is to examine current concerns about the family in a larger context and analyze public policy as it relates to the family. Discussed will be the life cycle of the family, adjustments at each stage of development, the influences of race and socioeconomic status, as well as other current issues. Prerequisite: SO103.

SW425 Field Practicum II .... **(5)**
This course continues to build on the practice of generalist social work in an agency setting initiated during SW415. Students are expected to increase their application of social work knowledge, skills and values learned in the classroom to the needs and environment of the client population served by the field agency. This should include increased workload responsibilities, as well as refinement of practice skills. Prerequisite: successful completion of SW415.

SW442 Policy Practice I .... **(2)**
This is a macro-level social work practice course which addresses the issue of management and organization of social agencies, assessment of community need, community based advocacy and social change. Students will review theories, models and processes involved in creating effective and planned social change in an effort to promote social justice as a generalist practitioner. This class prepares students to effectively close service gaps through policy analysis, formulation and implementation, as well as legislative advocacy. Policy practice that relates to women, people of diverse racial, ethnic, and cultural backgrounds and other oppressed groups will be studied from an advocacy and service perspective.

SW444 Policy Practice II .... **(4)**
This is a continuation of SW442. It is a macro-level social work practice course which addresses the issue of management and organization of social agencies, assessment of community need, community based advocacy and social change. Students will review theories, models and processes involved in creating effective and planned social change in an effort to promote social justice as a generalist practitioner. This class prepares students to effectively close service gaps through policy analysis, formulation and implementation, as well as legislative advocacy. Policy practice that relates to women, people of diverse racial, ethnic, and cultural backgrounds and other oppressed groups will be studied from an advocacy and service perspective.

SO233 Licit/Illicit Drug Studies .... **(3)**
This course is a survey of the use, abuse, and addictive nature of mood-altering chemicals other than ethyl alcohol, symptomology and treatment of other addictions. The student should gain a basic knowledge of facts and insights in regard to the abuse of a wide variety of legal and illegal drugs, as well as approaches to prevention and treatment.

SO243 Alcohol Studies .... **(3)**
This course surveys the use, abuse and addictive nature of ethyl alcohol. Examined will be symptomology and treatment of alcoholism. Current approaches to prevention will also be emphasized.

SO313 Treatment: Continuum of Care .... **(3)**
This course is an introduction to the continuum of care for alcohol and other drug abuse from prevention through rehabilitation. The student should gain a basic knowledge of a range of therapeutic interventions on alcohol and other drug abuse in society, families and individuals and how these interventions address a variety of problems. Prerequisite: SO233 and SO243 or permission of instructor.

SOCIOLOGY

SO103 Introduction to Sociology .... **(3)**
A general introduction to the basic concepts and principles of social interaction, this course includes a study of culture, socialization, roles, minority groups, family, education, religion, deviance, and collective behavior.

SO233 Licit/Illicit Drug Studies .... **(3)**
This course is a survey of the use, abuse, and addictive nature of mood-altering chemicals other than ethyl alcohol, symptomology and treatment of other addictions. The student should gain a basic knowledge of facts and insights in regard to the abuse of a wide variety of legal and illegal drugs, as well as approaches to prevention and treatment.

SO243 Alcohol Studies .... **(3)**
This course surveys the use, abuse and addictive nature of ethyl alcohol. Examined will be symptomology and treatment of alcoholism. Current approaches to prevention will also be emphasized.

SO273/SW273 Introduction to Social Work .... **(3)**
This course is an introduction to the profession of social work. An understanding of the historical development of the profession, the effects of society on social welfare and, specifically, the philosophy and values of social work will be learned. The generalist perspective of social work is stressed in preparation for BSW education and practice. Specific fields and services of social work, as well as career opportunities, will be examined and explored. (Social Science/ Human Culture elective) (Cultural Diversity course)

SO313 Treatment: Continuum of Care .... **(3)**
This course is an introduction to the continuum of care for alcohol and other drug abuse from prevention through rehabilitation. The student should gain a basic knowledge of a range of therapeutic interventions on alcohol and other drug abuse in society, families and individuals and how these interventions address a variety of problems. Prerequisite: SO233 and SO243 or permission of instructor.

