



2014-2015

Volume | 4

BURNETT INTERNATIONAL COLLEGE

Home of the Lions

Table of Contents

Welcome	6
Mission	7
Purpose	<i>Error! Bookmark not defined.</i>
School Philosophy	7
Legal Ownership	8
Board of Trustees	9
School Administration	9
Faculty	9
HOLIDAYS AND BREAKS	12
Class Start & End Dates for Enrollment	12
Hours of Operation	13
GENERAL ADMISSIONS REQUIREMENTS	14
International/Non-U. S. Schools	20
International Students	20
ACADEMIC POLICIES	23
Attendance	23
Clinical Externship Attendance	23
Tardiness	23
Leave Of Absence (LOA)	23
Make-Up Work	24
Class Cuts	24
Class Capacity	24
Tutoring	24
Visitors and Guests	24
Children on Campus	24
Telephone Use	25
Dress Code	25
Graduation Requirements	25
Transfer of Credit	26

Academic Challenge Credit	26
Independent Study Policy	26
Residency Requirements	27
Program Changes	27
Examinations	27
Grading System	28
GRADING STRUCTURE	28
DEFINITION OF GRADES	29
REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE	29
PROGRESS EVALUATIONS	29
BASIS FOR CALCULATION OF GRADE POINT AVERAGE	29
Unit of Credit	29
Credit Hours	30
Adding or Dropping Courses	30
Satisfactory Academic Progress	30
Academic Standards	37
Academic Probation	38
Academic Dismissal/Withdrawal	38
Appeal for Dismissal	39
Suspension	39
Re-admission	40
Student Health Insurance	40
Smoke Free Environment	40
Substance Abuse	40
Solicitation	40
Sexual Harassment	41
Standards of Conduct	41
Non Discrimination Policy	42
Grievance Procedures	42
STUDENT SERVICES	43
New Student Orientation	43
Class Schedule	43
Clinic Orientation	43

Photo ID Policy	43
Academic Advisement	43
Financial Advisement	43
Job Placement Services	43
Registration	44
Student Records	44
Parking	44
Bursar's Office	44
Family Education Rights to Privacy Act	44
Drug-Free Workplace Act of 1988	45
Emergency Contacts	45
Malpractice Insurance	45
Housing	45
Student Rights & Responsibilities	46
TUITION, FEES, AND OTHERS COST	46
TUITION FEES FOR ASSOCIATE DEGREE	47
TUITION FEES FOR DIPLOMA AND CERTIFICATE	47
BOOKS, UNIFORMS, AND SUPPLIES	48
OTHER COSTS	48
Tuition Fee Payment Plan (Methods of Payment)	48
TUITION REFUND POLICY AND CANCELATION	49
Withdrawals	49
Cancellation and Refund Policy	49
Return to Title IV Funds Policies	50
Course Numbering	61
Learning Resources Services	61
Description of School Facilities/Equipment	62
ACADEMIC PROGRAMS	62
ASSOCIATE DEGREE PROGRAMS	62
DIPLOMA PROGRAMS	63
NURSING - ASSOCIATE DEGREE	65
MEDICAL ASSISTING – ASSOCIATE DEGREE	69
PHARMACY MANAGEMENT – ASSOCIATE DEGREE	74

PHYSICAL THERAPY ASSISTANT – ASSOCIATE DEGREE	78
DIPLOMAS	82
PATIENT CARE TECHNICIAN	82
PHARMACY TECHNICIAN	84
PRACTICAL NURSING	85
CAMPUS SECURITY ACT/POLICY	90
EMERGENCIES POLICIES AND PROCEDURES	92
LICENSING/APPROVAL AGENCIES	92
ACCREDITATION	92

BURNETT INTERNATIONAL COLLEGE

WELCOME

Dear Prospective Students:

On behalf of everyone at Burnett International College, I welcome you to our College. I am delighted that you are considering the Burnett International College (BIC) for your allied health education. The Board of Directors, faculty and staff of the Burnett International College would like to thank you for showing interest in choosing Burnett International College.

The BIC offers a unique opportunity for students who wish to pursue an allied health career at a faster pace than is traditionally offered. All BIC classes are taught in English. Our faculty includes qualified professors who bring real world experience to the classroom.

This Catalog provides basic information about Burnett International College; courses offered, admission process and tuition and fees. This should give you an overview of our programs and help you to recognize the benefits and advantages of studying at BIC.

The BIC staff members are here to help you from the first day of classes to the last day of graduation at BIC.

The Burnett International College offers you an excellent education at a very reasonable price in order to assist you in realizing your dream of becoming an allied health care provider.

BIC is committed to providing a working and learning environment for all students, faculty and staff. All members of the School are responsible for ensuring that you take advantage of this opportunity and that you are encouraged and supported in all perspectives throughout your career.

We wish you well and success in your future endeavors. I encourage you to file an application after reviewing all of our programs.

The Rev. Fr. Burnet Moise, M.Div.

President of Burnett International College

BURNETT INTERNATIONAL COLLEGE

Mission

Burnett International College is dedicated to providing high quality post-secondary training in the allied health field which will prepare students to gain the necessary skills or enhanced skills to become employed in today's job market.

Purpose

The Burnett International College will be regionally recognized as a leader among academic health care organizations by cultivating a tradition of excellence and innovation in education, training, and service.

School Philosophy

Burnett International College believes that the promotion of personal growth is important for an individual to obtain self-actualization. Culture, health, and education must be taken into consideration when addressing the basic needs of self-actualization. Burnett International College has taken a holistic and humanitarian approach when educating our students. Our students are taught to take this approach when caring for their patients and interacting with the people in our community. The Allied Healthcare Field is a charitable profession that enhances the quality of life by promoting health, preventing illness, supporting rehabilitation following illness, and providing care for persons at the end of life. We believe all individuals are entitled to health care and the right to participate in making health care decisions.

Burnett International College encourages students to acquire knowledge, develop their creativity, and strive for excellence. Our objective is to prepare the student to enter into a professional level career and be a productive person in this community.

The school was established to provide training according to the growing need in the health care industry and the community. We follow the required hours, the required method of teaching and utilize modern training equipment to teach our students. The institutions where our students complete their externships are involved in the learning process of our students. They are given the opportunity to acquire as much practice and experience as possible while on an externship rotation.

The institution offers students a stimulating, positive and supportive environment in which they can develop academically, intellectually, physically and emotionally. We offer resources to the students that allow them to utilize their inner talents and to reach their professional goal within their chosen field of study.

The faculty and the staff at Burnett International College believe that each student is an individual with inherent rights, privileges and dignity, which will be respected during the learning process.

We believe in students finding self-actualization, and self-pride when working in the field of their choice. We believe the healthcare providers offer much needed care to the ill, aging and handicapped persons within our community.

Education is a basic need to bring to realization the self-satisfaction in our lives.

Education is a process that brings changes in the life of the learner and those he or she encounters. Students are responsible for their own learning: Our programs are designed to enable students to reach our planned objectives for the courses they are completing.

Learning is effective when it is reinforced with laboratory practice of the learned skills. The externships and clinical laboratory practice allow the students to reinforce the learned skills and to perfect the procedures for better understanding and implementation.

Evaluation is a necessary and continuous process in our institution. Its purpose is to make sure the student reaches his/her goal in a satisfactory and efficient manner. It is a useful tool in allowing us to make the proper adjustments to programs so as to allow the students to reach the highest level of education within our institution. Evaluation is an ongoing process in our institution and allows us to learn more about our community and its needs, the student and their needs, and the faculty and their needs. Quality of education is of the upmost importance at Burnett International College.

At Burnett International College we seek to accomplish our promised goal to the student in a satisfactory manner. We encourage students to continue, educating themselves. Education is valuable to the community; it prepares those in the community to fill the jobs that are made available within a growing community.

Finally, we believe everyone is entitled to an education. We extend our programs to everyone regardless of color, sex, race, religious beliefs or national background. We offer them the opportunity to reach their career goal when they are within our institution, and graduate to become a welcome addition to the healthcare system in our communities.

Legal Ownership

Burnett International University, Inc. is a foreign profit corporation formed under the laws of the State of Florida to do business as Burnett International College. The Officers of the Corporation are Burnet Moise, President and Chief Executive Officer and Yolex Richardson, Secretary. The corporate office mailing address is 1903 South Congress Avenue, Suite 200, Boynton Beach, Florida 33426.

BURNETT INTERNATIONAL COLLEGE

Board of Trustees

The Board of Trustees of Burnett International University, Inc. consists of the following current members:

Father Burnet Moise, M.Div.
Wiener Leblanc, MD
Myrtha Ameda, BSN, MSN
Marie Carmel Laguerre, BS
Dr. Roger Firmelus, M.D.

President/Chief Executive Officer
Academic Advisor
I.E. Nursing Program Director
Secretary-Treasurer
Member

School Administration

- President/Chief Executive Officer
- Campus Director
- Administrative Assistant
- Nursing Program Director
- Admissions Coordinator
- Admission Associate Coordinator
- Financial Aid Director
- Registrar Officer

Father Burnet Moise, MDiv
Father Burnet Moise, MDiv
Rachel Stephanie Lucas
Jeanie A. Applegate, RN, MSN
Nicole Toussaint Prince, MS
JoAnn Marcano, MS
Nicole Browsers, BS
Kelli Sanders, AS

Faculty

- Jesila Ameda: Practical Nursing; Medical Assisting
Bachelor of Science – Nursing, Nova Southeastern University
- Milhenka Auguste: Microbiology
Doctor of Medicine – American University of Antigua College of Medicine
Bachelor of Science – Biology, Nova Southeastern University
- Jocelyn Augustin: Physical Therapy Classes
Bachelor of Science – Physical Therapy, Florida International University
Associates of Applied Science – LaGuardia Community College
- Patrick Boursiquot: Lifespan Psychology; General Psychology
Master of Social Work – Boston University
Bachelor of Science – Psychology, Worchester State College
- Norma Elisabeth Cain – Advanced Adult Healthcare; Medical/Surgical II;
Leadership Management
Master of Nursing – University of Phoenix
Bachelor of Nursing – South University

- Berthile Celami – English Composition, Speech Communication
Bachelor of Science in Psychology, Minor in English, Palm Beach Atlantic University,
Associate in Arts, Palm Beach State College
- Carol Clarke – Basic & Advanced Adult Health care; Medical/Surgical I & II;
Childbearing Families Clinical
Master of Nursing – University of Phoenix
License Practical Nursing – North Technical Vocational
- Deborah Constantine: Fundamentals of Nursing
Bachelor of Science – Nursing, Florida International University
- Lucienne Delvar: Computer Concepts
Bachelor of Arts – Business, Northwood University
Associate of Science – Nursing, Palm Beach Community College
- Francis Dupiche: Microbiology and Fundamental Clinicals
Bachelor of Science – Nursing, Florida International University
Medical Doctorate, State University of Haiti (Haiti)
- Roger Fimerlus: Anatomy & Physiology
Medical Doctorate, Universidad Central Del Este (Dominican Republic)
- Paulette Firmin: Computer Concepts
Bachelor of Science - Information Systems, Florida Career College
- Paul Hyacinth: Computer Concepts
Bachelor of Arts – Management Information, Florida Career College
Associates of Science – ATI Career Training Center
- Peggy Joseph: Life Span Development
Master of Science - Counseling, Saint Thomas University
Bachelor of Arts - Secondary Education, Saint Thomas University
Associate of Science – Nursing, Broward College
- Shirley Lamarre: Basic Adult Medical/Surgical
Master of Science - Nursing, University of Phoenix
Bachelor of Science - Nursing, University of Phoenix
- Marie Mellon-Laguerre: Pharmacy Technician
Bachelor of Science – Massachusetts College of Pharmacy
Associate of Science – Roxbury Community College

- Barbara Miller: Basic & Advanced Adult Healthcare; Medical/Surgical I & II
Master of Science – Administration & Allied Health, Central Michigan University
Bachelor of Nursing – SUNY Down State University
Associates of Applied Science: Long Island College
- Ann Morrison: Fundamentals of Nursing; Basic & Advanced Adult Healthcare
Clinical
Bachelor of Nursing – University of Tampa
Registered Nursing – North Allenton School of Nursing (UK)
- Francoise Mendes Ramos: Fundamental Concepts Clinical; Basic Adult
Healthcare Clinical
Bachelor of Nursing – University of Rhode Island
- Louise Reid: Mental Health Clinical
Bachelor of Science – Nursing, University of Arkansas Medical Sciences
- Ney Jose Rojas: Physical Therapy
Master of Science – Physical Therapy, State University of New York
Bachelor of Science – Physical Therapy, State University of New York
- Lawrence Siegel: General Psychology
Master of Arts - Psychology, Florida Atlantic University
Bachelor of Arts – Psychology & Biopsychology, Eckerd College
- Richard Siegel: General Psychology
Master of Science - Psychology, Nova Southeastern University
Bachelor of Science – Pharmacology & Toxicology, University of the Sciences in
Philadelphia
- Louis Harry Toto: Intermediate Algebra
Master of Science – Education, Walden University
Bachelor of Science – Math, Walden University

HOLIDAYS AND BREAKS

Winter Break

New Year's Day	January 1, 2015
Martin Luther King Day	January 19, 2015
President's Day	February 16, 2015

Spring Break

Good Friday	April 3, 2015
Memorial Day	May 25, 2014
Independence Day	July 3, 2014

Summer Break

Labor Day	September 07, 2015
Veteran's Day	November 09, 2015

Fall Break

Thanksgiving Day & Day after	November 26-29, 2015
Christmas Day through January 1 st	December 25, 2014 – January 5, 2015

Class Start & End Dates for Enrollment

A student may join the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is $6 \times 1.5 = 9$ weeks.

Associate In Science Degree Programs

Start Anticipated Graduation Dates

Dates	ADN	MEA	PHT	PMT
08/25/2014	07/08/2016	06/12/2016	07/08/2016	06/12/2016
09/22/2014	08/16/2016	07/15/2016	08/16/2016	07/15/2016
10/19/2014	09/02/2016	07/29/2016	09/02/2016	07/29/2016
11/17/2014	10/08/2016	09/04/2016	10/08/2016	09/04/2016
01/05/2015	11/11/2016	10/07/2017	11/11/2017	10/07/2016
03/02/2015	01/06/2017	01/06/2017	01/06/2017	01/06/2017
04/06/2015	02/11/2017	02/11/2017	02/11/2017	02/11/2017
05/11/2015	03/18/2017	02/24/2017	03/18/2017	02/24/2017
06/08/2015	04/22/2017	03/25/2017	04/22/2017	03/25/2017

Diploma Programs

Start Anticipated Graduation Dates

Dates	PCT	PRN	PTN
08/25/2014	04/04/2015	08/29/2015	05/23/2015
09/22/2014	05/15/2015	09/19/2015	06/27/2015
10/19/2014	06/23/2015	10/24/2015	08/15/2015
11/17/2014	07/27/2015	11/28/2015	09/05/2015
01/05/2015	08/01/2016	01/16/2016	10/10/2015
03/02/2015	11/21/2015	03/13/2016	12/05/2015
04/06/2015	12/26/2015	04/17/2016	01/23/2016
05/11/2015	01/03/2016	05/22/2016	02/27/2016
06/08/2015	02/20/2016	06/26/2016	04/23/2016

The above information is subject to change and can be viewed in the addendum located in our website. Students are enrolled for a start date and will be assigned by the College to the class times.

Hours of Operation

Burnett International College offers day, evening and Saturday Classes. Students may study on full or part-time basis depending on their career and family obligations. Day Classes are scheduled: Monday through Friday from 8:00 A.M. to 3:00 P.M. Evening Classes are scheduled Monday through Friday from 4:00 A.M. to 10:00 P.M. Saturday Classes are scheduled from 9:00 A.M. to 3:00 P.M. (Clinical and externship only) The College's Office is open Monday through Thursday 9:00 A.M. – 10:00 P.M. and Friday and Saturday: 9:00 A.M. to 3:00 P.M.

Statement of Rules and Regulations

General Statement

All students are expected to be aware of rules, regulations and other information provided in this catalog; the Library Handbook; the Student Rights and Responsibilities or Code of Conduct section of the Student Handbook; and on bulletin boards. The Director of Enrollment Services and Registrar is responsible for interpreting the college catalog, regarding admissions, registration and graduation. When indicated, the director will seek Board approval and/or consult the Admissions and Graduation Committee of the College. If necessary, any of the college's regulations, policies, tuition and fees, schedules and courses may be changed. Should changes to policies, fees, rules and regulations occur, students will be notified in writing.

GENERAL ADMISSIONS REQUIREMENTS

Burnett International College maintains an open-door policy for high school graduates with standard diplomas, GED graduates and graduates from approved home school educational programs, pursuant to Florida Statutes.

All correspondence concerning admission should be sent to:

Burnett International College
1903 South Congress Avenue, Suite 200, Boynton Beach, Florida 33426

For more information, students may call the admissions office at 561-736-3998.

Students are admitted to the College prior to the **Fall, Spring and Summer terms**.

