

PROGRAMS

Foundation Math Course

On all program pages that include Foundation Courses, delete B099 Foundations of Math (4 credits) and replace it with B087 Practical Math (4 credits). Effective October 1, 2012, B087 Practical Math is the Foundation Math course in North Dakota.

Accounting Certificate (pg. 4) Delete the background check requirement.

Accounting Diploma (pg. 4) In the Lower Division General Education Courses, change the Math/Natural Sciences requirement to read as follows:

Math/Natural Sciences (Select 1 Math course; College Algebra recommended)

Accounting Diploma (pg. 4) Delete the background check requirement.

Accounting AAS Degree (pg. 4) Delete the background check requirement.

Accounting BS Degree (pg. 5) Delete the background check requirement.

Public Accounting BS Degree (pg. 5) Delete the background check requirement.

Business Management AAS Degree (pg. 7) In the Lower Division General Education Courses, change the Math/Natural Sciences requirement to read as follows:

Math/Natural Sciences (Select 1 Math course; College Algebra recommended)

Healthcare Management BS Degree (pg. 9) In the Lower Division General Education Courses, change the Math/Natural Sciences requirement to read as follows:

Math/Natural Sciences (Select 2 courses, including at least 1 Math course; College Algebra recommended)

Healthcare Management BS Degree (pg. 9) Delete M200 Medical Office Procedures (4 credits) and replace with M270 Electronic Health Records and Medical Office Procedures (4 credits).

Early Childhood Education AAS Degree (pg. 15) In *all specializations*, delete EC290 Early Childhood Education Capstone (2 credits), and replace with EC295 Summative Project for Early Childhood Education (2 credits).

Medical Billing and Coding Certificate (pg. 16) Delete the Major and Core Courses and replace with the following:

D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2

M120	Medical Terminology	4
M121	Anatomy and Pharmacology for Coders	3
M131	ICD-CM Coding	4
M132	ICD-PCS Coding	4
M141	Ambulatory Care Coding	3
M209	Medical Insurance and Billing	3
M232	Pathophysiology	5
M243	Health Information Law and Ethics	4
M251	Medical Coding Practicum	1

Medical Billing and Coding Certificate and Diploma (pg. 16) Delete the background check statement in both the Certificate and Diploma, and replace with the following:

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Health Information Technician AAS Degree (pg. 17) Delete the background check statement and replace with the following:

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.

Health Information Management BS Degree (pg. 17) Delete the background check requirement in its entirety and replace with the following:

In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check. Applicants must also attend a programmatic orientation.

Medical Administration Diploma and AAS Degree (pg. 18) Delete this program page in its entirety and replace with the Medical Administration Diploma and AAS Degree program page found on page 3 of this addendum.

Medical Assisting Diploma and AAS Degree (pg. 19) Delete this program page in its entirety and replace with the Medical Assisting Diploma and AS Degree program page found on page 4 of this addendum.

Medical Laboratory Technician AAS Degree (pg. 20) Delete the background check requirement in its entirety and replace with the following:

In addition to meeting all other admissions requirements, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead

applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

Surgical Technologist AAS Degree (pg. 21) Delete the background check requirement in its entirety and replace with the following:

In addition to meeting all other admissions requirements, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

Criminal Justice BS Degree (pg. 23) In the Upper Division General Education Courses, change the Math/Natural Sciences requirement to read as follows:

Math/Natural Sciences (Select 1 Math course)

School of Nursing Mission Statement (pg. 28) Delete the School of Nursing Mission Statement in its entirety and replace with the following:

School of Nursing Mission Statement

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking and educates students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the communities we serve.

Practical Nursing AAS Degree (pg. 28) Delete the background check requirement in its entirety and replace with the following:

In addition to meeting all other admissions requirements, Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

Information Technology Management BS Degree (pg. 33) Delete N141 Networking Security, 3 credits, and replace with: N307 Principles of Network Security, 3 credits.

SCHOOL OF HEALTH SCIENCES

MEDICAL ADMINISTRATION • DIPLOMA • AAS DEGREE

DIPLOMA

Career Opportunities:

- Medical Administrative Assistant/Secretary
- Medical Coder/Biller
- Medical Receptionist

OBJECTIVE:

Graduates of this program understand the procedures of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value the importance of effective written and interpersonal communication, critical thinking, ethical and professional behavior in the workplace, and the confidentiality of patient information.