SO333/SW323 Institutional Racism/Sexism .... **(3)**
This course examines the problems and issues of institutional racism and sexism as it relates to social injustice. The focus is on the causes of institutional racism and sexism, its effects on the individual, families, and groups, and on the structure and decision-making process in private, corporate, and governmental institutions. Discussion will be directed at increasing the awareness and appreciation of the issues and problems that institutional racism/sexism has had on different groups in the United States of America -- especially the Blacks, Asians, Native Americans, Hispanics, women, and homosexuals. Consideration will be given to the role of social work practice in helping eradicate these institutional barriers as well as the impact they could have on the people we are working with. Prerequisite: SO103.

SO343/PS343 Social Psychology .... **(3)**
This course provides the opportunities to explore the causes and effects of human behavior in groups through theoretical readings and personal experiences. This includes how we come to perceive ourselves and our world, how our attitudes form and change, what influences our behavior in groups, conformity, violence, attraction, and helping behaviors for self-understanding and personal and social transformation. Prerequisite: SO103, PS133.

SO353/SW353 Social Problems .... **(3)**
This course is a critical analysis of social problems and social justice. Issues discussed include problems of youth, crime, substance abuse and addictions, civil disobedience and civil disorder, prejudice and oppression of minority groups, and disadvantaged groups. The course promotes solutions through analysis of linkages and tradeoffs at a micro-, macro- and mega- level of society. Prerequisite: SO103. (Social Science/Human Culture Core course) (Cultural Diversity course)

SO423 Families Today .... **(3)**
This course is an empirical examination of family organization in historical and cross cultural perspectives with special emphasis on modern nuclear families. The goal of the course is to examine current concerns about the family in a larger context and analyze public policy as it relates to the family. Discussed will be the life cycle of the family, adjustments at each stage of development, the influences of race and socioeconomic status, as well as other current issues. Prerequisite: SO103.

SURGICAL TECHNOLOGY

ST112 Clinical Lab .... **(2)**
This course will provide the student with an opportunity to learn, practice and master the critical entry-level skills necessary for safe patient care in the operating room. These include scrub, gown and glove, aseptic technique, instrumentation, basic case preparation and setups. Two 3-hour labs/week. Prerequisite: BI162, BI173/BL171. Must be taken concurrently with ST114.

ST114 Surgical Techniques .... **(4)**
The goal of this course is to prepare the student for safe entry level practice. This course includes an introduction to the operating room, principles of aseptic technique, sterilization, patient care, supplies and instrumentation. 4 hours lecture. Prerequisite: BI162, BI173/BL171. BI263/BL263 concurrent or prerequisite.

ST135 Clinical Practicum I .... **(5)**
This clinical course will allow students to practice the skills, critical thinking and professional behaviors that comprise competent entry level surgical technology practice. This experience will take place in a patient care setting. Scheduled emergency on-call assignments are required. 18 hours of clinical/week. Prerequisite: ST112, ST114. Must be concurrently enrolled in ST225 and ST242.

ST210 Clinical Practicum II .... **(10)**
A continuation of ST135, focusing on developing higher level skills. Scheduled emergency on-call assignments are required. 30 hours of clinical/week. Prerequisite: ST135, ST225, ST242. Must be concurrently enrolled in ST244.

ST225 Surgical Procedures I .... **(5)**
A comprehensive study of basic surgical procedures. This course includes general and gastrointestinal, obstetric and gynecologic, genitourinary, ophthalmic and ear, nose and throat surgery. Prerequisites: ST112, ST114, BI173/BL17, BI183/BL181, BI263/BL263. Must be concurrently enrolled in ST135, ST242. 5 hours lecture.

ST242 Pharmacology for the Surgical Technologist .... **(2)**
The goal of this course is to introduce the student to pharmacology as it relates to the operating room. This includes weight and measures, common pharmacologic agents, and anesthesia. Prerequisite: ST112, ST114, BI162, BI173/BL171, BI183/BL181, BI263/BL263. Must be concurrently enrolled in ST135 and ST225. 2 hours lecture.

ST244 Surgical Procedures II .... **(4)**
This course is a comprehensive study of advanced surgical procedures. It includes orthopedic, peripheral and cardiovascular, thoracic, neurosurgical, and plastic and reconstructive procedures. Prerequisite: ST112, ST114, ST225, BI173/BL171, BI183/BL181, ST135, ST242. 4 hours lecture.