Admission to Burnett International College is open to any qualified applicant. No qualified person will be excluded from enrollment based on age, race, gender, disability or national origin. Applicants must meet the following requirements to be considered for admission into Burnett International College:

1. Be a minimum of 18 years of age; or, if under the age of 18, a parent or legal guardian must sign the enrollment application. Additionally, the applicant must turn 18 prior to entering externship.
2. Complete an admission application and return it to our admission office, along with the non-refundable application fee \$ 50. Application must be received at least one month before the start of an academic semester;
3. Provide evidence of high school diploma, high school certification, or GED. All applicants must show proof of graduation from an accredited high school or have completed a General Equivalency Diploma (GED). Official high school transcripts (in a sealed envelope) and/or GED must be provided to the college Registrar's Office or the Admission Director prior to enrollment, but no later than 30 days after the start of the initial semester of enrollment.
4. Provide Official College Transcripts (in a sealed envelope). Transfer applicants must provide official transcripts from all colleges and universities attended no later than 30 days after the start day of their first semester of enrollment at Burnett International College. Transfer student must be in good academic standing at the last school attended at the time of initial enrollment at BIC and must show a minimum grade point average of 2.0 (on 4.0 scale). Transfer credits from national or regional accredited institutions will be evaluated and credited after enrollment at Burnett International College.
5. Submit documentation of English Proficiency (for student whose native language is not English). Student enrolling in a Diploma or an Associate of Science Degree Program is required to demonstrate the ability to read and write in standard English. Evidence of such level of English Proficiency may

- be established by transcripts of prior study from English speaking school; scores on the school entrance exams, personal interviews and/or by special demonstrations orally or in writing.
6. Take the Wonderlic Test and pass with a minimum score of 11.0 to assess the student's math, reading and comprehension abilities. All newly admitted students will be given placement test in English and Math and required to take remedial courses if they fail to achieve at college levels prescribed by Burnett International College.
 7. Complete and sign an Enrollment Agreement, provide photo identification and complete a 150-word essay.
 8. Additionally, the nursing or other associate degree programs student must complete the TEAS test with the minimum following scores:
Practical Nurse – 60
Registered Nurse – 65
Other Associate degree Programs - 65
 9. Provide a non-refundable registration fee of \$100 prior to enrollment.
 10. Provide proof of health insurance. Students who do not possess health insurance upon applying to the College must be prepared to purchase health insurance through an approved Burnett International College provider upon commencement of studies

Prior to registering, a student should have on file in the Records Office:

1. A completed admissions application;
2. Transcripts of all previous College work (prior to the first day of classes);
3. Proof of high school completion (prior to the first day of classes); official transcripts (in a sealed envelope) must be sent to the Burnett International College Records Office.

A. HEALTH SCIENCE EDUCATION ADMISSION

All applicants seeking admission to programs in Health Science must complete a Health Science application in addition to the regular College Admissions application. There is a special application form, prerequisite courses for admissions, and an additional application fee.

All students entering a Health Science Program with a clinical component are required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 456.0635, 435.04 and 316.193). Admission into clinical is at the discretion of the clinical agencies. Students applying for admissions to the program are required to complete a drug screening and an FBI criminal background check. (See Health Science Programs)

B. ADMISSION REQUIREMENTS FOR CAREER AND OCCUPATIONAL EDUCATION PROGRAMS

ASSOCIATE IN SCIENCE (AS) DEGREE IN MEDICAL ASSISTANT

Students must

1. Be at least 18 years of age.
2. Have a High School Diploma or GED.
3. Take the Test of Adult Basic Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11. Students must have HIV/AIDS certification.
4. Have attained a grade of "C" or higher in all General Education course requirements. The recalculated GPA (prerequisite courses) must be 2.50 or higher on a scale of 4.0. In accordance with College policy, the GPA will not be "rounded up."
5. Submit a criminal background check and a disposition of any criminal offenses; and drug screening.
6. Submit a Nursing Admission Request Packet, with all requirements, for consideration for admission to the program. Incomplete application packets will not be considered. (See specific track descriptions for additional requirements applicable to each track).
7. Have a personal interview with the Medical Assistant Program Director;

ASSOCIATE IN SCIENCE (AS) DEGREE IN NURSING (RN)

The nursing program has specific requirements for admission. Students must:

1. Be at least 18 years old, and have health clearance from a physician and negative PPD
2. Have a High School Diploma or GED,
3. Apply and be accepted to Burnett International College;
4. Have completed the TABE test with an 11.0 or higher grade or equivalent
5. Achieve a minimum adjusted individual total score of 65 percent on the Test of Essential Academic Skills (TEAS)
6. Have attained a grade of "C" or higher in all General Education course requirements. The recalculated GPA (prerequisite courses) must be 2.50 or higher on a scale of 4.0. In accordance with College policy, the GPA will not be "rounded up."
7. Submit a criminal background check and a disposition of any criminal offenses; and drug screening.
8. Submit a Nursing Admission Request Packet, with all requirements, for consideration for admission to the program. Incomplete application packets will not be considered. (See specific track descriptions for additional requirements applicable to each track).
9. Have a personal interview with the Nursing Program Director;
10. LPN to RN Transaction Program students need a current Florida LPN License.

ASSOCIATE IN SCIENCE (AS) DEGREE IN PHARMACY MANAGEMENT

The Pharmacy Management Program has specific requirements for admission. Students must:

1. Be at least 18 years of age.
2. Have a High School Diploma or GED.
3. Take the Test of Adult Basis Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11. Students must have HIV/AIDS certification.
4. Have attained a grade of "C" or higher in all General Education course requirements. The recalculated GPA (prerequisite courses) must be 2.50 or higher on a scale of 4.0. In accordance with College policy, the GPA will not be "rounded up."
5. Submit a criminal background check and a disposition of any criminal offenses; and drug screening.
6. Submit a Nursing Admission Request Packet, with all requirements, for consideration for admission to the program. Incomplete application packets will not be considered. (See specific track descriptions for additional requirements applicable to each track).
7. Have a personal interview with the Nursing Program Director;

ASSOCIATE IN SCIENCE (AS) DEGREE IN PHYSICAL THERAPY ASSISTANT

The Physical Therapy Assistant (PTA) Program has specific requirements for admission. Students must:

1. Be at least 18 years of age.
2. Have a High School Diploma or GED.
3. Take the Test of Adult Basis Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11.
4. HIV/AIDS certification.
5. Apply and be accepted to Burnett International College
6. Complete the Postsecondary Education Readiness Test (PERT)
7. Complete a minimum of 20 hours of observation, volunteer service or work experience in two or more physical Therapy Departments.
8. Complete the following prerequisites with a grades of "C" or higher: English I, English II, Anatomy and Physiology I & Anatomy and Physiology II, College Algebra or Intermediate Algebra, General Psychology and the remaining General Education courses will be taken throughout the PTA Curriculum

Transfer Note: The Prerequisites courses may be taken at any accredited college or university (Official Transcripts must be sent to Burnett International College's Office within three months of applying to the program to become part of a candidate's official record) It is the pre-PTA student's responsibility to request from other colleges and universities that official transcripts be sent to Burnett International College as soon as possible, but no later than the first day of classes. Submit the completed PTA Application packet (available for download at www.burnett.edu/students).

DIPLOMA

PRACTICAL NURSING DIPLOMA (LPN)

The Practical Nursing Program has specific requirements for admission. Students must:

1. Be at least 18 years old;
2. Have a High School Diploma or GED;
3. Take the Test of Adult Basis Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11;
4. Have HIV/AIDS certification, and have health clearance from a physician and negative PPD;
5. Apply and be accepted to Burnett International College;
6. Achieve a minimum adjusted individual total score of 60 percent on the Test of Essential Academic Skills (TEAS);
7. Complete a Nursing Application – Practical Nursing
8. Attach a student copy of your BIC transcript and use a highlighter pen to mark the following required courses from BIC or transferred from another college courses (courses with grade below “C” are not accepted.):
 - ◆ HSC 2003 Introduction to Health
 - ◆ HSC 1531 Medical Terminology
9. Submit a criminal background check and a disposition of any criminal offenses; and drug screening.
10. Submit a Nursing Admission Request Packet, with all requirements, for consideration for admission to the program. Incomplete application packets will not be considered. (See specific track descriptions for additional requirements applicable to each track).
11. Have a personal interview with the Nursing Program Director;

PATIENT CARE TECHNICIAN DIPLOMA

Students must

1. Be at least 18 years of age;
2. Apply to Burnett International College;
3. have a High School Diploma or GED;
4. Take the Test of Adult Basis Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11. Students must have HIV/AIDS certification;
5. Provide proof of a negative TB skin test or chest X-Ray (if required)

PHARMACY TECHNICIAN DIPLOMA

Students must

1. Be at least 18 years of age;
2. Have a High School Diploma or GED;
3. Take the Test of Adult Basic Education (TABE). TABE score must be at or above minimum level: Language 11; Math 10 and Reading 11. Students must have HIV/AIDS certification.
4. Provide proof of a negative TB skin test or chest X-Ray (if required)

C. TRANSFER STUDENTS

Have you previously attended another college or university and wish to continue your education at Burnett International College? You classify as a transfer student and must follow all of the admission procedures.

The following requirements must be observed if you are a transfer student:

1. **Official Transcripts:** Transfer students who have fewer than 24 credits at the college level must submit official transcripts from their high school, and all colleges and universities attended. Transfer students must submit their official academic records, with no course work in progress, from all institutions attended. Transcripts must be sent to a Burnett International College Campus or mailed to the Registrar's office:

**Burnett International College Registrar's Office
1903 South Congress Avenue, Suite 200
Boynton Beach, Florida 33426**

All transcripts must be received and evaluated by the College prior to the student's first's day first day of classes.

Courses Listed on official transcripts that are not parallel with courses listed in the College Catalog will be evaluated, and credit may be granted as approved by the College Registrar

2. Previous earned credits and grades may transfer in but may not be accepted for a specific degree program, All grades from other colleges are computed in the cumulative grade point average at Burnett International College, including failing grades at previous colleges or universities.
3. Failure to report previous college-level-work attempted constitutes a falsification of application and subjects applicant to loss of all credits earned and may result in dismissal.
4. Transfer students on suspension or dismissal at the time of their actual enroll at BIC will not be admitted to Burnett International College for up to one year if they are not eligible for readmission to the institution where they had attended. Student appeal process is by petition. See an Advisor.
5. An Applicant who was not in good academic standing (on suspension or dismissal) at the last institution attended will be treated in the same manner as if he/she was suspended or dismissed from Burnett International College. He/she must see an academic advisor to petition the admission status prior to submitting an application for admission.

Note: School Records Outside the U.S.: Students who have attended a college/university outside the United States are required to provide a course by course commercial translation and evaluation with upper-level course identification of all course work completed.

Submit All Documents Before Registration: Requested documents must be presented prior to registration for the student's first term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for their first term of entry/re-entry.

D. TRANSIENT STUDENTS

Students attending other postsecondary institutions who wish to earn credits to transfer back to those institutions may be admitted to the College as transient students or guest students for one term. It is recommended that these students present a transient form or an official statement letter from the institutions they have been attending which certifies that they are in good standing, and that the credits they earn at Burnett International College will be accepted as part of their programs. These students are not required to submit transcripts of their previous college credits.

E. ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

International/Non-U. S. Schools

Transcripts from international/non U.S. schools written in a language other than English must be accompanied by a certified English translation. Certified translations must accompany the original documents. Originals and certified translation must be sent to the Admissions officer at:

**Burnett International College
1903 South Congress Avenue, Suite 200
Boynton Beach, Florida 33426**

International Students

All International applicants to the Burnett International College shall meet the same admissions requirements as aforementioned. International applicants must present evidence of graduation through an official educational transcript, along with a translation into English by a certified translator that accurately reflects courses taken and related grades/evaluations for all educational programs attempted. Those courses must be at least the equivalent of the standard 12-year primary and secondary school programs provided in the United States. Additionally, applicants whose first language is not English or who come from non-English speaking countries must be able to demonstrate competency in the English language as evidenced by the following:

Score 410 or higher on the Wonderlic Basic Skills test, or pass the Test of English as a Foreign Language (TOEFL).

The only exception to this requirement is an oral evaluation of the applicant's English skills by the Admission's officer. The purpose of this test is to identify the appropriate level of English proficiency held by the applicant. The test results will determine if the student must complete ESL courses and the number and type of courses.

In order to qualify for the allied health programs, the applicant must be proficient in English at the level of training for Students Foreign Language or its equivalent, as determined by the school. The Burnett International College requires international students to complete ENG 100 Introduction to English Language as part of its commitment to facilitate the international student's integration in the program.

All students taking ENG 100 Introduction to English Language may also be scheduled for traditional coursework, excluding General Education courses, within the chosen program of study. All courses require students to earn a "C" or better grade to successfully complete the course. Any performance below a "C" results in failure, and the student will be required to retake the course.

Upon successful completion of ENG 100 Introduction to English Language coursework, the applicant should possess the necessary skills to take English Composition 1101 or ENG101.

To enroll, the international applicants must complete and submit to Burnett International College the following:

1. Proof of English language proficiency (see International Admissions Policy for acceptable proof)
2. Proof of graduation from a foreign institution comparable to a United States secondary school, if applicable. Documentation submitted must be translated into English by a certified translator.
3. Completed and signed Sponsor's Statement of Financial Support (this is not required if the student is self-sponsored).
4. For all applicants residing in the U. S. at the time of application in F, M, or J non-immigrant classification, written confirmation of nonimmigrant status at the previous school attended before transferring to Burnett International College.

RE-ADMISSION OF FORMER STUDENTS

Have you attended Burnett International College before? Has it been longer than one academic year since you attended a BIC class? If you were previously enrolled at Burnett International College and are in good academic standing, you are considered a returning student. There is no fee for the re-admission application which is less the one year.

Any student who previously attended Burnett International College and who has not been in attendance for the two or more consecutive semesters must complete a new admissions application to update personal data. If the returning student has attended another institution in the interim period, an official transcript must be submitted from that college or university with the Re-admissions Application. Any additional information that may be required to complete the student's current degree and major will be identified. The student must be in good academic standing at the last college attended at the time of enrollment at Burnett International College.

G. NON DEGREE SEEKING STUDENTS

Audit students must meet Burnett International College admission requirements and may enroll in college classes on a non-credit basis. Attendance requirements are established by the instructor. Audit students must declare audit status prior to the end of the add/drop period. Audit students are assessed college-credit fees as listed in BIC fee schedule.

The following requirements apply to special non-degree seeking students:

- ◆ Must complete an application for admission
- ◆ Are exempt from College Level Placement Tests
- ◆ May enroll in any College Level courses except English Composition I or mathematics courses or courses with English or mathematics co-requisite and /or prerequisite.
- ◆ May complete up to 12 hours in special student status.

Once a special student exceeds 12 hours, he/she will be reclassified to degree-seeking status and will be required to meet degree-seeking admission and placement testing requirements.

Special student completing courses for transfer to another institution should determine the transferability of these courses to other institutions prior to enrollment at Burnett International College.

H. CHANGE OF PROGRAM

A Burnett International College student desires to change educational goals and switch from a no-degree, or associate degree program to another program, that student must submit a Re-admission Application and see an advisor. Other information, such as transcript, may be required.

ACADEMIC POLICIES

Attendance

Students are expected to attend all scheduled class meetings and to arrive on time. Attendance is mandatory for all laboratory sessions, and conferences. Daily attendance is also mandatory in all nursing skills in the clinical and/or simulated laboratory setting. Students are expected to inform faculty in advance of any future dates where a student may be absent. It is the responsibility of the student to make up work missed. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss ten consecutive days of classes will be terminated from the program. Students must complete 80% of the program; missing 20% or more will lead to termination from their program of study. After 3 unexcused absences, the student is counseled by the director or Administrator of the program and will be placed on probation. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance.

Clinical Externship Attendance

Students performing any type of clinical component in their program of study may be absent no more than three times in their externship course. All clinical hours must be made up. Only mitigating circumstances, substantiated with supporting documentation pertaining to the reason why the student incurred the absence, will be considered acceptable for clearance for a make-up session. Students who violate this policy will not pass the clinical component of their program.

Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Burnett International College (BIC) trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on his/her attendance record.

Leave Of Absence (LOA)

Burnett International College requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Burnett International College (BIC) may grant the student's request for a leave of absence and document its decision in the student's file. Burnett International College will collect the written request within 30 days.

A student may be granted a Leave of Absence (LOA) for up to 180 days in any 12-month period. The number of days in a leave of absence commences the day after the student's last day of attendance. "A 12-month period" begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be considered to have withdrawn from the program.

Make-Up Work

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

Class Cuts

The cutting of classes may result in disciplinary action that will be recorded as unexcused absences. Departure from classes before regular close of the school session is permitted only in case of previous arrangement with the school office.

Class Capacity

Maximum class capacity is 40 students per lecture class and 20 students in the student laboratory. For the Practical Nursing program, there is one (1) instructor to every 12 students in the laboratory and clinical setting. The instructor to student ratio in lecture class is 1:36.

Tutoring

Any student who feels that they need the assistance of a tutor should discuss the problem with the instructor of the course in question. The instructor and student will set up a convenient time for tutoring sessions.

Visitors and Guests

Students must notify their instructor of visitors and guests who will be on the school's premises. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book. No visitors or guests may attend a class without prior permission from the instructor and campus Director.

Children on Campus

Children are not permitted to attend any class with their parents, nor are they allowed on campus while parent is attending class, making up assignments, or receiving tutoring sessions. The School cannot be responsible for the safety of children at the campus premises.

Telephone Use

Cell phone use is prohibited in the classroom, laboratory and clinical. Therefore, these phones must be turned off or kept in silent mode. Cellular phones may be used during breaks only and only in designated break areas. Students violating this policy during class or lab may be subject to disciplinary action.

Dress Code

BIC prepares students for professional employment in Allied Health. The dress code requires that students to wear scrubs, a white lab coat (for labs and externships in designated programs), and white closed toed shoes with socks or hosiery. Each program of study has a designated school uniform. Students are provided two sets of scrubs in designated color for the program to which they are assigned. When buying scrubs, students are responsible for purchasing the color scrubs appropriate for their program. Shoes and clothing must be clean and in good condition. Hair on all students must be a natural color. Hair must also be neatly combed, clean and pulled away from the face so that it does not hang in the face when bending over. Hands must always be clean and fingernails must never extend more than 1/8 inch. Jewelry must be limited to a simple watch.