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

Communication (Select 1 course) 4

Math/Natural Sciences (Required course)

G150	Structure and Function of the Human Body	4
------	--	---

MAJOR AND CORE COURSES

LOWER DIVISION

D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
M100	Customer Service in Healthcare	1
M120	Medical Terminology	4
M130	Medical Writing, Style, and Grammar	3
M133	ICD Coding	3
M141	Ambulatory Care Coding	3
M202	Introduction to Medical Transcription	4
M209	Medical Insurance and Billing	3
M214	Medical Transcription	3
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M270	Electronic Health Records and Medical Office Procedures	4
M290	Medical Administration Capstone	1
MA135	Pharmacology for the Allied Health Professional	4
S115	Keyboarding I	3

Total Diploma Credits

General Education Credits	8
Major and Core Credits	50
TOTAL DIPLOMA CREDITS	58*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

AAS Degree

Career Opportunities:

- Medical Office Manager
- Medical Coder/Biller
- Medical Administrative Assistant/Secretary
- Medical Receptionist

OBJECTIVE:

Graduates of this program understand the procedures and processes of medical offices in a variety of healthcare settings. They know medical terminology, anatomy, pathology, and basic concepts of health-information management. Graduates can perform medical coding, transcription, billing, and general medical office procedures. They value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, diversity awareness skills, ethical and professional behavior in the workplace, and the confidentiality of patient information.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course)		
G124	English Composition	4
Humanities (Select 2 courses)		8
Math/Natural Sciences (Select 1 course other than G150)		4
Social Sciences (Select 2 courses)		8

MAJOR AND CORE COURSES

LOWER DIVISION

A140	Financial Accounting I	4
H200	US Healthcare Systems	4

Total Associate's Degree Credits	
General Education Credits	32
Major and Core Credits	58
Total AAS Degree Credits	90*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Junior Seminar the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

SCHOOL OF HEALTH SCIENCES

MEDICAL ASSISTING • DIPLOMA • AAS DEGREE

DIPLOMA

Career Opportunities:

- Medical Assistant
- Medical Office Administrative Assistant

OBJECTIVE:

The objectives of the Medical Assisting Diploma program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates value the critical thinking, effective communication, diversity awareness skills and medical ethics as they pertain to the medical assisting career.

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B087	Practical Math	4

GENERAL EDUCATION COURSES

LOWER DIVISION

English Composition (Required course)		
G124	English Composition	4

MAJOR AND CORE COURSES

LOWER DIVISION

E242	Career Development	2
G150	Structure and Function of the Human Body	4
M100	Customer Service in Healthcare	1
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M270	Electronic Health Records and Medical Office Procedures	4
MA102	Introduction to Medical Assisting	3
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA265	Medical Assistant Externship	8
MA285	Medical Assisting Capstone	2

Additional Required Courses in either Track I or Track II

Track I (required for students enrolled at Moorhead campus)

MA250	Radiography Skills	3
-------	--------------------	---

Track II (required for students enrolled at Fargo or Bismarck)

M130	Medical Writing Style and Grammar	3
------	-----------------------------------	---

Total Diploma Credits

General Education Credits	4
Major and Core Credits	56
TOTAL DIPLOMA CREDITS	60*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Sophomore Seminar during the quarter in which they finish the Diploma course requirements.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses. This program requires specific immunizations prior to professional practice experience.*

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Medical Assisting students must receive the first injection of the Hepatitis B immunization series prior to week 5 of the Clinical Skills I course. Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed. Medical Assisting students must successfully complete all Medical Assisting competencies before they will be eligible for graduation.

All Medical Assisting students are required to attend the Medical Assisting Programmatic Orientation within the first quarter of the program. All Medical Assisting students are required to attend the Rasmussen Externship meeting conducted by the Program Coordinator as well as a site orientation (if required by the site) prior to being eligible to begin the externship.

In addition to meeting all other admissions requirements, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

AAS DEGREE

Career Opportunities:

- Medical Assistant
- Medical Office Administrative Assistant

OBJECTIVE:

The objectives of the Medical Assisting AS Degree program are to prepare students to become valuable members of a healthcare team by supporting and assisting providers in delivering quality healthcare services; and to prepare students who are proficient in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors for entry-level medical assistant positions. Graduates will understand and value critical thinking and problem solving, written and interpersonal communication, information and financial literacy, diversity awareness skills and medical ethics as they relate to the medical assisting career and the global community.