THEATER

TE243 Play Production .... **(3)**
This course is a hands-on experience, offering the students opportunities in a theatrical production. There are many levels of theater - education, children's community, showcase and professional - this course offers training while actually producing a production.

TE263 Independent Study in Theater .... **(3)**
This course is a supplement and an additional experience to TE243 Play Production. The course is a supplement to the acting, assisting and management learned in Play Production. The additional experience will be in acting, rehearsal guidelines, finances and publicity.
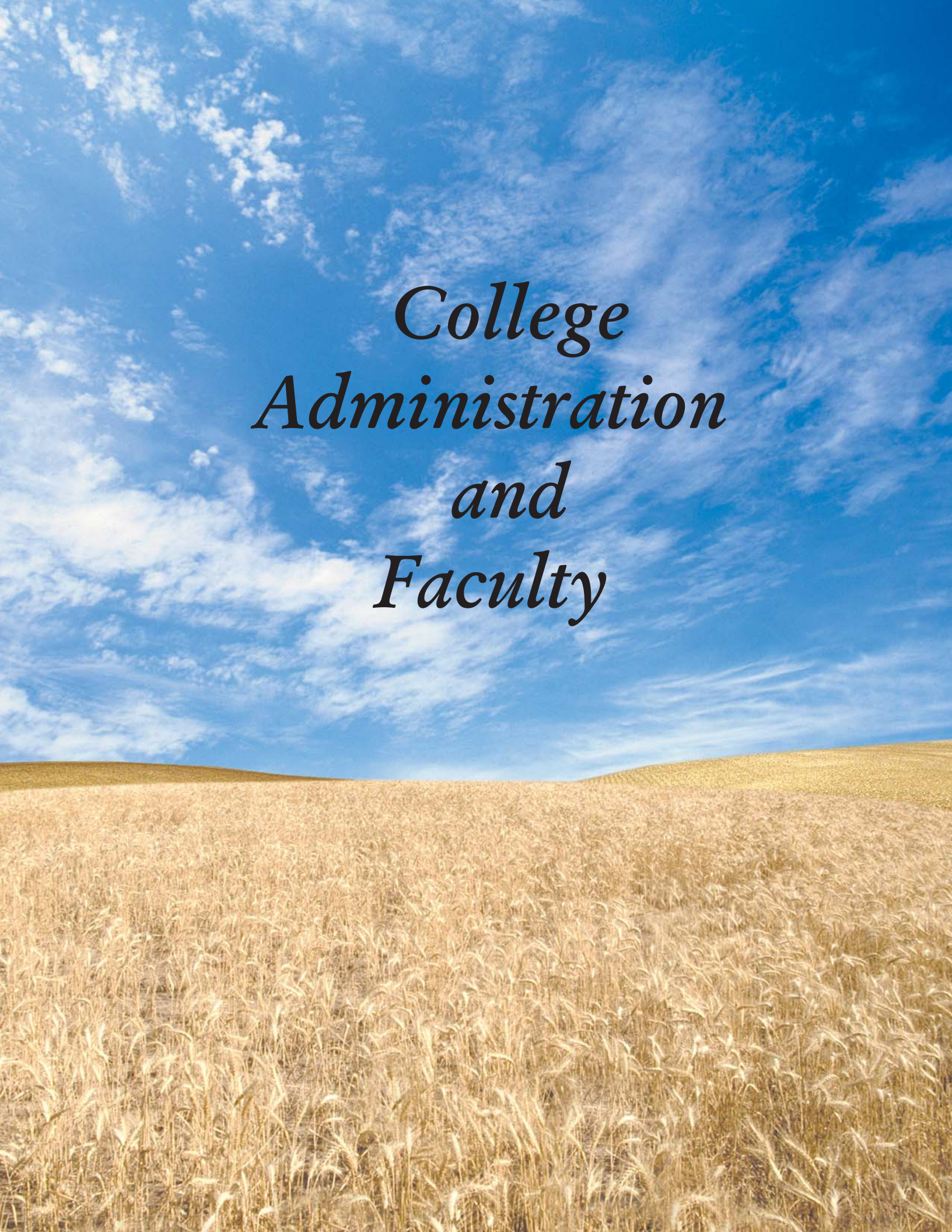
TE313 Survey of Theater .... **(3)**
The purpose of this course is to integrate drama and English to provide an intriguing method of teaching and learning concepts of composition, communication, literature and language learning. The course is divided into two basic areas. The first general area talks about different types of drama. The second section introduces teaching methods in dramatic improvisation, discussion and the performance of one-act plays.