Graduation Requirements

Upon successful completion of all requirements of their chosen program of study, students will be awarded either the degree, or diploma that they have earned. To be qualified and become eligible for graduation students must fulfill the following requirements:

1. Receive a passing Score-grade on all required coursework
2. Achieve a minimum GPA of 2.0 or higher
3. Maintain satisfactory academic progress standards
4. Satisfy all financial obligations to Burnett International College
5. Receive a passing grade on the portfolio or thesis, if required
6. Complete 100% of clinical externship hours and pass all competency check offs.

Please note: Portfolio courses require students to earn a “C” or better to exit the course. Any performance below a “C” results in failure and is calculated in the student’s GPA as an “F” grade.

Transfer of Credit

Burnett International College reserves the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by Burnett International College (BIC).

Any student, who began a program at Burnett International College (BIC) and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly.

Students who transfer out of Burnett International College (BIC) to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to BIC have been met by the student. The acceptance of the transferability of credits is the decision of the receiving institution.

Academic Challenge Credit

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student's prior work or educational experience. Academic challenges must be completed prior to a student's start date of the program. To be eligible for Academic Challenge credit, the student must provide the School with official documentation (as determined by the School) to validate the previous experience.

For any student wishing to challenge a particular course, the Program Director for the desired program will administer an appropriate course examination to determine "retained knowledge" in both lecture and laboratory components. The student will receive academic credit for a course only if the Program Director determines that the student has passed both the lecture and laboratory portions of the examination with a minimum 85% grade, and the course will be presented on the student's transcript with a letter grade of 'PR'. If a student receives credit for previous training, the 'PR' credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation. Students receiving academic challenge credit will be granted tuition credit for that particular course. No more than 50 percent of the total program credits may be awarded as transfer credits or academic challenge credits, or combination thereof.

Independent Study Policy

Students at Burnett International College may be allowed to take, on a very limited basis, courses through directed or independent study.

This option is available only to students with extenuating circumstances and students approaching graduation who find that a required course is not offered. Courses with a laboratory or externship component cannot be completed through directed or independent study. Students must have been making appropriate progress towards

graduation to be considered for directed or independent study. The student must obtain permission from the Campus Dean to enroll in a directed or independent study course.

Residency Requirements

Students are required to earn a minimum of 50 percent of their credits in residence at Burnett International College.

Program Changes

Burnett International College (BIC) reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, and fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes. Students will be notified of all changes.

Examinations

The purpose of examinations is to monitor the progress of students and to evaluate the quality of instruction. Examinations are considered to be an integral part of the learning process and, as such, are designed to emphasize important concepts and to develop problem-solving abilities. BIC School of Health Sciences is authorized to provide students with both subject specific and comprehensive self-examinations.

Final exams will be given at the end of each semester for all courses. These exams will cover the old and new material taught by the instructor. They will last up to two hours. The final course grades will be available in about 24 hours.

1. Missing Exams: It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of "F" for that examination unless the absence is due to serious illness or a sudden emergency which must be documented by a physician or other evidence such as a death certificate.

2. Retesting: A student missing an examination due to reasonable circumstances described above is to be examined at the convenience of the instructor within two weeks after the student's return to class.

3. Repetition/Re-examination: Repetition of an examination for the record is a discretionary decision of the instructor; it shall not be in violation of the examination policy statement regarding absenteeism.

A. Should a student receive a failing grade on an exam an alternate, re-exam, may be given at the discretion of the department involved. The re-examination will be an alternate exam and the score will be averaged with the initial grade. The average of the two exam grades will be the final grade posted. Regulations concerning re-examinations will be issued in writing by the department at the start of each course. Based on a student's performance, a department may decide that the student may not be permitted to take a re-examination, but must repeat the entire course. The method which the department devises to arrive at this decision rests with the department involved.

B. Re-examinations of final exams are scheduled after the end of the first week of the following Semester. A schedule for re-examination will be approved by the Dean of Student Affairs in consultation with the appropriate departments to ensure coordination of re-examination procedures. No re-examination may be given at other times except with the approval of the Dean of Student Affairs. The initial examination score will be averaged with the re-exam score to calculate the final exam grade. Passing the final exam does not guarantee passing the course. This policy simply allows students to show competency in the cognitive domain.

C. Only one re-examination is permitted in each course. Petitions for exceptions must be supported by both the student and the department and require specific approval of the Academic Standing Committee.

D. All re-examinations are to be given on the premises of the Burnett International College.

E. Students failing a course taken at the Burnett International College for the second time will not be allowed a re-examination and will be subject to dismissal. This rule applies also to those students who did not take a re-examination after the first failure.

Grading System

Students must adhere to high standards of scholarship. The minimal average grade required for successful completion of said program is 70% for the quizzes and 70 – 100 % for the final examination. The students will receive a copy of their transcript at the end of each program. They will also receive individual counseling to keep them aware of their progress and achievement. Students are graded according to the following Grade Point Average (GPA) system:

GRADING STRUCTURE

Grade	Explanation	Numeric Grades	Grade Point
A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failing	Below 60	0
I	Incomplete	Not computed	Not Computed
W	Withdrawn	Not computed	Not Computed
CR	Credit	Not computed	Not Computed
NC	Non-Credit	Not computed	Not Computed
T	Transfer Credit	Not computed	Not Computed

DEFINITION OF GRADES

The “F” means the student has not satisfactorily met course requirements and must repeat the course.

The “I” grade is assigned when a student has arranged an extension with an instructor to complete course requirements. For purposes of grade point and satisfactory progress, the “I” grade will not be computed. The student will have three weeks from the end of the grading period in which the “I” is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met within three weeks, the “I” will be converted to a final grade and the grade point average recalculated. In the event the “I” is not converted to a final grade, a course grade of “F” will be recorded as a final grade.

The “W” grade is assigned when a student withdraws from a class after the official census date (the sixth day of each grading period) and up to the midpoint of the class. Students receiving a “W” have not met the minimum objectives of the course and must **repeat** the course in order to receive credit.

REPEAT OF COURSE CALCULATIONS FOR GRADE AVERAGE

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student’s transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours. If additional repeats are necessary, students will be charged accordingly.

Note: Students should be aware that some colleges or universities may not accept a grade awarded to a repeated course or may not necessarily honor this policy.

PROGRESS EVALUATIONS

Grades will be distributed to students at the end of each instructional period by the instructor or placed in the student's academic file. Grades may be mailed to the address contained in the student’s academic file, if requested in writing to the School Director.

BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (GPA) will be calculated at the end of each grading period. Student progress reports will be issued to students at the end of each grading period by the Registrar.

Unit of Credit

The Unit of Credit used at Burnett International College (BIC) is a clock hour or credit hour. A clock hour is defined as no less than 50 minutes of any one contact hour in

which students participate in learning activities on campus or at an approved externship facility.

Credit Hours

Burnett International College courses are calculated on a semester credit hour basis.

15 lecture clock hours	= 1 semester credit hour
30 laboratory clock hours	= 1 semester credit hour
45 externship clock hours	= 1 semester credit hour

Adding or Dropping Courses

Students may add or drop courses or clinic shifts with no fee until 15 days after the first day of class. After that date a \$15 add/drop fee will be charged for each class or clinic shift added or dropped. No class can be added after the third class session, since that would place the student in conflict with the BIC Attendance Policy. Students dropping courses after the 15-day grace period will be refunded tuition according to the BIC Refund Policy.

Students must fill out an add/drop form for each course to be added or dropped. This applies also to students transferring from one section to another of the same course and from one clinic shift to another.

Grade Point Average (GPA): Grade Point Average is awarded in accordance with the grade schedule at the previous page. Each letter grade has a point value. Students may determine the grade point average by multiplying the number of credits the course carries times (X) number of points a grade is worth: Students who earn an **A** in a three-credit course accumulate 4 points per credit for a total of 12 points [3 credits x 4 points = 12 pts] No grade points average are awarded for an F, I, R, U, W, WF, and WP.

Grade Change Procedure: Professors may change the grade (other than incomplete grades) awarded to a student for a course taught. Grades may be changed within one semester of the date they were assigned. Professors have the responsibility to turn in the grades of each student in their classes within 48 hours to the registrar's office.

SATISFACTORY ACADEMIC PROGRESS

PURPOSE AND SCOPE

Federal regulations (General Provision CRF 668.1) require that Burnett International College review the academic progress of students who apply for and/or receive financial assistance. These regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Burnett International College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time). Students pursuing a Certificate or Associate degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

- Qualitative Standard (Cumulative Grade Point Average)

- Quantitative Standard (Pace of Progress)
 - Cumulative Pace of Progression
 - Maximum Time Frame

QUALITATIVE STANDARD

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the Burnett International College (BIC) Catalog. BIC uses a 4.0 point scale for grade point average (GPA), and requires students to have a 2.0 average after each semester.

QUANTITATIVE STANDARD (Cumulative Pace of Progress)

The quantitative standard is used to accurately measure a student’s progress in a program. There are two components of the quantitative standard:

1. **Cumulative Pace of Progression:** Students must complete 67% of the total Attempted hours at the end of each semester to meet the required pace of progress at Burnett International College. You calculate the pace at which a student is progressing by dividing the total number of hours successfully completed or earned at the end of each semester by the total number of hours attempted at the end of each semester; if the result is greater than or equal to 67%, the student is meeting the requirement of pace of progression by semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67% calculation after each semester.

67% Cumulative Progression	
This table contains the Attempted credit hours and the Earned/Completed credit hours required to meet 67% progression by semester	
Total Attempted Semester Hours.	Total Earned/Completed Semester Hours
108 Credit Hours	72 credit hours
96 Credit Hours	64 credit hours
84 Credit Hours	56 credit hours
72 Credit Hours	48 credit hours
60 Credit Hours	40 credit hours
48 Credit Hours	32 credit hours
36 Credit Hours	24 credit hours
24 Credit Hours	16 credit hours
12 Credit Hours	8 credit hours

2. **Quantitative: Maximum Time Frame (MTF):** is the pace at which students must progress through their program of study to ensure that they will graduate within a maximum timeframe; students must complete their program of study within a period no longer than 150% of the published length of the program. This is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent or if the result of the division is 1.50, then the student has reached Maximum Time Frame. The graph below contains three examples.

Maximum Time Frame Rule= Total Attempted Hours / Program of Study Required Hours Completion			
Total Attempted Hours	Completion Requirement Hours	Maximum Time Frame Percentage	Has student reached Maximum Time Frame?
182 Credit Hours	120 Credit Hours	1.52	Yes
179 Credit Hours	120 Credit Hours	1.49	No
62 Credit Hours	42 Credit Hours	1.48	No

In the first example, the program of study requires 120 credit hours to graduate. The student has attempted 182 credit hours ($182 / 120 = 1.52$) and in this case the student is going over 1.50 percent, so student has reached the Maximum Time Frame. In the second example, the program of study requires 120 credit hours to graduate too but the student has attempted 179 credit hours ($179 / 120 = 1.49$); in this case student has not yet reached Maximum Time Frame. In the third example, the program of study requires 42 credit hours to graduate and the student has attempted 62 credit hours, ($62 / 42 = 1.48$); in this case, student has not reached Maximum Time Frame.

How are my grades evaluated under the FA Standards of Academic Progress?

- The student's cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the qualitative standard of the Financial Aid Satisfactory Progress Policy.
- Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- Grades of "F", "W", "WP", "WF", "DP", "DF", "IP", or "I" will be considered as credit hours attempted for the semester for the 67% Pace of Progress Rule and for the MTF Rule.
- Students who withdraw from the college must still maintain Financial Aid Satisfactory Academic Progress to meet the 67% Pace of Progress Rule and for the MTF Rule.

What happens if I fail to meet the Financial Aid Standards of Academic Progress?

Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared program of study), the student will be placed on financial aid warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on financial aid warning as long as they are otherwise eligible.

- Students who are on financial aid warning and who improve their academic performance as defined by the qualitative and quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- Students who are on financial aid warning who fail to meet the FA Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until they meet the qualitative and/or quantitative standards again.
- Students who exhaust the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- A student who successfully appeals a GPA suspension status is placed on FA probation and eligible to receive Title IV aid as long as the student continues to complete 100% of the courses enrolled each semester and earns a term-GPA of 2.0 or higher.
 - ◆ The student's record is reviewed after the first semester of FA probation. If the student has brought his cumulative GPA back up to a 2.0 and has also successfully completed 67% of the total number of cumulative credits attempted for the FA probation semester, he will be placed on FA warning.
 - ◆ If, after the probation period/semester:
 - the student fails to complete 100% of the total number of credits, he will be placed on FA suspension;
 - the student completes 100% of the courses attempted and his cumulative GPA is less than a 2.0 but the term GPA is a 2.0 or better, the student will be eligible for one additional semester of FA probation.
 - ◆ This review of FA probation to students is done manually by a FA Representative. Students who are on FA probation are notified by email and regular mail of their status. Students are also required to provide a complete Financial Aid Academic Plan outlining the expectations after a FA appeal has been approved.

- A student who successfully appeals a 67% suspension status, is placed on FA probation and eligible to receive Title IV aid for as long as the student continues to complete 100% of the courses enrolled each semester and earns a 2.0 GPA or higher.
 - ◆ The student's record is reviewed after the first semester of FA probation. If the student has successfully completed 67% of the total number of credits attempted (cumulatively) and his cumulative GPA is a 2.0 or higher, he will be placed on FA warning.
 - ◆ If, after the probation period/semester:
 - the student fails to maintain a cumulative GPA of 2.0 or higher, he will be placed on FA suspension;
 - the student successfully completes 100% of the total number of credits attempted for the semester but his cumulative GPA is less than a 2.0, the student will be placed on FA suspension;
 - the student's cumulative GPA is a 2.0 or higher but he does not complete 100% of the total number of credits attempted for the semester; he will be placed on FA suspension;
 - the student successfully completes 100% of the total number of credits attempted for the semester and his cumulative GPA is a 2.0 or higher, he will be eligible for one additional semester on FA probation.
 - ◆ This review of FA probation to students is done manually by a FA Representative. Students who are on FA probation are notified by email and regular mail of their status. Students are also required to provide a complete Financial Aid Academic Plan outlining the expectations after a FA appeal has been approved.

APPEALS PROCESS

Students who fail to meet Burnett International College (BIC) the Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

- A Financial Aid Appeal, including the Financial Aid Academic Plan, must be obtained from and submitted to the BIC Student Financial Services Office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved /disapproved by the Financial Aid Committee. If a

Financial Aid Appeal is approved, the student will be placed on financial aid probation and expected to follow the Financial Aid Academic Plan.

- Student can check the status or decision of his financial aid completed appeal two weeks after submitting the appeal, by login in to his ielinks account and checking the financial aid active messages section of it.
- **All decisions made by the Financial Aid Committee are final.**

ADDITIONAL INFORMATION

The effect of Incomplete grades

Courses where the student receives an incomplete (I) at the end of the semester or term, will count as attempted credit hours and as a non-passing grade when assessing if the student will meet 67% Pace of Progress Rule and/or if the student will be within the Maximum Time Frame Rule limit.

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

Students who withdraw from the College must still maintain FA Satisfactory Academic Progress. A complete withdrawal will always have a negative effect on a student's standing under this policy. If a student withdraws from school during the semester, his grades for the semester will be all "W"s. These grades are not passing; therefore the student will not meet the 67% Pace of Progress Rule and will be placed either on Financial Aid Warning or Financial Aid Suspension depending on what the student's status was before the semester began.

The effect of repeating courses

There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic **Progress** Policy. All course attempts, even repeated courses, will count when assessing if student will meet the 67% Pace of Progress Rule and/or the Maximum Time Frame limit. Please see the Maximum Time Frame section on this document and in addition please see section Repeated Coursework within Financial Aid section of the catalog or the Financial Aid Website, for more information on this.

Transfer hours and the 67% Pace of Progress Rule

Transfer hours which have a Burnett International College (BIC) equivalent are counted in the assessment of the 67% Pace of Progress Rule.

Transfer hours and Maximum Time Frame

Transfer hours which have a Burnett International College (BIC) equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at BIC in their chosen

major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do not count toward graduation from the student's current program of study will be eliminated from the total. These reviews are done on a first come first serve basis.

Summer Sessions Attempted hours

Hours attempted in any Summer Session will be included in the assessment of the 67% Pace of Progress Rule and the Maximum Time Frame Rule limit. BIC offers one summer session. The summer session is considered one entire semester when calculating the 67% Pace of Progress Rule and the Maximum Time Frame Rule.

Academic Probation and Suspension

Successfully approved Academic appeals for Academic Probation or Academic Suspension (G.P.A. less than a 2.0), have no effect on students' standing with the Financial Aid Satisfactory Academic Progress Policy; those students will still be on Financial Aid Suspension and would have to appeal their Financial Aid Suspension to our BIC Student Financial Services Department. Please reference the Financial Aid Appeals Process section on this document for more information.

Notification of status under the FA Satisfactory Academic Progress policy

Students placed on Financial Aid Warning or Financial Aid Suspension will be notified via email and regular mail, of their status after grades are available on BIC's computer system.

The effect of Developmental coursework on the 67% Pace of Progress Rule

Developmental (or remedial) coursework will be included when calculating the 67% Pace of Progress Rule.

The effect of Developmental coursework on the MTF calculation

30 credit hours of developmental coursework can be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

The effect of dropping a course

Students, who reduce their course load by dropping a course after the semester has begun, risk non-compliance with the 67% Pace of Progress Rule.

The effect of FA Suspension on Financial Aid Awards

Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled (or discontinued in the case of work study) if a student is on Financial Aid Suspension.

Consortium agreements and the FA Satisfactory Academic Progress Policy

When Burnett International College has a consortium agreement with a participating institution, the student must meet the FA Satisfactory Academic Progress Policy of the institution that is awarding aid.