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

Communication (Select 1 course)	4
Humanities (Select 2 courses)	8
Math/Natural Sciences (Select 2 courses)	8
Social Sciences (* Required, Select 1 additional course)	8
G148 General Psychology*	

MAJOR AND CORE COURSES

LOWER DIVISION

D132 Computer Applications and Business Systems Concepts	3
--	---

Total Associate's Degree Credits

General Education Credits	32
Major and Core Credits	59

TOTAL AAS DEGREE CREDITS 91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course.

Students must complete the Junior Seminar the quarter in which they finish the Associate's degree requirements to graduate from an Associate's degree program.

** Credit totals do not include Foundation Courses. Students must either demonstrate mastery of the subject matter in Foundation Courses through a Rasmussen College entrance placement exam or by successful completion of Foundation Courses.*

This program requires specific immunizations prior to professional practice experience.

The Medical Assisting Diploma program at the Bloomington, Brooklyn Park/Maple Grove, Eagan, Green Bay, Mankato and St. Cloud Campuses; and the Medical Assisting AAS Degree program at the Lake Elmo/Woodbury and Moorhead Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Medical Assisting Diploma and AAS Degree programs at the Aurora/Naperville, Rockford, and Romeoville campuses in Illinois, the Fort Myers, Ocala and New Port Richey/West Pasco campuses in Florida, and the Appleton and Wausau campuses in Wisconsin are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

In addition to meeting all other admissions requirements, North Dakota campus applicants to this program must successfully complete and pass a criminal background check. Moorhead applicants must only successfully complete and pass a Minnesota Department of Human Services background check.

COURSE DESCRIPTIONS

B080 Reading and Writing Strategies (pg. 44) Delete this course description in its entirety and replace with the following:

B080 Reading and Writing Strategies
40 hours, 4 credits

This course develops students' reading and writing skills in preparation for college-level coursework. Through review of grammar, punctuation, and the writing process, students will enhance their ability to compose sentences, paragraphs, and short essays. The study of active reading strategies will provide students with the tools necessary for comprehending collegiate-level texts. This course is taught in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B087 Practical Math (pg. 44) Delete this course description in its entirety and replace with the following:

B087 Practical Math
40 hours, 4 credits

Mathematics is learned through communication. In this course, students will learn to communicate how problems are solved and how solving problems can be applied in real-world settings. Students will have opportunities to learn multiple problem solving strategies. This course also provides practice and skill problems. This course is taught in six-week sessions.

Prerequisite: Placement determined by Rasmussen College entrance placement exam score.

B099 Foundations of Math (pg. 44) Effective October 1, 2012, delete this course description.

B370 Organizational Behavior Analysis (pg. 45) Change prerequisite to "none."

B421 Statistics for Business (pg. 45) Delete the course description in its entirety, and replace with the following:

B421 Statistics for Business
40 hours, 4 credits

In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.

Prerequisite: None

B444 Statistics for Managers (pg. 46) Change prerequisite to College-level Math course.

B491 Legal and Ethical Environment of Business (pg. 46) Change prerequisite to Business Ethics or Business Law.

E170 Introduction to Undergraduate Research (pg. 46) Revise this course description to read as follows:

E170 Introduction to Undergraduate Research
20 hours, 2 credits

This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.

Prerequisite: none

EC121 Health, Safety, Nutrition/CDA Application (pg. 46) Change prerequisite to Early Childhood Education Curriculum and Instruction.

EC295 Summative Project for Early Childhood Education (pg. 47) Add the following course description:

EC295 Summative Project for Early Childhood Education
20 hours, 2 credits

The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.

Prerequisite: none

H300 Introduction to Healthcare Administration (pg. 49) Change prerequisites to: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

H350 Healthcare Statistics (pg. 49) Change prerequisites to: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course.

J360 Statistics for Criminal Justice (pg. 52) Change prerequisite to College-level Math course.

M100 Customer Service in Healthcare (pg. 53) Add the following course description:

M100 Customer Service in Healthcare**10 hours, 1 credit**

This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.