College Administration and Faculty

College Administration

ADMINISTRATIVE OFFICERS

Lorraine Hale, PBVM (1993). President. B.Sc., University of New South Wales, Australia, 1968; Dip.Ed., University of New England, Australia, 1970; B.Ed., University of New England, Australia, 1974; M.A.. Catholic University of America, 1981; Ph.D., Fordham University, 1990.
Michelle Metzinger (2000) Academic Dean. B.S., M.A. Northern State University, 1994, 1999.
Rick Kline (2001). Dean of Students. B.S., M.A. Northern State University, 1987, 1990.
JoEllen Lindner (2002). Dean of Admissions. B.A., South Dakota State University, 1987; Certificate in Nonprofit Organization Management, United States Chamber of Commerce/University of Notre Dame, 2003.
Jean Peterson (2003). Chief Financial Officer. B.A. Augustana College, 1989; CPA, 2001.

FACULTY

Marie Adams (2001). Allied Health. A.S. Nettleton Junior College, 1995.

Martin Albl (1998).   Associate Professor, Arts and Sciences. B.A., M.A. University of Northern Colorado, 1984, 1988; M.A. University of Colorado, 1988; Ph.D. Marquette University, 1997.

Raftyn Birath (2004). Arts and Sciences. B.A. University of Connecticut, 2004.

Sandra Bobzien (1999). Business. B.A. Jamestown College, 1987; B.S. Valley State University, 1993; M.A. Northern State University, 2000.

Michelle Brandenburger (2003). Assistant Professor, Arts and Sciences. B.S., D.C. Northwest Health Sciences, 1997.

Linda Burdette (2001). Instructor, Department Chair, Nursing. A.D.N. Presentation College, 1973; B.S.N., M.S.N., M.S. South Dakota State University, 1984, 1988, 1993.

Roy G. Burt (1999). Medical Director, Medical Laboratory Technology Program, Allied Health. B.S. University of North Dakota, 1972; M.D. University of North Dakota, 1979; American Board of Pathology Certified, 1986.

Jean Cain (1997). Nursing; Lakota Campus. B.S.N. South Dakota State University, 1975; M.S.N. University of Mary, 1998.

Sr. Donata Daml (1991). Arts and Sciences; Lakota Campus. As, Ed, Presentation College, B.S., M.S. Northern State University, 1970, 1990.

Deborah Davies (1991). Assistant Professor, Nursing. A.D.N. Presentation College, 1974; B.S. Northern State College, 1982; M.S.N. University of Minnesota-Moorhead, 1997.

Kari Dell (2004). Lecturer, Allied Health. A.S. Presentation College, 1993.

Kaye Dohn (1990). Assistant Professor, Business. B.S., M.S. Northern State College, 1968, 1974.

Kenneth Dohn (1979). Assistant Professor, Business. B.S., M.S. Northern State College, 1969, 1974.

Sr. Pam Donelan, PBVM (1991). Arts and Sciences. B.A. College of St. Benedict, 1970; M.A. University of North Dakota, 1982.

Sr. Francis Mary Dunn, PBVM (1966). Assistant Professor, Arts and Sciences. B.S. St. Louis University, 1958; M.A., Ph.D. Catholic University of America, 1960, 1966.

Sr. Marilyn Dunn, PBVM (1997). Arts and Sciences; Lakota Campus. B.S., M.S. Northern State University, 1970, 1979.

Thomas Flamboe (1992). Arts and Sciences. B.S. Eastern Michigan University, 1972; M.S. University of Wyoming, 1973; M.Ed. Northern State University, 1988; Ph.D. Union Institute, 1991.

Sr. Elaine Garry, PBVM (1988). Assistant Professor, Arts and Sciences. B.S., M.Ed. Northern State College, 1964, 1980; M.A. St. Mary's College, 1975; M.R.E. Loyola University, 1996.