Maximum Time Frame Adjustment for Change of Major

Students who change their major may have credits attempted and grades earned excluded from the Maximum Time Frame calculation if those credit hours do not count toward the new major. Exclusion of credit hours from the Maximum Time Frame Calculation will be allowed once, for change of major. All developmental courses and academic courses where the student earned grades of “F”, “W” or “I” will be excluded from the Maximum Time Frame calculation when those courses are between the first major and the second major change; these grades cannot be excluded after the second major. Note that Undeclared Degree seeking major is not a valid major but credit hours taken while under this major, will be counted as attempted and earned (or not earned, depending on the grade).

Students who graduate and return to Burnett International College for a Second degree

If a student graduates from BIC and re-enrolls at BIC to pursue another educational program, all developmental courses and academic courses where the student earned grades of “F”, “W” or “I” will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by the Office of Counseling and Advising and submitting it to the Student Financial Services Office for review. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which credit hours from the graduated program apply to the student’s new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to one degree plan review per graduation.

Academic Standards

Consequences of sustained poor academic performance are summarized below:

<u>Cumulative GPA</u>	<u>Results</u>
0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading period. For programs under 240 clock hours these measures are applied both at the mid-point and at completion of the program.

Academic Probation

Programs of the institution whose will measure satisfactory academic progress weekly. Students moving through the program must maintain a grade point average of 2.0 (“C”) or higher in order to be considered as making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students will be placed on academic probation for as long as it takes them to return the average to 2.0 or higher. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the students have not been able to improve their academic progress to the minimum standard, the students will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Academic Dismissal/Withdrawal

“Academic Dismissal” represents a separation of students from Burnett International College for at least one semester of four (4) months. “Academic Dismissal” occurs after a student fails to meet the minimum requirements during academic probation. A student may be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules of conduct and policies of the institution

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

A student may be dismissed from the Burnett International College if:

1. He or she fails to maintain academic performance of 2.0 grade point average during any one academic year;
2. He or she fails two or more months of clinical or externship, or fails a clinical that he or she is repeating;
3. He or she cheats or demonstrates a legal, moral, behavioral, ethical or academic instability that impairs judgment;
4. He or she violates the laws of the State of Florida or the United States, or any state where the student is doing a clinical or externship;
5. The appropriate Dean determines if there are factors that would interfere with or prevent the student from practicing the highest quality of allied Health;
6. Failure to satisfy the conditions for removal from Academic Warning or suspension;
7. Deliberate falsification of admissions information or other official records.

Students are eligible to re-apply for enrollment to BIC after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstances. A withdrawn student may re-enter anytime.

Appeal for Dismissal

The student is given an opportunity to appear before the Academic Review Committee (ARC) to discuss reason(s) for dismissal within fifteen (15) days after written notification. Appeals must be submitted in writing to the Administrator or the Academic Review Committee (ARC) of the College.

The written appeal must include an explanation for reconsideration of the decision. The appeal must include as much supporting information as possible, including substantiating documentation. Information may not be solicited from another student or staff. An appeal must be dated and signed by the student.

The Administrator or the ARC of the College will review and respond to the appeal within 72 hours, carefully considering all information provided and recorded. The Academic Review Committee (ARC) has the power to make a decision for or against recommending dismissal after consideration of all the facts.

If the Academic Review Committee (ARC) decides to recommend dismissal, a letter is forwarded to the Dean of the College.

The student may appeal the decision of the Academic Review Committee (ARC) to the Dean of the College. Student wishing to appeal must contact the Dean's Office within 72 hours of the date of the Committee's letter notifying the student of the Committee's decision to recommend dismissal.

The Dean will review and respond to the appeal within 72 hours, carefully considering all information provided and recorded. The Dean may hear the appeal directly or act upon the recommendation of a faculty committee appointed by the Dean. In either case, the hearing of the appeal is to establish whether the penalty was imposed in a manner consistent with the requirements and standards of the College.

The decision of the Dean of Burnett International College is final. Documentation of the appeal and the decision will be retained as part of the student's permanent file.

Suspension

A student may be suspended from the academic enrollment with the revocation of all other privileges or activities and from the privilege of entering the campus for one to three months if he or she has not attained the academic level and or the standards of behavior established by the College.

Re-admission

If a student is withdrawn, dismissed or suspended from the Burnett International College, he or she may reapply for admission by submitting a written request to the Academic Progress Committee at least two months prior to the semester in which the student wishes to enroll. He or she may submit a formal new application, including fees to the Admissions Office. If the dismissal was based on a failure to pay tuition, the amount owed must be paid prior to reinstatement. The committee will review all the requests for readmission. The admissions Office will inform the student of the decision of the Academic Review Committee with an official letter of readmission or denial. Students admitted will be re-evaluated by the Admission Committee and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director.

Student Health Insurance

Health problems must be addressed by student's health provider. Health insurance is mandatory for all students who matriculate at Burnett International College School of Health Sciences. If students do not have health insurance through their parents, spouse or personal policy, they have the option of purchasing the College sponsored plan or have and maintain other insurance coverage. All students must provide documentation of health insurance annually. If student is on medications, he/ she will be responsible for bringing their medications at the beginning of the school semester and ensuring they have a continuous supply.

Smoke Free Environment

Smoking is prohibited in any Burnett International College's facility. Students are also expected to adhere to hospital smoking policies during the Introduction to Clinical and Clinical Externship.

Substance Abuse

The BIC will assist any student who is at risk for substance abuse. A full-time staff of psychologist and psychiatrist will be available to contact for such case. It is illegal to use or distribute any drugs and alcohol on the campus, library and hospital facilities. Individuals who violate this policy will be subject to appropriate disciplinary action up to and including expulsion or termination from the College and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Solicitation

In order to protect the interest of all students, faculty and staff at Burnett International, It is absolutely prohibited to have outside soliciting in the classroom, for whatever reason. It will not be permitted without the express written consent of the Campus Director.

Sexual Harassment

Sexual harassment is a form of sex discrimination which violates the Civil Right Act of 1964, Title IX of the Education Amendment of 1972. Burnett International College, School of Health Sciences, is committed to the policy that all members of the college community, including its faculty, students and staff have the right to be free from all unlawful discrimination in the form of sexual harassment by any other member of the college community.

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination that is contrary to the most ethical laws in the academic environment. Sexual harassment violates the bond of intellectual dependence and trust between students, faculty, or counselor.

The College strongly prohibits sexual harassment and harassment on the basis of race, national origin, religion, disability, age, gender, sexual orientation, marital status and other impermissible factors in all educational, research, healthcare delivery and service components, and has established procedures to address and resolve allegations of harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature or communication of a sexual nature.

Standards of Conduct

Students enrolling in Burnett International College (BIC) assume an obligation to conduct themselves in a manner compatible with Burnett International College (BIC)'s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Burnett International College (BIC) retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action is defined as follows:

- Substantial damage to Burnett International College (BIC)-owned or leased property, or to property belonging to Burnett International College (BIC) student, employee, faculty member or visitor, occurring on Burnett International College (BIC)-owned or leased property or at the residence of any student, faculty member or employee, or unauthorized entry into, or occupation of BIC's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student) for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Burnett International College (BIC).

- Use of alcohol or illicit drugs while on campus or at an externship site. Students at Burnett International College (BIC) are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Burnett International College (BIC) will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent, or suggestive of, with drug abuse.

Important Note: Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application. Presence of criminal convictions on record may be cause to reject an applicant for state licensure.

Non Discrimination Policy

Burnett International College (BIC) does not discriminate regarding race, sex, color, creed and/or religion. Burnett International College as an institution of higher learning is prepared to comply with all relevant laws enacted at every level of government. BIC's policy of equal opportunity, consistent with Federal Policy, is that no one shall, on the ground of race creed, color, handicap, national origin, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the college.

Grievance Procedures

A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged. If that does not resolve the matter an appointment may be made with the director of the school. If the result of this level of discussion does not produce a fair resolution, the next step would be to notify:

**The Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
Telephone: 1-888-224-6684**

STUDENT SERVICES

New Student Orientation

The orientation program is conducted on the first day of each term for all new students. The goals of the program are designated to facilitate transition to College and to familiarize new students with the organization and operation of the College. This strategy encourages the development of friendship among students, and helps them in making associations necessary to remain connected to each other. During the orientation, students learn to identify campus resources, key administration staff and faculty and the College's rules and regulations, policies, procedures and academic standards.

The Office of Student Affairs employs and trains student leaders to help facilitate the programs and sessions offered on that day. The student orientation program is required for all new and transfer students and is conducted on the first day of classes.

Class Schedule

Burnett International College (BIC) has opened registration for all programs. Class schedules and all materials needed to begin training are issued to every student on or before the first day of class. They are available in the Student Affairs Office.

Clinic Orientation

Before entering the clinic as an Observer, students are introduced to clinic procedures and expectations, including patient intake, record keeping, different clinic levels and attendant responsibilities, and general rules of cleanliness and deportment.

Photo ID Policy

Burnett International College will issue the first photo ID card to students, staff and faculty at no charge. If the ID card is lost or damaged, a replacement badge must be purchased from Student Services.

Academic Advisement

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed.

Financial Advisement

The Business Office will inform students of all options regarding private funding or payment plans.

Job Placement Services

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

Registration

Registration is held in a continuous basis. Students may register for courses in person or by mail before classes start for each semester. A late registration fee is charged to students registering after the publicized registration period each semester. All financial obligations must be satisfied by the student before he or she may register for a succeeding semester. Registration is not complete until all tuition and fees for the semester are paid, and validated.

Student Records

The Records Office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. Hard copy of Final Grade Reports is provided at the student's request from the Records Office. The Records Office is also responsible for processing applications for diplomas certificates and degrees.

The school retains student records in a fire-proof file cabinet or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

Parking

At BIC parking and traffic regulations must be maintained for the protection of all. The speed limit in the parking lots and driveways is 10 miles per hour. One space is permitted per automobile. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "No Parking" areas. Violation of the traffic regulations or excessive speed or reckless driving may result in disciplinary action. A vehicle may be towed without prior notice at the expense of the vehicle owner.

Bursar's Office

Burnett International College has a Bursar's Office to help students find ways to finance their education. The office is open to all students from Monday through Friday from 9:00 A.M. to 7:00 P.M. They also accept student payments of tuition and fees. They may be reached through the campus' receptionist.

Family Education Rights to Privacy Act

Burnett International College (BIC) complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of students' records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order (student will be notified, whenever a court subpoena the records in which case written consent is not required), or
- c) Accreditation agency requirements.

However, the parent(s) or guardian(s) of a dependent (minor) student (as defined in 26 U.S.C. § 152, Internal Revenue Code) has (have) the right to inspect records that are maintained by the college on behalf of the student.

Drug-Free Workplace Act of 1988

Burnett International College (BIC) is committed to maintaining a drug-free environment for staff, faculty and students, in accordance with the Drug-Free Workplace Act of 1988, and will not tolerate the unlawful possession or use of controlled substances on its campus. Any student or employee caught in possession, use, distribution of any illegal substances may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid programs. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers for Drug-Free Schools and Communities (1-502-588-0052)

Emergency Contacts

Burnett International College (BIC) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid and emergency health services.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

Malpractice Insurance

Students in Allied Health Fields are required to have Malpractice Insurance coverage prior to starting externship at a clinical facility.

Housing

Burnett International College (BIC) does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student who requests housing assistance at the time of enrollment.

Student Rights & Responsibilities

Burnett International College (BIC) seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals, and organizations for purposes which do not infringe on the rights of others;
- Students can expect to fully participate in Burnett International College (BIC)'s community without discrimination, as defined by federal and state laws;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well being;
- Students have access to established procedures for respectfully lodging a grievance to Burnett International College (BIC);
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from Burnett International College (BIC)'s academic and administrative departments.
- Students can expect academic and administrative policies that support intellectual

TUITION, FEES, AND OTHERS COST

Tuition and fees are payable in full on or before the last day to complete registration. Checks and money orders should be drawn to the order of Burnett International College for the exact amount of the tuition and fee payment. A Student is not considered officially registered and may not attend classes until all matriculation fees, tuition fees and miscellaneous fees are paid in full or arrangements are made to pay the fees. A student will be withdrawn from classes if student's check is returned unpaid. If a Student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Any bank fee charged for a returned check will be paid by the student. BIC Board of Trustee annually establishes required fees. The following information on tuition and fees is presented as a guide for estimating the cost of attending Burnett International College. **All fees are subject to change without notice.** Please visit the registrar's Office for the most current fees.

TUITION FEES FOR ASSOCIATE DEGREE

Nursing

Six 15-week term = (90 weeks) (74.00 Semester Credits)
\$ 475 per credit hours x 74 Semester Credits = \$35,150

Medical Assisting

Six 15-week terms (90 weeks) (63.00 Semester Credits)
\$475 per credit hour x 63 Semester Credits = \$29,925

Pharmacy Management

Six 15-week term = (90 weeks) (70.00 Semester Credits)
\$475 per credit hour x 70 Semester Credits = \$33,250

Physical Therapy Assistant

Six 15-week term = (90 weeks) (78.00 Semester Credits)
\$ 475 per credit hours x 78 Semester Credits = \$ 37,050

TUITION FEES FOR DIPLOMA AND CERTIFICATE

Patient Care Technician

Six- 12-week terms (36 weeks) \$8,250

Pharmacy Technician

Three 14-week terms (42 weeks) \$8,250

Practical Nursing

Three 16-week terms (48 weeks) \$18,630

All prices for programs are listed herein at each program description. **All fees are subject to change without notice.**

PROGRAM TITLE	Application & Registration	Tuition	Book	Materials	Uniform	TOTAL
Nursing (Associate Degree)	\$ 150.00	\$35,150.00	\$2,835	\$ 940	\$70	\$ 39,145.00
Medical Assisting (Associate Degree)	\$ 150.00	\$29,925.00	\$1,120	N/A	\$70	\$ 31,265.00
Patient Care Technician Diploma	\$ 150.00	\$ 8,250.00	\$ 224	N/A	\$35	\$ 8,659.00
Pharmacy Management (Associate Degree)	\$ 150.00	\$33,250.00	\$1,120	N/A	\$70	\$ 34,590.00
Pharmacy Technician (Diploma)	\$ 150.00	\$ 8,250.00	\$ 320	\$ 250	35	\$ 9,005.00
Physical Therapy Assistant (Associate Degree)	\$ 150.00	\$37,050.00	\$2,731	N/A	\$70	\$ 40,001.00
Practical Nursing (Diploma)	\$ 150.00	\$18,630.00	\$1,570	220	\$70	\$ 20,640.00

BOOKS, UNIFORMS, AND SUPPLIES

Students should budget an estimated \$ 244.00 to \$ 2,835.00 per program.

1. Textbooks: Students are responsible for purchasing the required textbooks and others equipment needed;
2. Purchase of kits, laboratory coats, medical uniforms, and personal school supplies such as pencils, pens, erasers, calculators, notes books and dictionaries are also the students' responsibility;

OTHER COSTS

a. Application and Registration Fees:

- | | |
|--|-----------|
| 1. Application and Registration Fee (Non-refundable) | \$ 150.00 |
| 2. Re-Registration Fee per semester | \$ 100.00 |
| 3. Late Registration Fee | \$ 50.00 |
| 4. Late Payment Fee | \$ 50.00 |
| 5. Transcript Fee | \$ 10.00 |
| 6. Lab Fees | \$ 35.00 |
| 7. Medical Laboratory Fee per Semester | \$ 440.00 |
| 8. Photo ID Badge Fee (Replacement) | \$ 22.00 |
| 9. Student Activity Fee Per Semester | \$ 50.00 |
| 10. Student Administrative Fee | \$ 100.00 |
| 11. Graduation Fee | \$ 350.00 |

Note: The total cost does not include State License Examination or other Licensure fees or any other regulating agency fees, books and materials. All physical examinations, background checks and drug testing costs will be borne by the student. Students will be given an optional list of where to purchase books and materials needed for the program in which they are enrolled.

Tuition Fee Payment Plan (Methods of Payment)

Burnett International College offers eligible students a multi-payment plan for tuition and fees. More details on payment plan can be obtained at Bursar Office or the Admissions Office. It is suggested the books and materials be purchased prior to attending the first class. In the event that a student's account is sent to collections, Burnett International College (BIC), Inc. shall be entitled to collection, attorney fees and cost on the account thereof. **All fees are subject to change annually without notice.**

TUITION REFUND POLICY AND CANCELATION

Withdrawals

Request for withdrawal from Burnett International College must be addressed to the office of the Dean or the office of the Campus Director and must be in writing. The effective date of withdrawal will be the last date of attendance by the student unless earlier written notice is received. The refund shall be given within 30 days of withdrawal. In case of withdrawal prior to matriculation, the College may assess an administrative charge of US \$150.

Cancellation and Refund Policy

Students may add or drop courses or clinic shifts with no fee until 15 days after the first day of class. After that date a \$15 add/drop fee will be charged for each class or clinic shift added or dropped. No class can be added after the third class session, since that would place the student in conflict with the BIC Attendance Policy. Students dropping courses after the 15-day grace period will be refunded tuition according to the BIC Refund Policy.

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule: NON-REFUNDABLE ITEMS – Uniforms, Lab Supplies, and Books

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all moneys paid with the exception of the application fee.
4. A student canceling after attendance has begun, but prior to 40% completion of the program, will result in a Pro-Rata refund computed on the numbers of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination date: the termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules.
9. If the school terminates a program for any reason, those who have paid will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

Note: Refund Policy for Core courses for all semesters

Withdrawal before the first 3 days of the semester	100% refund
Withdrawal from the first 5 days of the semester	50% refund
No refunds are made after the first 5 days of class in any core course	

RETURN OF TITLE IV AID FUNDS POLICY

Refund for Students Receiving Federal Financial Aid (Title IV)

Burnett International College (BIC) has a clearly stated, well-defined refund policy relating to the proper return of federal funds as applied to tuition and fees in the event a student does not enter or does not complete a program. This refund policy must meet all current federal, state, local and accreditation standards. The refund policy will be printed on the reverse side of the enrollment agreement as well as in the current school catalog for student information. Please note students must be citizens or permanent residents of the United States in order to be eligible for Federal funding.