Prerequisite: none

M121 Anatomy and Pharmacology for Coders (pg. 53)

Add the following course description:

M121 Anatomy and Pharmacology for Coders**30 hours, 3 credits**

This course provides an in-depth exploration of human anatomy and physiology as well as pharmacology to prepare students for coding. This course also provides a systematic approach to hospital inpatient and ambulatory care coding, emphasizing specific and correct coding procedures and techniques. Topics covered include: study of human cells and tissues; the integumentary, musculoskeletal, nervous, respiratory, genitourinary, circulatory, digestive, reproductive, sensory, cardiovascular, lymphatic, immune, and endocrine systems of the body; most commonly prescribed drugs; and laboratory tests. The student will learn how to abstract key information from the health record to assist in improving physician documentation and to ensure all valid and accurate coding. Students will complete laboratory exercises coordinated with course content.

Prerequisites: Structure and Function of the Human Body; Medical Terminology

M131 ICD-CM Coding (pg. 53) Add the following course description:

M131 ICD-CM Coding**40 hours, 4 credits**

This course provides in-depth study of the International Classification of Diseases-Clinical Modification (ICD-CM) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-CM coding guidelines appropriate to the coding situation and will cover diagnostic coding of all body systems. Use of coding and grouper software will be introduced as well as the use of registries and indices.

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

M132 ICD-PCS Coding (pg. 53) Add the following course description:

M132 ICD-PCS Coding**40 hours, 4 credits**

This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.

Prerequisite: ICD-CM Coding

M133 ICD Coding (pg. 53) Add the following course description:

M133 ICD Coding**30 hours, 3 credits**

This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.

Prerequisite: Medical Terminology

Prerequisite or Co-requisite: Pathophysiology

M141 Ambulatory Care Coding (pg. 53) Change prerequisite to Intermediate ICD-PCS Coding or ICD Coding.

M200 Medical Office Procedures (pg. 59) Delete course description.

M214 Medical Transcription (pg. 54) Add the following course description:

M214 Medical Transcription**60 hours, 3 credits**

The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M270 Electronic Health Records and Medical Office Procedure (pg. 54) Add the following course description:

M270 Electronic Health Records and Medical Office Procedures**40 hours, 4 credits**

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing,

filing and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills.

Prerequisite: Medical Terminology

MA102 Introduction to Medical Assisting (pg. 54) Add the following course description:

**MA102 Introduction to Medical Assisting
40 hours, 3 credits**

This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid. Prerequisite: none

MA110 Clinical Skills I (pg. 54) Delete prerequisites/co-requisites and replace with the following:

Prerequisites: Introduction to Medical Assisting and Medical Terminology

MA145 Clinical Skills II (pg. 54) Delete prerequisites/co-requisites and replace with the following:

Prerequisite: Clinical Skills I

Pre or Co-requisite: Structure and Function of the Human Body

MA241 Human Anatomy and Physiology I (pg. 54)

This course has 60 hours, 5 credits.

MA242 Human Anatomy and Physiology II (pg. 54)

This course has 60 hours, 5 credits.

MA250 Radiography Skills (pg. 54) Delete prerequisite and replace with the following:

Prerequisite: Structure and Function of the Human Body

MA265 Medical Assistant Externship (pg. 54) Delete this course description in its entirety and replace with the following:

**MA265 Medical Assistant Externship
240 hours, 8 credits**

In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting help by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator.

MA285 Medical Assisting Capstone (pg. 54) Add the following course description:

**MA285 Medical Assisting Capstone
20 hours, 2 credits**

In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none

Co-requisite: Medical Assisting Externship

N306 Advanced Network Security (pg. 62) Change prerequisites to: Cisco Networking Fundamentals and Routing; Principles of Network Security

N307 Principles of Network Security (pg. 63) Add the following course description:

**N307 Principles of Network Security
40 hours, 3 credits**

This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.

Prerequisite: Networking Fundamentals

N425 Storyboard Development for Digital Media (pg. 59) Change prerequisite to Digital Media Production.

PN100 Nursing Foundations (pg. 61)

This course has 100 hours, 6 credits.

ACADEMIC INFORMATION AND COLLEGE POLICIES

Effective July 10, 2012, Rasmussen College does not charge an admission application fee. Please disregard all references to payment or refund of application fees.