Thomas Gilsenan (2005). Assistant Professor, Department Chair, Social Work. B.A. University of Minnesota, 1971; M.S.W. University of St. Thomas, 2002.

Mary Gjernes (1996). Program Director for Medical Transcription and Medical Assisting, Allied Health. A.S. Presentation College, 1978.

Bobby Goeman (2004). Nursing. A.S. Presentation College, 1994; B.S.N. South Dakota State University, 1997.

Brian Gruber (2004). Arts and Sciences. B.S., M.S. Southwest State University, 1992, 1999.

Linda Hanson (1994). Nursing. A.D.N. Presentation College, 1977; B.S.N. South Dakota State University, 1994; M.A. Augustana College, 2004.

Carrie Clausen-Hansen (1997). Nursing; Lakota Campus. A.D.N. Presentation College, 1982; B.S.N. South Dakota State University, 1997.

Robert Hagen (2005). Lecturer, Allied Health. B.S. Presentation College, 2004.

Diana Hayes (2004). Nursing. B.S.N. Presentation College, 1998. M.A. Augustana College, 2004.

Michelle Hittle (2000). Instructor, Arts and Sciences. A.D.N. Presentation College, 1990; B.S.N. Johns Hopkins University, 1993; M.S. South Dakota State University, 2000.

Jenny Hepper (2005). Nursing. B.S.N. Presentation College, 2001.

John Hepperle (2004). Arts and Sciences. B.S. Presentation College, 1999.

Adrian Hoines (1999). Instructor, Arts and Sciences. B.S. Northern State College, 1968; M.Ed. South Dakota State University, 1972.

Annette Hoines (1985). Assistant Professor, Arts and Sciences. B.S. Northern State College, 1969; M.A. South Dakota State University, 1971.

Adam Houdeshell (2004). Arts and Sciences. B.S. Southwest Minnesota State University, 2002.

Betty Jensen (1997). Nursing. B.S.N. South Dakota State University, 1960; M.P.H. University of Michigan, 1970.

James Johnson (2005). Associate Professor, Arts and Sciences. B.S. Northern State University, 1991; Ph.D. University of North Dakota, 1998.

Jeanine Jones (1998). Assistant Professor, Social Work. B.S., M.S., M.S.W. Indiana University, 1974, 1978, 1981.

Randy Jordan (2004). Arts and Sciences. B.S. Mayville State University, 1981; M.S. Northern State University, 1997.

Dennis Kamen (1980). Professor Emeritus, Arts and Sciences. B.A., M.N.S., University of South Dakota, 1965, 1972.

Norma Krumwiede (2004). Associate Professor, Nursing. B.A. Augustana College, 1988; M.N. Montana State University, 1996; M.Ed., The College of Saint Scholastica, 1998; Ed.D. University of South Dakota, 1998.

Sr. Vicky Larson, PBVM (2005). Instructor, Nursing. B.S., M.S. South Dakota State University, 1996, 2005.

Pamela Liechti (2003). Instructor, Allied Health. A.S. Dakota Wesleyan University, 1977; B.S. Mount Marty College, 1983.

Marie Miller (1977). Associate Professor, Arts and Sciences. B.S.Ed. Northern State College, 1977; B.S., M.Ed. South Dakota State University, 1975, 1982; Ph.D. Walden University, 1993.

William Moore (2004). Associate Professor, Arts and Sciences. B.A. Franklin College of Indiana, 1969; M.S., Ph.D. University of Texas at Houston, 1972, 1978.

Jacqueline Omland (1995). Arts and Sciences. B.S. University of North Dakota, 1978; M.S. Northern State University, 1985.

Terry Piatz (1995). Assistant Professor, Allied Health. B.S. South Dakota State University, 1984; 1985; M.S. University of North Dakota, 2000.

Hasson Pirooz (1994). Arts and Sciences. B.S. Shiraz University, 1977; M.A. Bowling Green State University, 1984.

Burnette Reddy (2000). Medical Laboratory Technology Coordinator, Allied Health. B.S. Northern State University, 1978.

Illa Reeve (1997). Assistant Professor, Nursing. B.S.N., M.S.N. South Dakota State University, 1976, 1986.

Chad Richardt (2002). Coordinator of Career and Learning Institute Services. B.S. Northern State University, 1997.