WHAT IS TITLE IV AID?

Title IV aid, as defined by the Higher Education Act of 1965, includes the following programs:

1. PELL GRANT
2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
3. FEDERAL PERKINS LOANS
4. SUBSIDIZED FEDERAL STAFFORD LOAN
5. UNSUBSIDIZED FEDERAL STAFFORD LOAN
6. SUBSIDIZED DIRECT STAFFORD LOAN
7. UNSUBSIDIZED DIRECT STAFFORD LOAN
8. FEDERAL DIRECT PLUS LOAN
9. FEDERAL DIRECT STUDENT LOANS

WHEN YOU WITHDRAW

When you withdraw from the College, a **RETURN OF THE TITLE IV AID** calculation must be determined. This policy does not apply to students who cancel their registration prior to the first day of classes or to students who drop some but not all of their classes. However, students should notify the Office of Financial Aid of any changes they made because their continued eligibility may be affected.

RETURN OF THE TITLE IV AID

When you withdraw, the Office of Financial Aid and Scholarships must calculate the amount of financial aid you have earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned back to the respective Federal Aid program. If you are a Work-Study employee, you are no longer eligible to receive payment from Federal Work-Study funds effective immediately when you withdraw. Non-Title IV aid programs (such as scholarships and/or any Grant) are not part of the Return of Title IV aid calculation; however they may still be subject to reduction in cases of a withdrawal.

DO NOT LEAVE SCHOOL WITHOUT OFFICIALLY WITHDRAWING

If you “walk away” and do not pass any of your classes, you will be considered an unofficial withdrawal and your financial aid will be reduced for the term. Federal

regulations require the Office of Financial Aid to recalculate your financial aid eligibility as if you unofficially withdrew at the midpoint of the semester. Students who withdraw from the College once instruction begins must file a **COMPLETE WITHDRAWAL FORM** with the Administrative Assistant Office. The form, for Students, is available on the website at:
<http://www.burnett.edu>

CALCULATING EARNED FINANCIAL AID

EARNED AID is determined by taking the number of days attended (all calendar days are counted, including weekends) divided by the total number of days in the term (first day of classes until the last day of finals). If a student withdraws after the 60% point of the term, there are no unearned funds. The calculation of the Return of Title IV aid only applies to students who withdraw prior to the 60% point of the term. Withdrawal after this point in time will not result in any adjustments to your financial aid for the semester UNLESS it is later determined that the student stopped attending classes and unofficially withdrew before the 60% point of the term.

CALCULATING UNEARNED FINANCIAL AID

UNEARNED AID is calculated by subtracting the earned percentage from 100%.

CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the earned and unearned aid percentages are determined, the Office of Financial Aid calculates the dollar amount of **TOTAL UNEARNED AID** that must be returned. The **RETURN OF AID AMOUNT** is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

[Example]

An undergraduate student withdraws in Week 6 of Fall semester.

Unearned Aid Percentage - 36.9%
x Total of all Title IV Aid Received - \$9495

TOTAL UNEARNED AID - \$5991

POST-WITHDRAWAL DISBURSEMENTS

If a student withdraws from a quarter and receives less federal student aid than the amount earned, then the student is entitled to a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to the date the student became ineligible (date of withdrawal). If the student or parent is eligible for a post-withdrawal from Title IV loans funds, the Office of Financial Aid will notify the student or parent in writing prior to making any post-withdrawal disbursement, whether those loan funds will credit the student's account or be disbursed directly to the student or parent. The written notification must be made within 30 days to confirm in writing that the student or parent wants the post-withdrawal disbursement. If no confirmation is received, the loan will be canceled.

FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent semester. Upon withdrawal, you should notify the Office of Financial Aid when you plan to return so we can make necessary adjustments to your financial aid award. Students should also review the **SATISFACTORY ACADEMIC PROGRESS** requirements which can be found on our website: <http://burnett.edu/title4>

SPECIAL WITHDRAWS

Cancellation of Registration

If your registration is canceled prior to the beginning of the semester you will not be considered a student for that semester. If this occurs, you are not entitled to receive any form of financial aid during the semester; your aid will be canceled and returned to the appropriate programs.

Retroactive Withdrawal after Completion of a Term

If the Deans office allows you to retroactively withdraw for a term that has been completed and your withdrawal date is past the 60% point of the term, your financial aid status for the affected term will not change. No Return of Title IV Aid calculation will be required since you were enrolled and attended classes for at least 60% of the term.

However, you will be subject to the Satisfactory Academic Progress Standards if you retroactively withdraw. If you retroactively withdraw from a term that has been completed but your official withdrawal date is not past the 60% point of the term, the Office of Financial Aid is required to perform a Return of Title IV Aid calculation. Return of Title IV Aid percentages will be based upon the official date of your withdrawal, as determined by the Office of Registrar.

STUDENT FINANCIAL AID SERVICES

Tuition and Financial Aid

Burnett International College has been approved as an eligible institution by the United States Department of Education to participate in Federal Financial Aid Programs. Please note students must be citizens or permanent residents of the United States in order to be eligible for Federal funding.

Our Mission

The Burnett International College's Financial Aid office is dedicated to helping eligible students with the process of applying for and receiving their financial aid. Throughout this process, our office will strive to assist students in meeting the cost of attendance at BIC by providing quality service and personal assistance to all students.

Burnett International College recognizes that financial aid is an important issue of your decision to choose and attend a college. Therefore, the Financial Aid Office will provide resources needed for you to obtain your degree or diploma in the form of grants; scholarship, employment and student loans.

The Office of Financial Aid will keep you up-to-date with what's new as well as provide easy access to forms and information to help you know how to apply for financial aid.

It is recommended that you start application process as soon after January 1st as possible each year. This will allow us time to serve you better.

HOW TO APPLY

How to apply: A Thirty Minute Investment of Time

One of the ways that you can ensure that you have every financial advantage that you are entitled to is to apply for financial aid annually. All applicants to the College are strongly encouraged to apply for financial aid. At Burnett International College (BIC) our Financial Aid staff is willing and able to assist you with this process in person or by phone. Our multi-lingual staff assists individuals in applying for assistance on our financial aid student work stations which are available to new and returning students.

Application Steps

To apply for financial aid, students should complete the **Free Application for Federal Student Aid (FAFSA)** by completing the online application that is available at www.fafsa.ed.gov. This online application is used to apply for both federal and state financial aid.

- When completing the application, please note that the **BIC Title IV code is 042345**.
- Students should retain a printed copy of their online FAFSA form and keep all documents that were used to complete your application in an accessible place.
- Applicants will be notified in writing by the BIC Financial Aid Office if additional information such as a federal tax return is needed once we receive your application results and have done preliminary processing of your information.

Please do not hesitate to contact a member of our staff for assistance and please apply for financial aid in conjunction with our priority deadlines. Students who apply for financial aid after priority deadline will be awarded on a funds available basis.

General Eligibility Requirements: (Federal and State Financial Aid)

In order to be eligible for financial aid, a student generally must:

- a. Be a United States citizen or an eligible non-citizen (Permanent resident, or in the US for other than temporary purposes and be able to provide proof of such)
- b. Be accepted for enrollment at least half-time in an eligible program at Burnett International College.
- c. Be maintaining satisfactory academic progress in the course of study;
- d. Be complied with Federal Selective Service Law, if required to do so.
- e. Not be in default on any educational loans, or owe a refund on any federal grant or loan to any institution.
- f. Have proof of completion of high school, home school, or a GED.
- g. Be registered with Selective Services, if required to do so.

Note: Students who have obtained a previous bachelor's degree at any U.S. or foreign institution are not eligible for Federal Pell Grant.

Financial aid awards are subject to change if any of the factors used to calculate eligibility from the Free Application for Federal Student Aid (FAFSA) change after the date of original application. **Examples of factors that impact eligibility include: increases in income and changes in family size and/or in the number of family members enrolled in college.** Students are strongly advised to consult with the BIC Financial Aid Office if they are contemplating a change in enrollment status to determent the financial effects of their decision.

We would also like to point out that if you or a family member did not qualify for financial aid at another college that it will be the same case at Burnett International College. Many times changes in circumstances, such as decreases in income or enrollment of additional family members in college can lead to eligibility for a previously ineligible student.

Appeals Process for Financial and Academic Reasons

If a change in family circumstances impacts an applicant's ability to help finance his/her education, the applicant may request **Financial Aid Reconsideration**. All requests for Reconsideration can be initiated by obtaining an **Appeal Form** at the Financial Aid Office.

Examples of typical appeals include:

- Loss of employment,
- Reduction of income of a parent and/or spouse,
- Uninsured medical expenses

Non-Satisfactory Academy Progress Waiver

Students have the right to request a one-time, non-satisfactory academic progress waiver if they fail to attain a satisfactory GPA and/or course completion rate. If financial aid recipients experience circumstances that impact their class work, they have the right to apply for a waiver. Reasons to appeal may involve, for example, a documented illness of a student or of a spouse. Because it is difficult to define all the possible reasons that could lead to non-satisfactory academic progress, students should contact the Financial Aid Office for instructions on how to submit a written appeal.

Federal College Work Study

Application Procedure for Students:

Students who are interested in the **Federal Work-Study** program at BIC may apply in-person at the Financial Aid Office (Room #: 101) as long as they meet the following criteria:

- Enrolled in at least 6 credits in a degree program
- Have a minimum cumulative GPA of 2.0
- Have a completed FAFSA on file and have been awarded financial aid for the current school year

If the above criteria are met, a student will need to:

- a) Add their name to the wait-list
- b) Complete the internal work-study application
- c) Provide a copy of their current class registration.

Once all paperwork has been submitted, the Work-Study Program Coordinator will email the student with a list of job referrals that are suitable for their skill-set and preference. It will then be up to the student to make contact with those departments and hiring managers to set up an interview. If the student is selected for hire, the hiring manager will contact the Work-Study Program Coordinator with that request. The Work-Study Program Coordinator will then contact the student with an official "Offer of Employment" letter in which the student will have **10 business days to either accept or decline the offer in writing**. If the offer is accepted, the student will be notified about attending the mandatory orientation session and filling out all contract paperwork for that semester.

Course Selection and Financial Aid Eligibility

Financial Aid cannot be used to pay for courses that are not required by Associate Degree or Certificate program. If it is discovered that a student registered for courses by "Advising" outside of their degree/certificate program, financial aid will be reduced and you will be fully responsible for the charges associated with the non-required course(s).

Lifetime Federal Pell Grant Eligibility

In December 2011, President Obama signed into law the **Consolidated Appropriations Act, 2012 (Public Law 112-74)**. This law has significantly impacted the Pell Grant Program. Beginning July 1, 2012, students are now limited to **six full years (12 semesters / 600%) of Pell Grant eligibility during their lifetime**. This change affects all students regardless of when or where they received their first Pell Grant.

Students who have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant starting summer 2012. There are no exceptions to this regulation. Students with 500% - 600% may have limited Pell eligibility remaining for the current year

Sources of Financial Aid

Burnett International College has been approved as an eligible institution by the United States Department of Education to participate in Federal Financial Aid Programs. Please note students must be citizens or permanent residents of the United States in order to be eligible for Federal funding.

Use the Net Price Calculator to calculate the cost of attending Burnett International College

Burnett International College has the following institutional and Federal Aid programs available to students who qualify:

GRANTS

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Burnett International College Satisfactory Academic Progress Policy.

- a. **Federal Pell Grant** – A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree are not eligible for Federal Pell Grants.
- b. **Federal Supplemental Educational Opportunity Grant (FSEOG)** – The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree are not eligible for Federal SEOG.
- c. **Florida Student Assistance Grant (FSAG)** - The FSAG program is funded by the State of Florida and granted to needy students enrolled in bachelor degree or associate degree programs. To be considered for an FSAG Grant, applicants must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester. They must complete a Free Application for Federal Student Aid which must be processed and contain a valid Expected Family Contribution (EFC) by the cutoff date set by the College for each of the Semester.

- d. **William L. Boyd, IV, Florida Resident Access Grant (FRAG)** - The grant program provides tuition assistance to Florida undergraduate students attending an eligible private non-profit Florida college or university. To be considered for the Florida Resident Access Grant the applicant must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester along with other eligibility requirements.

LOANS

Burnett International College offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

- e. **The William D. Ford Federal Direct Loan Program** – Burnett International College was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Burnett International College processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.
- f. **Subsidized Direct Loan** - Federal Direct Student Loan is available for undergraduate student who enroll at least half time (six or more credits at Burnett International College. Subsidized Program repayment begins six (6) months after a student graduates, withdraws or drops below half-time status of enrollment. The loan has a variable interest rate that is determined each year by the federal government. If a student qualifies, the maximum amount of a Subsidized Stafford Loan is \$3,500 for first-year students, \$4,500 for second-year students and \$5,500 for third-year and fourth-year students. The minimum payment is \$ 50.00 a month but can be higher, depending on the total amount borrowed.
- g. **Unsubsidized Direct Loan** - Federal Direct Student Loan Unsubsidized Program interest rate is determined each year by the federal government. If a student qualifies, the amount of an Unsubsidized Stafford Loan is \$6,000 for each undergraduate year. Based on student eligibility for the subsidized loan, the Unsubsidized Loan amount may be increased based on unmet need if eligible. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan.
- h. **Federal Direct PLUS Loan** - The Federal PLUS Loan (PLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS Loan begins within (60) sixty days of the disbursement of the loan, unless in school repayment relief is granted. These loans have variable interest rates determined annually by the federal government.

- i. **Federal Graduate/Professional PLUS Loan** - Graduate and professional degree students are eligible to apply for the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to the Graduate/Professional PLUS loans. The requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent in the Direct Loan Program. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.
- j. **Federal Perkins Loan** - The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.
- k. **Federal Work Study (FWS)** - The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Burnett International College provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.

SCHOLARSHIPS

Burnett International College Scholarship Programs - Burnett International College offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the College. Recipients must be enrolled in an associate program.

The Financial Aid department can provide a listing of web sites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Burnett International College is available by contacting the Financial Aid department on the campus a student plans to attend.

Burnett International College maintains a full-time Director of Financial Aid to help meet your needs. You're encouraged to make appointments with the Director of Financial Aid to ensure that you obtain the funding needed for your educational investment. **Financial Aid is available to those who qualify.**

Financial aid is disbursed (released) to students in different ways depending on the type of aid and other factors. For more information about method and frequency of disbursements, contact the Director of Financial Aid.

To contact the Director of Financial Aid at each campus please call:
Boynton Beach, Palm Beach County 561-736-3998

Financial Aid Resources

For more information on financial aid and scholarships,
visit: www.burnett.edu/financialaid.html

[U.S. Department of Education 2012-2013 Student Guide](#)

Student Loan Management

FastWeb: www.fastweb.com

Private Loans

The Application Process

Students interested in applying for financial assistance must contact Student Financial Services to obtain the necessary forms. Student must apply for financial aid throughout the year for some aid programs, such as the federal family Education Loan Programs. Other programs such as federal and state grants and most institutional scholarships require students to file their application by a specified deadline.

When applying for financial aid, apply as early as possible. While some programs, such as the student loan program, may require additional applications, in general all students interest in applying for financial aid must:

1. Apply for admissions. New and transfer students must apply for admission to Burnett International College (BIC), A student does not have to be accepted to BIC before applying for financial aid, however, candidate must be accepted before a financial aid award may be packaged or a student loan is processed.
2. Complete the Free Application for Federal Student Aid (FAFSA) January 1, 2015.

First Time Applicants

FAFSAs can be obtain from the student Financial Aid services Office on the campus or online at [**http://www.fafsa.ed.gov/#**](http://www.fafsa.ed.gov/#)

After January 1st, complete and return your FAFSA to Federal Student Aid Programs List Burnett International College (BIC) and BIC Title IV Code 042345 in Sections G

Renewal Applicants:

After January 1st, complete and return your renewal FAFSA to Federal Student Aid Programs

List Burnett International College (BIC) and BIC Title IV Code 042345 in Sections G

If you do not receive a Renewal FAFSA, do not wait for it past January. Contact Student Financial Aid Services Immediately for a FAFSA.

3. Fulfill Financial Aid Transcript requirements. Information from all students' prior financial aid history information is required whether or not financial aid was received.
4. Student will receive a Federal Student Aid Report (FSAR) from the federal processor approximately three to four weeks after you submit your FAFSA or renewal FAFSA to Federal Student AID programs. The FSAR indicates you expected family contribution, which is used to determine your eligibility for financial aid.
5. If your application is selected for verification, you will be required to provide additional documentation such as signed copies of your , or your family income tax forms and a current Verification Worksheet. Failure to submit requested income tax and verification documents will delay the processing of your application. Submit income tax documents only if requested.
6. Student wishing to apply for a student loan must complete additional loan information and submit an Application and Promissory Note. The Application and Promissory Note will be mailed directly to students from guaranty agency once the loan has been approved. Loan funds will not be disbursed until the Application and Promissory Note has been completed and returned to the lender. First time borrowers must complete a Loan Entrance Interview before loan funds will be disbursed. Loan funds for the first-time, first-year borrowers cannot be disbursed until thirty days after the first day of classes
7. It is extremely important that you respond promptly to all requests for additional information. Failure to do so will delay the processing, awarding and disbursement of your financial aid funds.

The following are links designed to help you learn more about financial aid, apply for it and more.

complete or renew your annual Financial Aid free application, visit:

<http://www.fafsa.ed.gov>

For information on how financial aid works, visit: <http://federalstudentaid.ed.gov>

To view your financial aid history, visit: http://www.nslds.ed.gov/nslds_SA/

(Financial Aid History)

QUICK LINKS

How to apply: <http://www.fafsa.ed.gov>

Federal Student Aid: <http://studentaid.ed.gov/>

Net Price Calculator: <http://nces.ed.gov/ipeds/netpricecalculator>

Repaying Student Loans: <https://studentloans.gov/myDirectLoan/index.action>

Veterans: <http://www.benefits.va.gov/gibill/>

Course Numbering

The course numbering system uses an eight (8)-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Courses at Burnett International College are identified by a prefix and number system. The major purpose of this system is to facilitate the transfer of courses amongst academic institutions.