College Acceptance or Rejection of Application for Admission (pg. 71) In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

Entrance Assessment (pg. 72) Effective October 1, 2012, delete the Entrance Assessment table in its entirety and replace with the following:

Entrance Assessment

The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and Math, students are placed in the following courses:

Subject	Score	Course Placement
Writing	0-16 items correct	Not eligible for admission
Writing	17-24 items correct	B080 Reading and Writing Strategies
Writing	25-35 items correct	G124 English Composition
Math	0-16 items correct	B087 Practical Math
Math	17-35 items correct	Lower-division Math/Natural Sciences coursework

Background Checks (pg. 72) Delete this section in its entirety and replace with the following:

Background Checks

For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The programs that require a general criminal background check for admission are the following:

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Assisting (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Medical Billing and Coding
- Medical Laboratory Technician (Florida, Illinois, North

- Dakota, and Wisconsin campuses only)
- Paralegal
- Pharmacy Technician
- Practical Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Professional Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Professional Nursing: Mobility Entrance Option (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Surgical Technologist (Florida, Illinois, North Dakota, and Wisconsin campuses only)

Programs listed here may not be available in each state. See program pages in this catalog or program listings on www.rasmussen.edu for program availability.

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must submit to a Minnesota Department of Human Services (MDHS) background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement (FDLE) background check.

General Criminal and FDLE Background Check Process:

A student enrolling in any of the general criminal or FDLE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal his/her termination from the school, all appeals must be

completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student's funding until the background check process is complete.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

Minnesota Department of Human Services Background Check Process

A student enrolling in any of the MDHS designated programs must complete a Background Release Form, as well as a Background Check Attestation. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires a MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through a MDHS blue clearance letter or set aside letter. This

process may delay a student's funding until the background check process is complete.

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student's first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

A student receiving a MDHS disqualification may choose to apply for a Commissioner's Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/re-enrollment for the next subsequent start date.

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs (pg. 72)

Delete this section in its entirety and replace with the following:

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, they will be scheduled for the Evolve A2 entrance exam.

Applicants must pay a \$75 non-refundable testing fee (covering the exam and the study guide to be issued to the student) at time of scheduling.

Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

Applicants who achieve the required Evolve A2 score will be contacted by the College to complete the following:

- Application
- Background screening
- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Applicants who wish to repeat the Evolve A2 to increase their score must submit a \$30 non-refundable re-test fee. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Evolve A2.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

Applying for Admission into the School of Nursing (pg. 73)

Delete this section in its entirety and replace with the following:

Applying For Admission into the School of Nursing

Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial coursework. Alternatively the applicant must provide a

college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test.

Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed College entrance placement requirements will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and will count as one of the two attempts allowed in a 12 month period. Any nursing entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

3. Complete Application Requirements: Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator
- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

4. Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Students accepted into their program will receive a letter from the College in the mail. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing

Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Applying for Admission into Law Enforcement Programs

(pg. 72) Delete 6th paragraph, that begins: “Upon completing the application process, the completed files will be reviewed...” and replace with the following:

Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

Rasmussen College Early Honors Program Terms and Conditions (pg. 73) Delete this section in its entirety and replace with the following:

Rasmussen College Early Honors Program Terms and Conditions

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Student must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean

before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.

- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a “PN”, “PRN”, “NU” or “NUR” are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student’s high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.

Primary Sources of Financial Aid and How to Apply

(pg. 74) Under “Federal Loan Programs: Federal Parent Loan for Undergraduate Students (PLUS)”, change the “Amount per Year” information (third column) to read, “Up to college cost of attendance” and change the “Application” information (fourth column) to read, “PLUS application and Promissory Note processed through College and Lender.”

Scholarship and Grant Programs – High School

Professional Program (pg. 75) Include Kansas in the list of states in which this program is available.

Foundation Courses Timeframe (pg. 76) Effective October 1, 2012, delete this section in its entirety and replace with the following:

Foundation Courses Timeframe

To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required foundation courses must be taken in the student's first two full quarters of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Foundation courses are B080 and B087. A "full quarter" excludes the mid-quarter start.

Foundation Course Grading (pg. 76) Effective October 1, 2012, delete this section in its entirety and replace with the following:

Foundation Course Grading

1. All Foundation courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
3. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher.

The following grading scale is then used to determine if students have passed the courses:

Reading and Writing Strategies
 SX 73% or higher UX Below 73%

Practical Math
 SX 73% or higher UX Below 73%

Nursing Program Grade Scale (pg. 76) Delete this section in its entirety and replace with the following:

NURSING PROGRAMS GRADE SCALE

Students are required to earn at least a "C" in their Nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 4999. The grading scale for these courses is as follows:

Letter Grade	Percentage Range
A	100% to 94%
B	93% to 85%
C	84% to 78%
F	Below 78%

Students are required to achieve an overall total exam score average at or above the threshold of 78% for all exams taken within the Nursing course, in order to pass. Once this 78% exam threshold criterion has been met, the final grade for the Nursing course will incorporate points earned for exams, assignments, quizzes, and other coursework requirements.