Christina Rice (2005). Lecturer, Allied Health, A.S. Presentation College, 2002.

Janet Schatz (2004). Instructor, Business. B.B.A., M.B.A University of Louisiana at Monroe, 1982, 1984.

Robert Schuchardt (2004). Arts and Sciences. B.A. Dakota Wesleyan University, 1993.

Aimee Sippel (2004). Instructor, Arts and Sciences. B.S., M.S. South Dakota State University, 1999, 2004.

Rev. Joseph Sheehan (1992). Professor, Arts and Sciences. B.A. St. Bonaventure University, 1962; M.A., Ph.D. Catholic University of America, 1969; 1973.

LaDonna Sumption (1997). Business. B.S. Northern State University, 1984; M.B.A. University of South Dakota, 1997.

Brad Tennant (2001). Instructor, Arts and Sciences. B.S., M.A. Northern State University, 1983, 1987; M.A. University of North Dakota, 2003.

Richard Thomas (1999). Instructor, Arts and Sciences. B.S. Huron University, 1966; M.Ed. Northeastern University, 1970.

Sherri Treeby (1993). Arts and Sciences. B.A., M.A. Northern State University, 1991, 1993.

Nancy Vander Hoek (1991). Assistant Professor, Department Chair, Allied Health. A.S., B.S. Presentation College, 1978, 1995; M.S. Midwestern State University, 2000.

Marguerite Washnok (1990). Associate Professor, Nursing. B.A. Jamestown College, 1976; M.S.N. Texas Woman's University, 1984; N.D. Case Western Reserve, 1998.

Susan Wein (1986). Professor, Social Work. B.S.W. University of South Dakota, 1976; M.S. Northern State College, 1988; M.S.W. University of Minnesota, 1992.

Nicole Wright (2001). Instructor, Department Chair, Arts and Sciences. B.S. Northern State University, 1995; M.P.T. University of Mary, 1998.

James Zimmerman (2004). Business. B.S. Fort Hayes State University, 1993; M.S. United States Sports Academy, 2001.

Academic Calendar
and
Directory

NOTICE OF NONDISCRIMINATION

Presentation College is committed to a policy of nondiscrimination on the basis of race, color, gender, age, national origin or disability, marital or veteran status, religion, in admission, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, has been delegated to the Registrar (605) 229-8424, and the Americans With Disabilities Act (ADA) to the Institutional Research and Assesssment Coordinator (605) 229-8438, Presentation College, 1500 North Main Street, Aberdeen, SD 57401.

Presentation College is an Equal Opportunity and Affirmative Action Employer.

DISCLAIMER AND COMPLIANCE STATEMENTS

While Presentation College reserves the right to make changes in its calendar, policies, regulations, fees, prices and curriculum, the information in this Catalog accurately reflects policy, and states progress requirements for graduation effective August 1, 2005.

The College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act, as it applies to the institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. A full statement of Presentation College's policy regarding the implementation of the Act is available upon request to the Registrar.

The College complies with the provisions of the Student Right-to-Know Act of 1990. This Act requires institutions of higher learning who receive Title IV student financial assistance to be responsible for calculating completion or persistence rates, and making them available to current and prospective students through "appropriate publications and mailings." A full statement of Presentation College's policy regarding the implementation of the Act is available upon request to the Registrar.

The College complies with the provisions of the Gramm-Leach-Bliley Act of 1999. This Act, as it applies to institutions of higher learning, ensures that students, faculty, staff, and alumni financial information is kept confidential. It allows people to decide whether to make any of that information publicly available. This Act also ensures that the institution will protect the data to the best of the institution's ability. A full statement of the Act is available upon request to the Director Technology.

The College complies with the provisions of the Crime Awareness and Campus Security Act of 1990. This Act requires institutions of higher learning who receive Title IV funding to publish an annual report that sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which have occurred on campus and the number of arrests on campus for liquor law violations, drug abuse violations, and weapons possessions. In addition, the Act requires that institutions provide timely warnings to the campus community of certain crimes reported to campus security or local law enforcement which may be considered a threat to other students and employees. A full statement of the Act is available upon request to the Dean of Students. The Presentation College Campus Crime and Security Survey data can be viewed on the following website: http://ope.ed.gov/security or a copy may be obtained upon request to the Dean of Students.