The course prefix is a designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. Prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the prefix assigned to identify the course.

Burnett International College is currently a clock hour and credit hour school. Courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 1000.

The course codes are based on programs and related topics. Those are defined as follows:

NURS: Nursing (Associates Degree)
CPR: Cardiopulmonary Resuscitation Course
COMP: Computer Science
ENGL: English
EKG: Electrocardiograph Courses
MATH: Math or related Courses
MEAS: Medical Assistant Courses

NURS: Nursing Courses
PHBY: Phlebotomy Courses
PCTC: Patient Care Technician Courses
PHTH: Physical Therapy Assistant
PRNS: Practical Nursing
PHAR: Pharmacy
PSYC: Psychology
SPCH: Speech

Learning Resources Services

Burnett International College has a Learning Resource Area (LRA) where students or faculty can go to do research, prepare for classes or complete homework. Along with reference books, general books, magazines, journals and periodicals, the LRA houses eight (8) computers with access to the Internet. The center is opened to students, faculty, and staff during school hours. Information is provided to students regarding public libraries near the school and online resources recommended for research purpose, such as WebMD, Nurse.com, Health Central, CDC Health Topics A to Z, The Merck Manual, MayoClinic.com, Discovery Health, and program specific sites. The school also participates in LIRN (the Library and Information Resource Network) to provide safe and reliable sources. Instructions on how to access LIRN are posted in the Learning Resource Area.

Description of School Facilities/Equipment

Burnett International College, located in the heart of Boynton Beach in Palm Beach County, offers seven (7) student classrooms/labs, outfitted with laboratory equipment, (a skills laboratory equipped with hospital bed, wheel chair, weight and height scales, blood pressure equipment, Mannequin, visual Aid/Video, thermometer and other accessories used for the monitoring and the need of the patient). There are six (6) offices, a library and a reception area. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The classrooms and administrative offices occupy approximately 12,700 square feet of an air conditioned, plaza building. The physical plant is attractive and there are plenty of parking spaces available for the students. The building is located close to public transportation, the public library, local restaurants on Congress Avenue and is just minutes from 1-95 and the Florida Turnpike.

ACADEMIC PROGRAMS

ASSOCIATE DEGREE PROGRAMS

Nursing

This program is for people interested in performing the duties associated with being a Nurse. Graduates are prepared to practice as a nurse in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available. The Associate of Science Degree in nursing program is accomplished in six semesters. The Associate of Science in Nursing is designed to provide educational and clinical experiences at the technical level and to contribute to the promotion of health care in the community.

Burnett International College offers an Associate in Science Degree in Nursing to both Licensed Practical Nurses (LPN) [transition student] and those who have no previous nursing education [generic student]. The LPN to RN Transition Track recognizes the LPN's nursing knowledge and skills. This program is designed for the LPN who feels qualified to participate in an accelerated program. The Generic Program is for the applicants who have no previous nursing education or the LPN who does not wish to enroll in an accelerated program. Since nursing is a limited access program, entrance requirements are the same.

Medical Assisting

This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctors Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Students will be trained in the areas of communications, legal and ethical responsibilities, administrative and clinical duties, health and illness concept, anatomy and physiology, medications and will learn to perform basic nursing procedures under the doctors supervision. Students in the Medical Assisting Program receive a strong

foundation in bioscience on which to build the skills and knowledge to provide patient care and physician support. The program also emphasizes communication skills that give graduates a competitive edge for entry into the health careers profession.

Pharmacy Management

The Pharmacy Management program, at Burnett International College, is designed to prepare students for employment as a senior or lead pharmacy technician or coordinator, pharmacy manager, or pharmacy technician supervisor/trainee in hospitals, nursing care facilities, private or public retail drug stores, drug manufacturing facilities, and wholesale drug houses. Students are taught how to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy. Additionally, students are taught how to identify medications by their trade and generic names, as well as understanding basic pharmacology. Graduates of the program will be well equipped with the necessary critical thinking, knowledge and communication skills to enter into the health care industry and succeed in this field.

This program offers a sequence of courses that include, but are not limited to, medical terminology, pharmaceutical compounding, sterile techniques, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, control records, data processing, computer application, human relation skills and health and safety.

Physical Therapy Assistant

This program is designed to prepare students to work as Physical Therapy Assistants in hospitals and outpatient rehabilitation centers. The student will be able to assist physical therapists and physicians in the treatment of patients in a variety of therapeutic fields. The student will complete a series of fundamental general study courses as well as course specifics including introduction to physical therapy assisting, disabilities and therapeutic procedures, pharmacology, wellness, and geriatric rehabilitation procedures. The program prepares student for an entry-level position as a physical therapy assistant.

DIPLOMA PROGRAMS

Patient Care Technician

The student will train in the area of Nursing Assistant, Home Health Aide, Allied Health Assistant, Phlebotomy, and EKG. The student will demonstrate the following elements of the health care industry: planning, management and technical skills. The student will be able to perform patient care, vital signs, a 12-lead EKG, and draw blood for testing.

Pharmacy Technician

The Diploma Program is designed to provide the background which enables students to work as Pharmacy Technician. The Pharmacy Technician program at Burnett International College is designed to help students obtain competencies and understanding that will allow them to be successful in entry-level pharmacy technician

positions in hospitals, nursing care facilities, private and public drug stores, drug manufacturing facilities, and wholesale drug houses. Students are taught how to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy. Additionally, students are taught how to identify medications by their trade and generic names, as well as understanding basic pharmacology. Graduates of the degree program will be well equipped with the necessary critical thinking, knowledge and communication skills to enter into the health care industry and succeed in this field.

This program offers a sequence of courses that include, but are not limited to, medical terminology, pharmaceutical compounding, sterile techniques, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, control records, data processing, computer application, human relation skills and health and safety.

Practical Nursing

This program is designed to provide students with the necessary knowledge and skills to successfully pass the National Council Licensure Examination for Practical Nursing. Students will learn an understanding of personal and professional ethics, effective communication with members of the health care team, patients and patient's families as well as medical procedures and skills performed by practical nurses. The topic covered include areas such as care of the elderly, care of patients with psychological disorders, care of patients who have surgery, care of patients in all stages of human development, assist patients with psychological and social growth, assist with rehabilitation, nutrition as part of healing, knowledge and understanding of disease and its process, signs and symptoms of illness and well-being and educating the patient and their family. The program focuses on caring for the patients emotional, physical, mental, and spiritual well-being.

ASSOCIATE OF SCIENCE DEGREES

Nursing

Course Title: Nursing

Credential Issued: Associate in Science Degree **Semester Credit Hours: 74**

Program Duration: 90 weeks **Total Clock Hours: 1590**

General Credit Hours: 15 **Major Credit Hours: 59**

Program Objective: The following objectives are designed to meet Burnett International College's mission and its goals.

- To present a complete and up-to-date curriculum, whose scope, presentation, and implementation will focus on the achievement of academic excellence;
- To train nurses who will be sensitive to our health and social issues.
- To provide students with the necessary background for the healing and prevention of diseases those affect our communities;
- To challenge its students to attain academic excellence and appreciate the moral-ethical aspects of healthcare;
- To prepare students to utilize critical thinking in problem-solving situations;
- To promote a concern for interpersonal respect and professionalism;
- To offer graduates an enriched environment that will encourage them to pursue their career goals, and assist them in obtaining entry-level employment as nurses.

Course Number	Course Title	Clock Hours	Credit Hours
*ENGL 1101	English Composition	45	3
*MATH 1033	Intermediate Algebra	45	3
*PSYC 2012	General Psychology	45	3
*COMP 1061	Computer Concepts	45	3
LSPD 2004	Life Span Development	30	2
*SPCH 1024	Speech Communication	45	3
BHCW 2003	Basics Healthcare Worker and HIV/AIDS	45	3
AAPH 2085/L	Anatomy and Physiology I & Lab	75	4
AAPH 2086/L	Anatomy and Physiology II & Lab	75	4
MICR 2013/L	Microbiology & Lab	75	4
NURS 1022-A	Nursing I: Fundamentals of Nursing Concepts I Skills Lab	150	5
NURS 1022-B	Nursing I: Fundamentals of Nursing Concepts I	45	3
NURS 1022-C	Nursing I: Fundamentals of Nursing Concepts Clinical	0	0
NURS 1140	Nursing Pharmacology	90	4
NURS 1211-A	Nursing II – Basic Adult Healthcare Skills Lab	150	5
NURS 1211-B	Nursing II – Basic Adult Healthcare	45	3
NURS 1211-C	Nursing II – Basic Adult Healthcare Clinical	0	0
NURS 2463-A	Nursing III- Childbearing Families Skills Lab	150	5
NURS 2463-B	Nursing III- Childbearing Families	45	3
NURS 2463-C	Nursing III- Childbearing Families Clinical	0	0
NURS 2230-A	Nursing IV – Advanced Adult Health Care Skills Lab	150	5
NURS 2230-B	Nursing IV – Advanced Adult Health Care	45	3
NURS 2230-C	Nursing IV – Advanced Adult Health Care Clinical	0	0
NURS 2733-A	Nursing Leadership and Management	30	2
NURS 2733-B	Nursing Leadership and Management Lab	30	1
NURS 2811-A & B	Nursing Practicum	(90/45) 135	3
Total Clock Hours and Credit		1,590	74

*Denotes General Education courses.

Nursing - Course Descriptions

General Education Course Descriptions and Credit Hours

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENGL 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MATH 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSYC 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
COMP 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPCH 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 st century, speech outlines.	45	3
Total General Education Clock and Credit Hours			225 Credits	15 Hours

NURSING MAJOR COURSE DESCRIPTIONS AND CREDIT HOURS

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
AAPH 2085	Anatomy and Physiology I	This course describes the relationship of body systems in providing client care. Emphasis is placed on the structure and function of the respiratory, cardiovascular, musculoskeletal, skin, and sensory, and reproductive systems. Students will learn how to teach the client how the body functions. Understanding the human development process and the different stages of human growth are included.	45	3
AAPH 2085 L	Anatomy and Physiology I Lab	Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	30	1
AAPH 2086	Anatomy and Physiology II	This course Continues BSC 2085 Anatomy and Physiology I. with emphasis on the circulatory, digestive, lymphatic, endocrine, immune, urinary and nervous systems. Topics include blood, sense of organs, nutrition, and metabolism, fluid and electrolyte balance and acid-base balance.	45	3
AAPH 2086 L	Anatomy and Physiology II Lab	Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	30	1
LSPD 2004	Life Span Development	In this course students explore human development and examine theories and empirical studies dealing with human cognitive, social, emotional and physical development in the context of a lifespan. Additionally, students are introduced to emergent and controversial topics relevant to a student's home and work environment.	30	2
BHCW 2003	Basics Healthcare Worker and HIV/AIDS	An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.	45	3
MICR 2013	Microbiology	This course is designed to explore the science of microbiology in the modern area. This course in microbiology treats the anatomy, physiology, and relationships of bacteria, fungi, viruses Rickettsiae and protozoa. Included are discussions of the role of microorganism I the industry, in the environment, and health.	45	3
MICR 2013 L	Microbiology Lab	Laboratory of MCB 2013.	30	1
NURS 1140	Nursing Pharmacology	This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course.	90	4
NURS II: NURS 1211A NURS 1211B NURS 1211C	Basic Adult Healthcare	This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. It builds upon concepts and skills introduced in prerequisite nursing and general education courses. The pathophysiologic basis for diseases and conditions are discussed. Secondary/acute settings, particularly hospital, are utilized in this course. Prerequisite: NUR 1022A-C.	195	8

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
NURS III: NURS 2463A NURS 2463B NURS 2463C	Nursing Care- Childbearing Families	This course focuses primarily on obstetrics and gynecology with total maternity care as well as pediatric nursing. Included are normal childbearing families, this course exposes students to common recurring and complex problems associated with the health of mother and child care. Concepts and skills reviewed in NUR 1022 are integral to this course, with emphasis on development theories as they relate to the care of women, infants and children. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care, hospitals, pediatric programs (which may include outpatient, inpatient, in-home and community care). Prerequisite NUR 1022 A-C and NUR 1211A-C.	195	8
NURS IV: NURS 2230A NURS 2230B NURS 2230C	Advanced Adult Healthcare	This course continues the integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and mental health/psychiatry nursing care. Included is the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs. Mental health and psychiatric nursing care components further develop student's communication skills relating to the dynamics of normal and unusual human behavior and therapeutic responses to such behavior. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospital and community mental health centers. Prerequisite NUR 1022 A-C, NUR 1211A-C and NUR 2463A-C.	195	8
NURS V NURS 2733A NURS 2733B NURS 2733C	Nursing Leadership and Management	This course requires that students utilize knowledge and skills acquired in previous nursing courses in the context of caring for a group of patients in a leadership capacity. Didactic and clinical content includes such areas as development of first-line management and leadership skills in the context of an organizational structure; collaborative decision-making; prioritization and time management. Ability to safely and effectively complete basic nursing functions such as medication administration and a variety of nursing care skills while functioning as manager is emphasized. Clinical experiences include secondary and tertiary care setting such as hospital and long-term care facilities. Prerequisite: NUR 1022 A-C, NUR 1211A-C, NUR 2463A-C, and NUR 2230A-C.	60	3
NURS VI NURS 2811	Nursing Practicum	This course enables students to independently demonstrate critical competencies expected of an entry-level associate degree nurse. Classroom content relates to preparation of a student for assuming the role of a professional nurse. The clinical component is an individualized experienced of a specific interest proposed by the student, selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. Prerequisite: All nursing didactic coursework.	135	3
Total Major Courses Clock and Credit Hours			1365	59
Total Clock and Credit Hours Including General Education and Major Courses			1590	74

Medical Assisting – Associate Degree

Course Title: Medical Assisting			
Credential Issued: Associate in Science		Semester Credit Hours: 63	
Program Duration: 90 Weeks		Total Clock Hours: 1275	
General Education Credit Hours: 15		Major Credit Hours: 48	
<p>Program Objective: This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctor's Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Medical Assistants are multi-skilled professionals who assist a doctor. Students learn to perform duties under the direction of a Doctor in all areas of the private office medical practice. Students learn clinical skills, ranging from vital signs, passing medication, perform phlebotomy and EKG. The student will learn how to function on an administrator capacity in the doctor's office. The student will learn office skills like billing, basic accounting, filing, computer and Insurance forms.</p>			
Course Number	Course Title	Clock Hours	Credit Hours
*MATH 1033	Intermediate Algebra	45	3
*ENGL 1101	English Composition	45	3
*PSYC 2012	General Psychology	45	3
*COMP 1061	Computer Concepts	45	3
*SPCH 1024	Speech Communication	45	3
APMP 2087	Anatomy & Physiology for Medical Programs	60	4
BHCW 2003	Basic Healthcare Worker and HIV/AIDS	45	3
MEDT 2230	Medical Terminology	30	2
MEAS 2310	Medical Office Procedures	60	3
MEAS 2520	Phlebotomy for the Medical Assistant	60	3
MAES 2540	Electrocardiography Technique for Medical Assistant	60	3
MEAS 2242	Pharmacology for Medical Assistant	60	3
MEAS 2234	Diseases, disorders and treatment for the Medical Assistant I	60	3
MEAS 2235	Diseases, disorders and treatment for the Medical Assistant II	60	3
MEAS 2258	Radiology for the Medical Assistant	60	3
MEAS 2254	Basic Medical Laboratory Techniques for the Medical Assistant	60	3
MEAS 2322	Advanced Medical Office Procedures	60	3
MEAS 2334	Medical Insurance and Coding	45	3
CEHR 1100	Computers in Electronic Health Records	60	3
MEAS 2801	Externship in Medical Assisting	270	6
Total Clock and Credit Hours		1275	63

*Denotes General Education courses

Medical Assisting – Associate Degree

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENGL 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MATH 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSYC 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
COMP 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPCH 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 st century, speech outlines.	45	3
Total General Education Clock and Credit Hours			225	15

MEDICAL ASSISTING MAJOR COURSES AND CREDIT HOURS

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
APMP 2087	Anatomy & Physiology for Medical Assisting	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	60	4
BHCW 2003	Basics Healthcare Worker and HIV/AIDS	Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team.	45	3
MEDT 2230	Medical Terminology	The student will learn to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.	30	2
MEAS 2310	Medical Office Procedures	The student will learn appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures.	60	3
MEAS 2520	Phlebotomy for the Medical Assistant	The student will learn the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear.	60	3

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
MEAS 2540	Electro-cardiography Techniques for the Medical Assistant	This course will teach the student to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG.	60	3
MEAS 2242	Pharmacology for the Medical Assistant	The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.	60	3
MEAS 2234	Diseases, disorder and treat for the Medical Assistant I	This course provides a study of the cause, effect and treatment of infectious diseases, neoplasms, congenital diseases, urinary system, male and female reproductive systems, digestive system and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures	60	3
MEAS 2235	Diseases, disorder and treat for the Medical Assistant II	This course provides the second part of the study of cause, effect and treatment of respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary systems, eye and ear diseases/treatments, pain management, medical emergencies with a holistic approach to diseases and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures	60	3
MEAS 2258	Radiology for the Medical Assistant	This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.	60	3
MEAS 2254	Basic Medical Laboratory Techniques for The Medical Assistant	This course focuses on laboratory studies and is designed specifically for the medical assisting student to include laboratory instruction and practice in specimen collection, microscopy, basic office bacteriology, hematology, and chemistry. Medical laboratory safety and quality control is an integral part of this course.	60	3

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
MEAS 2322	Advanced Medical Office Procedure	This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.	60	3
MEAS 2334	Medical Insurance and Coding	This course covers the purpose of medical insurance, the variety of plans, the payments of benefits, the abstracting of medical information from charts, the processing of claims and coding for insurance purposes. Practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.	45	3
CEHR 1100	Computers in Electronic Health Records	This course provides instruction in the use of computers in maintaining medical records. Students will learn the process of in-putting and tracking patient information electronically.	60	3
MEAS 2801	Externship in Medical Assisting	This course provides student with hands-on experience in a physician's office or out-patient clinic, without payment, to demonstrate mastery of required competencies by the American Association of Medical Assistants. Externship should provide the Medical Assistant with ample experience in administrative and clinical skills. All program requirements must be completed successfully, prior to Externship.	270	6
Total Major Clock and Credit Hours			1050	48
Total Clock and Credit Hours Including General Education and Major Courses			1275	63

PHARMACY MANAGEMENT- ASSOCIATE DEGREE

Course Title: Pharmacy Management

Credential Issued: Associate in Science Degree

Semester Credit Hours: 70 Credits

Program Duration: 90 Weeks

Total Clock Hours: 1470

General Education Credit Hours: 15

Major Credit Hours: 55

Program Objective: The Pharmacy Management Program expands upon the Pharmacy Technician Diploma Program with additional courses in general education that provides the foundation for long term career opportunities. This program is designed to prepare students as senior or lead pharmacy technicians or coordinators, pharmacy managers, or pharmacy technician supervisors/trainees in hospitals, nursing care facilities, private or public retail drug stores, drug manufacturing facilities, and wholesale drug houses. As part of the team, the pharmacy management technicians work under the supervision of a licensed pharmacist. They are also involved in assisting the pharmacist to collect and evaluate data for patient care. They fill requisitions for drugs after review of the physician's order, using unit-dose which permits identification until administration. Pharmacy Management personnel review and process prescriptions, calculate dosages, and prepare solutions in various Health care settings, while applying aseptic techniques for patient safety. They also check supplies purchased type prescription labels, deliver medications and record them into the systems. Pharmacy Technicians participate in drug utilization-evaluation and quality assurance programs, and review the pharmacy's inventory of expired drugs, as well as inadequately labeled or other non-usable drugs. This program offers a sequence of courses that provide rigorous content with the academic standards and technical knowledge and skills needed by students to prepare for further education and careers in the health sciences.