Laboratory and clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the laboratory and clinical area is required to earn a passing grade in the Nursing course. Failure to earn a

satisfactory grade in the laboratory and/or clinical component will result in failure of the Nursing course.

It should be noted that space may not be available for the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

All grades are to be credits successfully completed with the exception of the 'W/WD' and the 'U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

Repeating Courses Policy (pg. 76) Delete this section in its entirety and replace with the following:

REPEATING COURSES POLICY

Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an "F/FA". A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining Satisfactory Academic Progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, on "F/FA" grade will remain for purposes of GPA calculation. However, all of the course credits, both failed

and transferred, count in the student's Cumulative Completion Rate (CCR).

Foundation courses may only be repeated one time. Students who fail a Foundation course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

Academic Overload Policy for Five and Six Week Courses (pg. 78) Add the following policy immediately following the "Academic Overload Policy":

Academic Overload Policy for Five and Six Week Courses

An academic or credit overload occurs when a student registers for more than 10 credits per six week session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the Academic Dean of the campus in which they are enrolled. In order to apply for an overload, the student must have completed a minimum of 32 credits at Rasmussen College. The student must also be meeting the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average at least 2.75 to apply for an overload. Students with a cumulative grade point average of 2.75 or above will be eligible to take up to 12 total credits in the approved quarter. For students who are newly transferring to the College, a minimum of 24 credits must be transferred to the College and the most recent GPA on a transcript must be 2.75 or higher. The student must apply for approval no later than two weeks prior to the start date of the session in which the overload is desired. Any future overload requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Period for Five and Six Week Courses (pg. 78)

Add the following policy immediately following the "Drop/Add Class Policy":

Drop/Add Period for Five and Six Week Courses

Students may add courses through the second day of the five or six week term and may drop a course through the first Friday of the term, which is the close of the drop/add period.

When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The

student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the five or six week term, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

School of Technology and Design Waivers (pg. 80) Delete this section in its entirety and replace with the following:

School of Technology Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

Weapons Policy (pg. 83) Delete this section in its entirety and replace with the following:

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This

policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Tuition Table (pg. 86)

- Under “School of Health Sciences Programs,” change “Medical Office Assistant” to “Medical Assisting.”
- Delete line in table for School of Nursing, Professional Nursing, \$395 per credit

Make the following changes for new starts and re-entering students as of **January 2013**:

- Change the first bullet point below the table to read: “There is a required course materials fee of \$150 per course.”
- Change the second bullet point below the table to read: “Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$150 for every course over four courses.”
- Change the third bullet point below the table to read: “Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees.”
- Add bullet point below the table: Course numbers ending with “L” or “LL” will not be charged a course materials fee.

Refund of Book and Supply Costs (Bismarck and Fargo Site students) (pg. 86) Delete this section in its entirety and replace with the following:

Refund of Book and Supply Costs (Bismarck and Fargo Site students)

The cost of books and supplies is included in tuition. Students are welcome to return books and supplies within 30 days of the date of withdrawal for consideration of a refund.

If books and supplies are not returned unused or in a condition such that they can be returned to the supplier, the student will be assessed \$150 per course for those books and supplies.

The State of Minnesota Cancellation, Termination, Refund Policy (Moorhead site students) (pg. 86) Delete this section in its entirety and replace with the following:

The State of Minnesota Cancellation, Termination, Refund Policy (Moorhead site students)

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
- In compliance with Iowa Code 714.23, the \$150 course fee will be refunded for students who are residents of the state of Iowa.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Non Federal Refund Distribution Policy – For Illinois and Wisconsin Campuses (pg. 88) Delete this section in its entirety and replace with the following:

Non Federal Refund Distribution Policy - For Illinois, Kansas and Wisconsin Campuses

Please note that Illinois, Kansas and Wisconsin do not have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in Illinois, Kansas or Wisconsin.

Veterans Refund (pg. 88) Delete this section in its entirety and replace with the following:

Veterans Refund

In the event a veteran discontinues training for any reason, any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of the prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.