Presentation College's policy of nondiscrimination on the basis of race, color, religion, national origin, gender, disability, and age is in conformity with applicable federal laws and regulations.

It is the policy of Presentation College not to discriminate against students because of a disability with regard to enrollment, accommodations in the classroom and the student suites, and telecommunication services. Ramps have been put in place to allow individuals the ability to gain access to the buildings and elevators, handicap parking spaces have been designated to each of the entrances and a number of the student suites have been built to accommodate individuals who may have this need where housing is concerned. This policy is in compliance with the Americans with Disabilities Act.

2005-2006 ACADEMIC YEAR

Fall Semester

Departmental Orientation & Faculty Assembly	**Thursday**	Aug. 25
Staff/Faculty Orientation	**Friday**	Aug. 26
Resident Students Arrive - Main Campus	**Sunday**	Aug. 28
New Student Orientation/Academic Profile Testing:		
Main Campus	**Monday**	Aug. 29
Eagle Butte	**Tuesday**	Aug. 30
Fairmont	**Monday**	Aug. 15
PC Virtual	**TBA**	TBA
New Students' Advising	**Monday**	Aug. 29
New and Returning Student Validation and Check-In - Mandatory for all students	**Tuesday**	Aug. 30
Classes Begin	**Wednesday**	Aug. 31
Labor Day (No Classes)	**Monday**	Sept. 5
Last Day to Add/Drop a Class by 5 p.m.	**Wednesday**	Sept. 14
Native American Day-Fall Break	**Mon.-Tues.**	Oct. 10-11
Midterm Grades Due by Noon	**Friday**	Oct. 14
Academic Advising Week/Spring Registration	**Mon.-Fri.**	Oct. 24-28
Deadline to Apply for May and August Graduation	**Friday**	Oct. 28
Last Day to Withdraw	**Tuesday**	Nov. 1
Thanksgiving Vacation (begins at noon)	**Wednesday**	Nov. 23
Classes Resume	**Monday**	Nov. 28
Last Day of Classes	**Friday**	Dec. 9
Main Campus December Graduates Exit Testing	**Saturday**	Dec. 10
Final Test Week	**Mon.-Thurs.**	Dec. 12-15
Final Grades Due by 12:00 noon	**Monday**	Dec. 19

Spring Semester

New Student Orientation/Academic Profile Testing:		
Main Campus	**Monday**	Jan. 9
Eagle Butte	**Tuesday**	Jan. 10
Fairmont	**Thursday**	Jan. 5
PC Virtual	**TBA**	TBA
New and Returning Student Validation and Check-In - Mandatory for all students	**Monday**	Jan. 9
Classes Begin	**Tuesday**	Jan. 10
Martin Luther King, Jr. Day (No Classes)	**Monday**	Jan. 16
Last day to Add/Drop a Class by 5 p.m.	**Tuesday**	Jan. 24
President's Day (No Classes)	**Monday**	Feb. 20
Scholarship Day - Aberdeen	**Monday**	Feb. 20
Midterm Grades Due by Noon	**Friday**	Mar. 3
Spring Break	**Mon.-Fri.**	Mar. 6-10
Academic Advising Week/Summer and Fall Registration	**Mon.-Fri.**	Mar. 20-24
Deadline to Apply for December Graduation	**Friday**	Mar. 24
Last Day to Withdraw	**Tuesday**	Mar. 28
Assessment Day - Mandatory Attendance - All Campuses	**Wednesday**	Apr. 5
Easter Vacation	**Thurs.-Mon.**	Apr. 13-17
Classes Resume	**Tuesday**	Apr. 18
Recognition Assembly - Main Campus - No Classes 12:00-2:00 P.M. All Campuses	**Monday**	Apr. 24
Last Day of Classes	**Friday**	Apr. 28
Finals Test Week	**Mon.-Thurs.**	May 1-4
Eagle Butte Pinning/Recognition Ceremony	**Wednesday**	May 3
Commencement Practice	**Friday**	May 5
Commencement	**Saturday**	May 6
Final Grades Due by 12:00 noon	**Monday**	May 8
Fairmont Pinning/Recognition Ceremony	**Monday**	May 8

Summer Sessions

Course dates vary from	5/8-7/28

For information regarding the College call
1-605-225-1634
1-800-437-6060, toll-free