Course Number	Course Title	Clock Hours	Credit Hours
*MATH 1033	Intermediate Algebra	45	3
*ENGL 1101	English Composition	45	3
*PSYC 2012	General Psychology	45	3
*COMP 1061	Computer Concepts	45	3
AAPH 2085/L	Anatomy and Physiology I with Lab	75	4
AAPH 2086/L	Anatomy and Physiology II with Lab	75	4
*SPCH 1024	Speech Communication	45	3
BHCW 2003	Basic Healthcare Worker and HIV/AIDS	45	3
MEDT 2035	Medical Terminology	45	3
PHAR 2010	Introduction to Pharmacy Technician Practice	60	3
PHAR 2011	Advanced Topics in Pharmacy	45	3
PHAR 2012	Introduction to Pharmacy Assisting Practice	45	3
PHAR 2013	Drug Classifications for Pharmacy Technicians	60	4
PHAR T 2014	Pharmacy Technician Application & Dispensing	60	3
PHAR 2015	Pharmaceutical Calculations	45	3
PHAR 2016	Pharmacy Technician Hospital Field Experience	105	4
PHAR 2017	Pharmacy Technology Externship I	180	4
PHAR 2018	Pharmacy Technician Retail Store Field Experience	105	4
PHAR 2019	Pharmacy Technology Externship II	180	4
PHAR 2020	Pharmacy Technology Clinical Synthesis	75	3
PHAR 2211	Pharmacy Technician Administration	45	3
Total Clock Hours and Credits	Including General Education and Major Courses	1470	70

*Denotes General Education courses

Pharmacy Management – Associate Degree Course Descriptions

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENGL 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MATH 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSYC 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
COMP 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPCH 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 st century, speech outlines.	45	3
Total General Education Clock Hours and Credit			225	15

PHARMACY MANAGEMENT MAJOR COURSES AND CREDIT

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
AAPH 2085/L	Anatomy and Physiology I with Lab	This course describes the relationship of body systems in providing client care. Emphasis is placed on the structure and function of the respiratory, cardiovascular, musculoskeletal, skin, and sensory, and reproductive systems. Students will learn how to teach the client how the body functions. Understanding the human development process and the different stages of human growth are included. Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	75	4
AAPH 2086/L	Anatomy and Physiology II with Lab	This course Continues BSC 2085 Anatomy and Physiology I. with emphasis on the circulatory, digestive, lymphatic, endocrine, immune, urinary and nervous systems. Topics include blood, sense of organs, nutrition, and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	75	4
BHCW 2003	Basic Healthcare Worker and HIV/AIDS	An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.	45	3
MEDT 2035	Medical Terminology	Students will learn medical abbreviations, identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate term from word parts and their meaning. Spell and use medical abbreviations recognize and identify terminology of hospital and clinic forms; use basic medical terminology.	75	4
PHAR 2010	Introduction to Pharmacy Technician Practice	This course is an orientation to the overall functions and services of a hospital pharmacy. Students learn the current standards and federal, state and local laws that govern pharmacy practice. The values and beliefs of successful pharmacy technicians which result in an image appropriate to the profession of pharmacy, and the type of interactions with other healthcare professional are discussed.	45	3
PHAR 2011	Advanced Topics in Pharmacy	This course focuses on the recent pharmaceutical products in cardiovascular drugs, central nervous system drugs, chemotherapeutic preparations and parental nutrition therapy.	45	3
PHAR 2012	Introduction to Pharmacy Assisting Practice	This course is an introduction to the overall functions and services of a retail pharmacy. Duties and responsibilities of a retail pharmacy assistant will be discussed.	45	3
PHAR 2013	Drug Classifications for Pharmacy Technicians	This course covers the major classifications of pharmaceuticals, standards for quality and purity of drugs, and authoritative information on dosage and administration. Students will learn about poisons, placebos, and the sources from which medications are produced. They will learn the brand and generic name, dose forms, and routes of administration of commonly prescribed drugs.	60	4
PHAR 2015	Pharmacy Calculations	This is a course in Pharmacy Calculations. Students will learn mathematical principles relevant to patient dosages, including rates and preparations, the metric system, percentage preparations, dosage calculation, systems of measurement, convert from one system to another, and calculate pharmacology problems.	45	3

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
PHAR 2016	Pharmacy Technician Hospital Field Experience	This course covers clinical hospital training to develop the student's knowledge and skills on the job. Students will learn how to properly prepare doses of medications and intravenous admixtures. Students apply the theory and protocols for aseptic technique and quality assurance, along with the knowledge of the equipment and supplies used.	105	4
PHAR 2017	Pharmacy Technology Externship I	Students learn the practical application of the pharmacy Technician curriculum through experiential learning under the supervision of a pharmacist. The externship experience reinforces lecture and laboratory courses. Students will apply procedures, principles and policies to the day-to-day functions of a pharmacy practice. Prerequisites: Completion of all bioscience and pharmacy Technician core courses.	180	4
PHAR 2018	Pharmacy Technician Retail Store Field Experience	This course covers the clinical field experiences in a retail establishment. In this course students learn about pharmaceutical chemistry, proper preparation of medication, and how to deliver medications correctly. In addition to receiving a comprehensive overview of sterile products preparation and cytotoxic substances, students learn repackaging, patient cassette filing, special needs areas, crash carts, and automation, and delivery procedures. Students observe applicable quality Assurance processes and performs work in accordance with the laws, regulations, and standards which govern the pharmacy practice.	105	4
PHAR 2019	Pharmacy Technology Externship II	Students learn the practical application of the pharmacy Technician curriculum through experiential learning under the supervision of a pharmacist. The externship experience reinforces lecture and laboratory courses. Students will apply procedures, principles and policies to the day-to-day functions of a pharmacy practice. Prerequisites: Completion of all bioscience and pharmacy Technician core courses.	180	4
PHAR 2020	Pharmacy Technology Clinical Synthesis	This course provides students with a comprehensive review of material presented throughout the program, as it is applied by students in the clinical externship setting.	75	3
PHAR 2211	Pharmacy Technician Administration	This course covers concepts utilized in the management of a pharmacy technical staff.	45	3
PHAR 2014	Pharmacy Technician Applications and Dispensing	This course focuses on pharmacy Technicians applications. Students will learn to develop skills relating to the specific, technical, manipulative and clerical tasks involved with the preparation and distribution of medications under the supervision of Licensed Pharmacists.	60	3
Total Major Clock and Credit Hours			1245	55
Total Clock and Credit Hours Including General Education and Major Courses			1470	70

Physical Therapy Assistant – Associate Degree

Course Title: Physical Therapy Assistant			
Credential Issued: Associate in Science Degree		Semester Credit Hours: 78	
Program Duration: 90 Weeks		Total Clock Hours: 1665	
General Education Credit Hours: 15		Major Credit Hours: 63	
Program Objective:			
This program prepares students for employment in hospitals, rehabilitation centers, nursing homes, private practices or other qualified health agencies as an entry level physical therapy assistant. Graduates work under the supervision of a physical therapist in the promotion of optimal human health and function through the application of the scientific principles.			
Course Number	Course Title	Clock Hours	Credit Hours
*MATH 1033	Intermediate Algebra	45	3
*ENGL 1101	English Composition	45	3
*PSYC 2012	General Psychology	45	3
*COMP 1061	Computer Concepts	45	3
AAPH 2085/L	Anatomy and Physiology I with Lab	75	4
AAPH 2086/L	Anatomy and Physiology II with Lab	75	4
*SPCH 1024	Speech Communication	45	3
BHCW 2003	Basics Healthcare Worker and HIV/AIDS	45	3
PHTH 1010	Introduction to Physical Therapy Assistant	45	3
PHTH 1011	Disabilities and Therapeutic Procedures	60	3
PHTH 1012	Neurological Rehabilitation	90	4
PHTH 1013	Patient Education in Rehabilitation	45	3
PHTH 1014	Physical Therapy Laboratory Practice I	105	4
PHTH 1015	Clinical Practice I	75	3
PHTH 1016	Basic Pharmacology	60	3
PHTH 1017	Wellness and Physical Therapy	45	3
PHTH 1018	Geriatric Rehabilitation	60	3
PHTH 1019	Physical Therapy Laboratory Practice II	105	4
PHTH 1020	Clinical Practice II	75	3
PHTH 1021	Physical Agents used in Rehabilitation	60	3
PHTH 1022	Physical Therapy Management	45	3
PHTH 1023	Physical Therapy Laboratory Practice III	105	4
PHTH 1024	Clinical Practice III	135	3
PHTH 1025	Clinical Practice IV	135	3
Total Clock Hours and Credit		1665	78

*Denotes General Education courses

Physical Therapy Assistant- Associate Degree Course Descriptions

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENGL 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MATH 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSYC 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
COMP 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPCH 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listening and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 st century, speech outlines.	45	3
Total General Education Clock and Credit Hours			225	15

PHYSICAL THERAPY ASSISTANT MAJORS COURSES AND CREDITS HOURS				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
AAPH 2085/L	Anatomy and Physiology I with Lab	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	75	4
AAPH 2085/L	Anatomy and Physiology I with Lab	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardio-vascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	75	4
PHTH 1010	Introduction to Physical Therapy Assistant	The student will learn about the development of the physical therapy profession, the physical therapist Assistant as a member of the healthcare team, physical therapy practices, musculoskeletal physical therapy, neurological and cardiopulmonary physical therapy, pediatric, geriatric and integumentary physical therapy, ethical and legal issues, communication as a physical therapy assistant, patient care, and proper body mechanics.	45	3
PHTH 1011	Disabilities and Therapeutic Procedures	This program covers the history of OT, OT and physical disabilities, aspects of physical disabilities, documentation of OT, assessment of joints range of motion, assessment of motor control, assessment of muscle strength, teaching and learning in physical therapy, activities and occupations in daily living, work, interventions for performance skills and client factors, and clinical applications procedures.	60	3
PHTH 1012	Neurological Rehabilitation	The student will learn basic concepts in neurology, what is normal motor control, abnormalities of muscle tone and movement, plasticity, motor neuron disease, brain injury, stroke, peripheral nerve injuries, Parkinson's disease, multiple sclerosis, spinal cord injury, disorders of childhood, cerebral palsies and motor learning disorders, spinal bifida and hydrocephalus, muscles disorders of childhood, muscle balance and specific treatment techniques.	90	4
PHTH 1013	Patient Education in Rehabilitation	The student will learn the significance of patient education in the healthcare and rehabilitation field, predictors of effective patient education, patient education variables, teaching and learning theories, ethical and legal and cultural variables in patient education, and adult learning.	45	3
PHTH 1014	Physical Therapy Lab Practice I	The student will practice basic physical therapy assistant skill in the laboratory setting.	105	4
PHTH 1016	Basic Pharmacology	The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.	60	3

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
PHTH 1017	Wellness and Physical Therapy	This course will teach wellness and why it's important in physical therapy, the evolution of physical therapy, nutritional wellness, physical wellness, mental wellness, community wellness and history of nutritional wellness.	45	3
PHTH 1018	Geriatric Rehabilitation	This course will teach the demographics of aging, comparing and contrasting the theories of aging, geriatric pharmacology, age related changes in physiology, exploring nutritional needs, patient evaluation, and functional assessment.	60	3
PHTH 1019	Physical Therapy Laboratory Practice II	The student will practice intermediate physical therapy assistant skill in the laboratory setting.	105	4
PHTH 1020	Clinical Practice II	This course involves student assignment to a local clinical facility. The student will practice intermediate physical therapy assistant skill in the external clinical setting. Class discussions are held to share and discussed experiences, patient care problems, etc. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed.	75	3
PHTH 1021	Physical Agents used in Rehabilitation	This course will teach the approach of physical agents such as the skin, the circulatory system, wound management, edema, pain, electromagnetic spectrum, the thermal agents, electrotherapy, mechanical agents, photochemical agents, additional clinical applications and clinical cases and laboratory experiments.	60	3
PHTH 1022	Physical Therapy Management	The student will learn the dynamic and nature of the management in healthcare organization, human resource management in physical therapy settings, physical therapy reimbursement and financial management, legal and ethical management issues, quality and risk management, and quality management.	45	3
PHTH 1023	Physical Therapy Laboratory Practice III	The student will practice advance physical therapy assistant skill in the laboratory setting.	105	4
PHTH 1024	Clinical Practice III	This course involves student assignment to a local clinical facility. The student will practice advance physical therapy assistant skill in the external clinical setting. Class discussions are held to share and discuss experiences, patient care problems, etc. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed.	135	3
PHTH 1025	Clinical Practice IV	The student will practice all physical therapy assistant skills in the external clinical setting. Resume writing and employability skills.	135	3
Total Core Clock and Credit Hours			1440	63
Total Clock and Credit Hours: Including General Ed and Major Courses			1665	78

DIPLOMAS

PATIENT CARE TECHNICIAN

Course Title: Patient Care Technician

Credential Issued: Diploma

Semester Credit Hours: 27

Program Duration: 36 weeks

Total Clock Hours: 600

General Education Credit Hours: 0

Major Credit Hours: 27

Program Objective:

The program is designed to prepare students for employment as advanced cross-trained Nursing Assistant, Home Health Care, Phlebotomy, EKG Aide, Allied Health Assistant and Patient Care Assistant with transferable skills.

This program offers a board foundation of knowledge and skills expanding the role of the nursing assistant.