Department	Contact	Office	Ext.
Academic	Mickie Metzinger *Academic Dean*	E265	379
	Crys Hinrichs *Administrative Assistant to the Academic Dean*	E263	379
Admissions	JoEllen Lindner *Dean of Admissions*	E272	582
	Jane McKibben *Admissions Office/Records Manager*	E271	492
	Admissions Representatives		
	Britt Chohon	E271	495
	Trista Dunsmoor	E271	496
	Daren Lorenz	E271	361
Allied Health	Nancy Vander Hoek *Chair*	E101	545
Alumni Office/Institutional Advancement			
	Jessica Lewis *Director of Advancement*	E208	531
	Joddy Meidinger *Major Gifts Officer*	E210	454
	Lori Herron *Office Manager/Records Manager*	E210	454
Arts & Sciences Dept.	Nikki Wright *Chair*	E366	356
Athletics	Jim Zimmerman *Athletic Director*	E255	587
	Randy Jordan *Head Men's Basketball &* *Golf Coach*	WC	515
	Brian Gruber *Head Men's Baseball Coach*	E266	364
	Lynn Nacke *Head Cross Country Coach*	E266	385
	John Hepperle *Head Women's Softball Coach*	E269	423
	Bob Schuchardt *Head Men & Women's Soccer Coach*	E261	575
	Raftyn Birath *Head Volleyball Coach*	E260	404
	Adam Houdeshell *Head Women's Basketball Coach*	E262	487

Department	Contact	Office	Ext.
Bookstore	Deb Bickel *Manager*		553
Business	Janet Schatz *Chair*	E228	347
Business Office	Jean Peterson, CPA *Chief Financial Officer*	E211	453
	Jodene Moench, CPA *Accounting Supervisor*	E211	451
	Erik Feickert *Accounting Coordinator*	E211	452
	Wende Holzkamm *Accounting Coordinator*	E211	500
Campus Ministry	Camille Hanson	E256	363
Chaplain	Fr. Joseph Sheehan	E366	334

Counseling/Health Services/Student Services
Referral assessment for contracted services

	Contact	Office	Ext.
	Rick Kline *Dean of Students*	E253	406
	Brandy Brockel *Administrative Secretary*	E254	395
	Camille Hanson *Student Activities Coordinator*	E256	363
	Floyd Zimmerman *Student Suites Manager*		560
Communications & Advancement	David Sandvig *Director of Communications & Advancement Marketing*	E212	585
Financial Aid	Val Weisser *Director of Financial Aid*	E211	427
	Janel Wagner *Assistant Director of Financial Aid*	E211	429
Food Service	Wendy Cooper *Dining Hall Director*		205-444
Human Resources	Doris Stusiak *Director*	E257	350
	Linda Jo Van Dover *Benefits Coordinator and Administrative Secretary for the President's Office*	E250	504
Library	Arvyce Burns *Director*	Library	468
	Karen Maier *Technical Services/Librarian*	Library	498

Department	Contact	Office	Ext.
Nursing Dept.	Linda Burdette *Chair*	NU02	473
	Barb Daberkow *Adminstrative Secretary*		472
Presentation- Lakota Campus	Kirk Beyer *Director of Lakota Campus*		352
	Sister Marilyn Dunn *Coordinator of Academic Services*		352
Presentation- Fairmont Campus	Clifford R. Rhodes, Jr. *Director*		507-235-4658
	Susan Barnes *Assistant to the Director*		507-235-4658
Presentation - Virtual Campus	Kacy Walker *Coordinator*	E258	332
President	Dr. Lorraine Hale, PBVM *President*		405
	Dawn Johnston *Executive Assistant to the President*	E215	405
Registrar	Maureen Schuchardt *Registrar*	E251	426
	Lynn Heupel *Administrative Assistant to the Registrar*	E252	424
Research/ Assessment	Heather Scott *Institutional Research & Assessment Coordinator*	E259	438
Social Work Dept.	Tom Gilsenan *Chair*	NU28	327
Technology	Bobbi Jo Rissman *Director*	E202	398
	Jerry Glammeier *Hardware Support Staff*	E259	345
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Wein Gallery	Sherri Treeby *Coordinator*		

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