Course Number	Course Title	Clock Hours	Credit Hours
BHCW 2004	Basic Healthcare Worker and Medical Terminology	90	6
PCTC 2121	Nursing Assistant (Includes 4hrs. HIV/Aids)	75	4
PCTC 2332	Advance Home Health Aide	60	3
PCTC 2020	Patient Care Assistant	75	3.5
PCTC 2016	Allied Health Assistant	75	3.5
PCTC 2580	Advanced Allied Health Assistant	90	4
PCTC 2094	Patient Care Technician Externship	135	3
Total Clock and Credit Hours:		600	27

Patient Care Technician Course Descriptions

Course #	Course Title	Course Description	Clock Hours	Credit Hours
BHCW 2004	Basic Healthcare Worker and Medical Terminology	This course will teach Ethics and laws, work ethics, communication, assisting with the nursing process, body structure, safety, preventing falls, care of the older person, moving and transferring a patient, personal care, bed making, grooming, urinary & bowel elimination, admission and discharge, Oxygen need, confusion and dementia and restorative care.	90	6
PCTC 2121	Nursing Assistant (Includes 4hrs of HIV/AIDS)	The student will learn the various area of nursing assistant, nutrition, measuring vital signs, medical terminology, assisting with the physical exam, the dying person, collecting and testing specimen, disorders of the human body systems. Laboratory practice and externship. This course includes 4 hour Aids/HIV training.	75	4
PCTC 2332	Advance Home Health Aide	The student will learn the theory behind these procedures and how to perform them, wound care, heat and cold application, respiratory support, hearing and speech problems, development disabilities, sexuality, assisted living skills. There will be 30 hours of externship in this course.	60	3
PCTC 2020	Patient Care Assistant	Perform all Nursing Assistant and Home Health Aide skills and nursing assistant care for the adult patient in the nursing home setting. This course requires the student to do a 20 hours Nursing Home rotation.	75	3.5
PCTC 2016	Allied Health Assistant	The student will learn all laws and ethics of phlebotomy, how to perform all skills in phlebotomy, the different types of test and test tubes used to perform a blood draw, and Electro Cardiogram. This course will include a 30 hour lab practice for phlebotomy and 30 hours lab practice for Electro Cardiogram.	75	3.5
PCTC 2580	Advance Health Assistant	The student will do 40 hours in a Nursing Home facility and 30 hours getting all skills checked of by instructors in the lab and 30 hours in a hospital or lab setting practicing ECG and Phlebotomy.	90	4
PCTC 2094	Patient Care Technician Externship	Student will work on career planning and resume preparation; direction will be given the students on how to seek employment. This course provides student with hands-on experience in a clinic, nursing facility, or hospital setting. Externship should provide the student with ample experience in all aspects of patient care.	135	3
Total Clock and Credit Hours			600	27

PHARMACY TECHNICIAN

Course Title: Pharmacy Technician			
Credential Issued: Diploma		Semester Credit Hours: 55	
Program Duration: 10 months		Total Clock Hours: 1,080	
General Education Credit Hours: 0		Major Credit Hours: 55	
<p>Program Objective: This program is designed to prepare students for an entry-level position as pharmacy technicians. As part of the team, the pharmacy technician works under the supervision of a licensed pharmacist or pharmacy manager. They are also involved in assisting the pharmacist to collect and evaluate data for patient care. They fill requisitions for drugs after review of the physician's order, using unit-dose which permits identification until administration. The Pharmacy Technician reviews and processes prescriptions and prepare solutions while applying aseptic technique for patient safety. They also check supplies purchased, type prescription labels, deliver medications, and record medication orders into the electronic systems. Pharmacy Technicians participate in drug utilization-evaluation and quality assurance programs, and review the pharmacy's inventory of expired drug, as well as inadequately labeled or other non-usable drugs. This program offers a sequence of courses that provide rigorous content with the academic standards and technical knowledge and skills needed by students to prepare for further education and careers in the health sciences.</p>			
Course Number	Course Title	Clock Hours	Credit Hours
BHCW 2004	Basic Healthcare Worker, HIV/AIDS, and Medical Terminology	90	6
AAPH 2087	Anatomy and Physiology	75	5
COMP 1061	Computer Concepts	45	3
PHAR 2010	Introduction to Pharmacy Technician Practice	90	5
PHAR 2011	Advanced Topics in Pharmacy	60	3
PHAR 2012	Introduction to Pharmacy Assisting Practice	60	3
PHAR 2013	Drug Classifications for Pharmacy Technicians	90	6
PHAR 2014	Pharmacy Technician Applications and Dispensing	60	3
PHAR 2015	Pharmaceutical Calculations	90	6
PHAR 2016	Pharmacy Technician Hospital Field Experience	75	3.5
PHAR 2017	Pharmacy Technology Externship I	90	2
PHAR 2018	Pharmacy Technician Retail Store Field Experience	75	3.5
PHAR 2019	Pharmacy Technology Externship II	90	2
PHAR 2020	Pharmacy Technology Clinical Synthesis	60	2
PHAR 2211	Pharmacy Technician Administration	30	2
Total Clock and Credit Hours		1,080	55

Please see Course Descriptions for Pharmacy Technician on pages 53-54

Practical Nursing			
Course Title: Practical Nursing			
Credential Issued: Diploma		Semester Credit Hours: 68.54	
Program Duration: 12 months		Total Clock Hours: 1,380	
General Credit Hours: 0		Major Credit Hours: 68.54	
Program Objective: The program prepares students to provide nursing care to patients/clients in hospitals, nursing homes, home healthcare agencies, and other areas in the healthcare setting. Upon satisfactory completion of the program, the graduate is eligible to apply to sit for the National Council Licensure Examination for Practical Nursing.			
Course Number	Course Title	Clock Hours	Credit Hours
BHCW 2004	Basic Healthcare Worker and Medical Terminology	90	6
PRNS 2115	Fundamental of Nursing Practice (HIV/AIDS)	52	3
PRNS 2116	Fundamental of Nursing Practice Clinic	107	3.5
PRNS 2117	Growth & Development/Anatomy & Physiology	104	6.5
PRNS 2200	Nutrition and Nursing Care	26	1.5
PRNS 1005	Dosage and Drug Calculation	75	3.5
PRNS 2005	Basic Pharmacology	40	2.5
PRNS 3006	Medical Surgical I	80	5
PRNS 3007	Medical Surgical Clinical Skills I	122	4
PRNS 3008	Medical Surgical II	68	4.5
PRNS 3009	Medical Surgical Clinical Skill II	118	3.5
PRNS 4000	Mental Health Concepts	81	5
PRNS 4010	Obstetric Nursing Theory	52	3
PRNS 4011	Obstetric Clinical Skills	108	3.5
PRNS 4110	Pediatric Nursing Theory	52	3
PRNS 4111	Pediatric Clinical Skills	104	3
PRNS 4210	Geriatric Nursing Theory	26	1.5
PRNS 4211	Geriatric & Final Nursing Clinical Rotation	75	1.5
Total Clock and Credit Hours		1,380	64

Practical Nursing Course Description

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRNS 1005	Dosage and Drug Calculation	This course presents the basic knowledge of pharmacology including principles of dosage calculation, the six rights of medication administration, and observing patient need for medication including monitoring and documenting the use of controlled substances.	75	3.5
BHCW 2004	Basic Healthcare Worker and Medical Terminology	This course is designed to introduce students to healthcare occupations and provide information regarding the role of the practical nurse. The need for teamwork, conflict resolution, and law ethics in the medical field is included. Verbal and nonverbal communication skills are introduced, including the proper use of medical terminology. The student will be introduced to the Florida State 464 rules regarding the scope of practice of a licensed practical nurse. Discussion will include the practical nurse in a leadership/supervisory role, the role of the practical nurse in delegation to the unlicensed personnel, description of the Florida Board of Nursing requirements for initial and licensure renewal, demonstration and understanding of licensure by examination and by endorsement, completing the application for licensure by examination. Students will also be introduced to current legislation pertinent to the Florida Board of Nursing and its effect on the nursing profession. This course assures student awareness of the potential for stress in the practice of nursing and provides methods of managing stress.	90	6
PRNS 2115	Fundamental of Nursing Practice (IHIV/AIDS)	This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It includes physical comfort and safety techniques such as body mechanics and proper ergonomics. Personal safety, injury prevention, and infection control are covered. A background of nursing theory and the role and function of the practical nurse are taught. This course includes 4 hour Aids/HIV training. This course includes a cognitive study of basic nursing assisting duties such as basic patient care, bedside care, moving and transferring, fall prevention, elderly care, activities of daily living, use of oxygen, grooming, urinary & bowel elimination, bed making, admission and discharge, and restorative care.	52	3
PRNS 2116	Fundamental of Nursing Practice Clinical Skills	This course is designed to introduce students to basic fundamental psychomotor skills such as activities of daily living, bed bath, bed making, feeding the patient, intake and output monitoring, tube feeding, legal aspect of documentation, practicing body mechanics, and obtaining and monitoring vital sign. All skills are introduced to students in a laboratory setting. Students must demonstrate competency in all skills prior to proceeding to the clinical setting. 107 Clinical hours. Prerequisites: PRN 2117, PRN 1005, PRN 2115, Co-requisite: PRN 3006, PRN 3007, PRN 2200	107	3.5

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRNS 2117	Growth & Development/ Anatomy & Physiology	Students will study the relationship of each body system in providing client care. The structure and function of each body system will be reviewed including methods of teaching patients how the body functions. The human development process and the different stages of human growth are included.	104	6.5
PRNS 2200	Nutrition	Principles of nutrition and maintain therapeutic diets is the focus of this course. Students will learn about proper diet and factors to consider when purchasing, storing, and preparing food. Included is a review of 3.5the food groups as well as label reading and portion size. The importance of nutrition in healing and monitoring patients with specific health problems is included.	26	1.5
PRNS 2005	Basic Pharmacology	In this course students will demonstrate pharmacological skills. Routes of administering medication, such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye, ear and nose drops, and injection will be covered.	40	2.5
PRNS 3006	Medical Surgical I	This course is designed to assist students in identifying signs and symptoms of disease/disorders of the body and the diagnostic tests used in the diagnosis and treatment each. Students will learn to identify medication used in the treatment of specific diseases, identify nutritional needs of patients based on the body system affected. Included will be common alterations in patients with psychological disorders and care of these patients. Care of patients with various diseases, such as respiratory, cardiovascular, musculoskeletal, nervous, skin and sensory, reproductive, urinary, digestive, endocrine, and oncology will be included. Students will learn techniques for counseling patients in such areas as pre-operative and post –operative teaching, performing surgical prep, provider post-operative care and assisting with post operative discharge.	80	5
PRNS 3007	Medical Surgical I Clinical Skills	In this course, students will put medical surgical skills to practice. This will include application of hot and cold packs, assisting patients with sitz bath, application of a pelvic belt for traction, applying a cervical collar, monitoring chest drainage system, monitoring patients following special procedures, applying bandages, binders, and various braces and splints. Additionally, proper patient skin care, changing dressings, inserting urinary catheters, changing ostomy appliances, connecting nasogastric tube to the suction machine, and removal if nasogastric will be performed. Students will demonstrate appropriate neurological checks, proper technique in giving an enema, logrolling, patients and correct testing stool for occult blood.	122	4

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRNS 4000	Mental Health and Community Health Concepts	This course is offered to provide students' knowledge regarding the specialty of mental health nursing care. Students will study the varied aspects of psychiatric nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness. The role of the practical nurse in this specialty will be discussed. Nursing skills and tasks are presented with clinical examples used as a means to understand the complexities of this specialty. Substance abuse, family abuse and domestic violence are topics covered in this course. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients. Students will problem solve, collect data and create a patient care plan. Integration and retention of coursework previously covered is measured in the didactic setting through case study exercises.	81	5
PRNS 3008	Medical Surgical II	This course will focus on responding to emotional needs of patients and their family. The course consists of discussing coping mechanisms, differentiating between mental health and mental illness, recognizing signs and symptoms of various mental health disorders, and discussion of treatment modalities. Additionally, how to recognize the potential for suicide will be included. This will cover initiating appropriate intervention, describing treatments and resources for the addicted client, describing drug seeking behaviors, identifying an individual in crises and describing appropriate interventions. Maslow's theory of hierarchy, both physical and mental components, will be incorporated. This course also covers elements of patient care in an in-patient setting. Areas reviewed include suctioning techniques, urinary catheter care, irrigation of body cavities, and maintenance of tubes, obtaining blood specimens, and use of oxygen.	68	4.5
PRNS 3009	Medical Surgical II Clinical Skills	This course allows students to perform naso-oral pharyngeal suction, perform tracheotomy care, irrigate urinary catheter, maintain continuous urinary bladder irrigation, maintain enteral feeding tubes, instruct patient in breathing exercises, obtain and test a drop of blood for glucose monitor, assist with physical examination, assist patient with diagnostic procedures, set up vaporized humidifier, administer and maintain oxygen, perform calculation and adjust IV flow rate. Additionally, students will demonstrate proper technique to irrigate an ear, eye, nasogastric tube, vaginal canal, wound, oral cavity, and colostomy.	118	3.5

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRNS 4010	Obstetrical Nursing Theory	This course presents students with all areas of obstetrical care. This includes prenatal care, admitting a patient to labor and delivery, monitoring contractions and fetal heart rate, recognition of signs of fetal distress, and assisting with preparing a patient for caesarean. Students will learn how to provide post-partum care, demonstrate and perform perineal care, and assist in breast care.	52	3
PRNS 4011	Obstetrical Nursing Clinical Skills	In this course students will practice the principles learned in the theory course. Students will perform all elements of obstetrical care. This includes: prenatal care, admitting a patient to labor and deliver, monitoring labor contractions and fetal activity, and delivery. Students will demonstrate post-delivery skills such as wound care, perineal care, assistance with breast care, and patient bedside care.	108	3.5
PRNS 4110	Pediatrics Nursing Theory	This course teaches students how to adapt nursing care for the pediatric patient. This includes how to apply safety principles for the pediatric patient, describe general characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of common disorders/diseases, implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Students will be introduced to infant care during and after the delivery. This will involve learning how to perform an agar score, how to suction an infant's respiratory passage with bulb syringe, proper identification using the mother's bracelet, weighing and measuring an infant, proper bathing, carrying, feeding, and collecting a urine specimen from an infant.	52	3
PRNS 4111	Pediatric Nursing Clinical Skills	Students will perform infant tasks such as agar scoring, suctioning respiratory passages with a bulb syringe, proper identification of an infant, weigh and measure an infant, bathe, carry, feed, and collect a urine specimen from an infant, provide post-partum care. Additionally, the student will demonstrate how to assist with circumcision, cleaning the site and apply dressing after the procedure.	104	3
PRNS 4210	Geriatric Nursing Theory	This course is designed to introduce the student to the specifics of geriatric patient care. How to provide physical comfort and safety to patients in a nursing assistant facility is the focus of the course. Students will learn how to provide bedside patient care, principles of nutrition, assisting with feeding, infection control, performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, perform supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care.	26	1.5

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRNS 4211	Geriatric & Final Nursing Clinical Skills	In this course students will maintain client units and equipment, using the lift, hold and transfer patients using body mechanics, turning clients, identify emergencies, apply comfort devices, perform feeding and assisting with feedings, assist clients to ambulate, take and record vital signs, implement appropriate JCAHO safety goals, give bed baths, groom clients, assist with dressing and undressing, give perineal care, empty urinary drainage bags, assisting clients with the bed pan, admit clients, collect specimens, discharge clients, record I/O, and identify safety principles related to caring for the elderly. Students will demonstrated an understanding of the aging process, problems and needs of the elderly, components of the grief process, assist with restorative care and care for the client with depression, Alzheimer's and dementia. All aspects of practical nursing will be demonstrated.	75	1.5
Total Clock and Credit Hours			1380	64

CAMPUS SECURITY ACT/POLICY

The following policies have been adopted to comply with the requirements of the campus security Act. In the event of a crime or other emergency students are instructed to notify any personnel in the College. Whenever a crime or emergency is reported, it is the responsibility of the Campus Director of Security to make a written report of the nature of the emergency and what actions were taken as established by federal law. Copies of the report are sent to the College's Dean. The campus Director of Security is responsibility for maintaining copies of all reports. If a member of the staff or student at the College commits a crime, that person will be terminated immediately. The normal appeals procedures will not apply in the case of individuals who are terminated for committing a crime on the College campus.

1. Burnett International College (BIC) does not provide on-campus housing.
2. The last College staff person to leave is responsibility for locking the College building at the end of the day.
3. BIC relies on the local law enforcement agencies in case of emergency.
4. No one other than certified police department personnel may carry or possess firearms on campus. It is a violation for anyone other than police officers to possess a firearm on any part of the College property.
5. The policy of the College provides for administrative acting, up to and including termination or expulsion of any student or staff member found in possession of alcohol or a controlled substance on the College campus. There is a zero tolerance policy with regards to alcohol and drugs.
6. The College is a drug-free work place and offers drug and alcohol counseling information to students and staff.
7. Included in this Handbook are the statistics for the incidents reported for calendar years 2012 to 2014.

CAMPUS SECURITY REPORT

The Campus Director will accumulate all statistics regarding violent criminal acts on campus, including rapes, assaults, murders, etc. and post the findings on the school bulletin boards annually. In addition, all employees will be made aware of the school statistics in this area at hire and annually. Quarterly statistics will be posted and visible to students, faculty and staff. The annual report, completed August 1 of each year, will be distributed to all employees and current students. Copies of the Campus Security Report will be made available to the Department of Education as required by Federal Law.

With the passage of the student's Right-to-Know and campus Security Act of 1990, the College will report all crimes reported to police department. This data will be recorded for use in the FBI's uniform Crime Report procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act.

DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTIC ACT.

Report for Burnett International University.			
Report Crime	2012	2013	2014
Homicide			
Rape	0	0	0
Forcible Sexual Assault	0	0	0
Non-forcible sex Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Theft	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0

NUMBER OF ARRESTS/REFERRALS FOR SELECT OFFENSES

Offense Type at Burnett International University.			
Report Crime	2012	2013	2014
Liquor Law Violation	0	0	0
Arrest	0	0	0
Referral	0	0	0
Drug Law Violations	0	0	0
Arrest	0	0	0
Referral	0	0	0
Weapons Law Violations	0	0	0
Arrest	0	0	0
Referral	0	0	0

EMERGENCY POLICIES AND PROCEDURES

1. Each classroom and lounge area in the school has a fire evacuation route posted for easy view by staff and students. Periodic fire drills are conducted and documentation of the drill placed on file in the Campus Director's office.
2. All faculty and staff are made aware of emergency procedures at orientation or in the staff meetings to ensure all safety precautions have been met.
3. To maintain safety and security, all visitors are required to sign in at the front desk. Only students, registered visitors and authorized personnel are allowed past the reception area.

Licensing/Approval Agencies

Burnett International College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414. Tallahassee, FL 32399-0400 - toll-free telephone number (888) 224-6684. The Boynton Beach Campus (license # 4436) has been authorized to offer the following Associate Degrees: Nursing, Medical Assistant, Pharmacy Management, and Physical Therapy Assistant. Additionally, CIE licenses the following Diploma-granting programs: Patient Care Technician, Pharmacy Technician and Practical Nursing.

The Burnett International College's Nursing Associate Degree program and Practical Nursing Diploma program are approved by the Florida Board of Nursing (FBON), 4052 Bald Cypress Way Bin CO2, Tallahassee, FL 32399-1701 - phone number (850) 245-4125. Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN) or NCLEX-PN for Licensed Practical Nurses.

Accreditation

Burnett International College is accredited by the Council on Occupational Education (COE), located at 7840 Roswell Road, Building 300, Suite 350, Atlanta, GA 30350, telephone number (770)-396-3898 and fax (770)-396-3790.

HOME OF THE LIONS

Burnett International College

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