

PROGRAMS

Foundation Math Course

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

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

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

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

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

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

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

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

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

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

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

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

Healthcare Management BS Degree (pg. 9) In the Lower Division Major and Core Courses, course number for Introduction to Human Resource Management is MAN 1300.

Healthcare Management BS Degree (pg. 9) Delete OST 1461 Medical Office Procedures (4 credits) and replace with HSA 2537 Electronic Health Records and Medical Office Procedures (4 credits).

Early Childhood Education AS Degree (pg. 15) In *all specializations*, delete EEC 2930 Early Childhood Education Capstone (2 credits), and replace with EEC 2935

Summative Project for Early Childhood Education (2 credits).

Medical Billing and Coding Certificate

(pg. 16) Delete the Major and Core Courses and replace with the following:

| | | |
|-----------|---|---|
| CGS 1240 | Computer Applications and Business Systems Concepts | 3 |
| E242 | Career Development | 2 |
| HIM 1110 | Anatomy and Pharmacology for Coders | 3 |
| HIM 1125 | ICD-CM Coding | 4 |
| HIM 1126C | ICD-PCS Coding | 4 |
| HIM 1258C | Ambulatory Care Coding | 3 |
| HIM 2272C | Medical Insurance and Billing | 3 |
| HIM 2410 | Health Information Law and Ethics | 4 |
| HIM 2940 | Medical Coding Practicum | 1 |
| HSC 1531 | Medical Terminology | 4 |
| MEA 2203 | Pathophysiology | 5 |

Medical Administration Diploma and AS Degree (pg. 18)

Delete this program page in its entirety and replace with the Medical Administration Diploma and AS Degree program page found on page 3 of this addendum.

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

Criminal Justice BS Degree (pg. 22) In the Upper Division General Education Courses, change the Math/Natural Sciences requirement to read as follows:

Math/Natural Sciences (Select 1 Math course)

Nursing BS Degree (pg. 26) Change caption to read:

RN to BSN Program/Nursing BS Degree Online Only

School of Nursing Mission Statement (pgs. 26 and 28)

Delete the School of Nursing Mission Statement in its entirety and replace with the following:

School of Nursing Mission Statement

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

Practical Nursing Diploma (pg. 29) Insert the following beneath "TOTAL PROGRAM CREDITS:"

This program is offered at the Fort Myers, Land O' Lakes, Ocala School of Nursing, and Tampa/Brandon campuses.

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

Information Technology Management BS Degree (pg. 37)

Delete CET 2660C Networking Security, 3 credits, and replace with: CIS 3055 Principles of Network Security, 3 credits.

Arkansas General Education Course Requirements – Bachelor of Science Degree Programs (pg. 43) Delete “Science” section in its entirety and replace with the following:

Science

Baccalaureate students must transfer in two science courses and accompanying laboratories.

Science note:

- *Students enrolled in Health Information Management BS must transfer two science courses and accompanying laboratories, including a science course and laboratory that is equivalent to PHA 1500 Structure and Function of the Human Body.*

Arkansas General Education Course Requirements – Bachelor of Science Degree Programs (pg. 44) Delete “Social Sciences notes” section and replace with the following:

Social Sciences notes:

- *Students enrolled in Criminal Justice BS must select General Psychology and Introduction to Sociology.*
- *Students enrolled in Accounting BS, Business Management BS, Healthcare Management BS, or International Business BS must select Macroeconomics and Microeconomics.*

SCHOOL OF HEALTH SCIENCES

MEDICAL ADMINISTRATION • DIPLOMA • AS DEGREE

DIPLOMA

Career Opportunities:

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

OBJECTIVE:

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

FOUNDATION COURSES

| | | |
|------|--------------------------------|---|
| B080 | Reading and Writing Strategies | 4 |
| B087 | Practical Math | 4 |

GENERAL EDUCATION COURSES

LOWER DIVISION

Communication (Select 1 course) 4

Math/Natural Sciences (Required course)

PHA 1500 Structure and Function of the Human Body 4

MAJOR AND CORE COURSES

LOWER DIVISION

| | | |
|-----------|---|---|
| CGS 1240 | Computer Applications and Business Systems Concepts | 3 |
| E242 | Career Development | 2 |
| HIM 1258C | Ambulatory Care Coding | 3 |
| HIM 1311 | ICD Coding | 3 |
| HIM 2272C | Medical Insurance and Billing | 3 |
| HSA 1050 | Customer Service in Healthcare | 1 |
| HSA 2537 | Electronic Health Records and Medical Office Procedures | 4 |
| HSC 1410 | Medical Writing, Style, and Grammar | 3 |
| HSC 1531 | Medical Terminology | 4 |
| HSC 2641 | Medical Law and Ethics | 4 |
| MEA 1243 | Pharmacology for the Allied Health Professional | 4 |
| MEA 2203 | Pathophysiology | 5 |
| MTS 2005 | Introduction to Medical Transcription | 4 |
| OST 1100C | Keyboarding I | 3 |
| OST 2240 | Medical Transcription | 3 |
| OST 2465 | Medical Administration Capstone | 1 |

Total Diploma Credits

| | |
|---------------------------|----|
| General Education Credits | 8 |
| Major and Core Credits | 50 |

TOTAL DIPLOMA CREDITS 58*

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

AS Degree

Career Opportunities:

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

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

| | |
|---|---|
| English Composition (Required course) | |
| ENC 1101 English Composition | 4 |
| Humanities (Select 2 courses) | 8 |
| Math/Natural Sciences (Select 1 course other than PHA 1500) | 4 |
| Social Sciences (Select 2 courses) | 8 |

MAJOR AND CORE COURSES

LOWER DIVISION

| | |
|---------------------------------|---|
| ACG 1022 Financial Accounting I | 4 |
| HSA 2117 US Healthcare Systems | 4 |

| | |
|----------------------------------|------------|
| Total Associate's Degree Credits | |
| General Education Credits | 32 |
| Major and Core Credits | 58 |
| Total AS Degree Credits | 90* |

SEE PAGE 46 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

SCHOOL OF HEALTH SCIENCES

MEDICAL ASSISTING • DIPLOMA • AS DEGREE

DIPLOMA

Career Opportunities:

- *Medical Assistant*
- *Medical Office Administrative Assistant*

OBJECTIVE:

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

FOUNDATION COURSES

| | | |
|------|--------------------------------|---|
| B080 | Reading and Writing Strategies | 4 |
| B087 | Practical Math | 4 |

GENERAL EDUCATION COURSES

LOWER DIVISION

| | |
|---------------------------------------|---|
| English Composition (Required course) | 4 |
| ENC 1101 English Composition | |

MAJOR AND CORE COURSES

LOWER DIVISION

| | | |
|----------|---|---|
| E242 | Career Development | 2 |
| HSA 1050 | Customer Service in Healthcare | 1 |
| HSA 2537 | Electronic Health Records and Medical Office Procedures | 4 |
| HSC 1531 | Medical Terminology | 4 |
| HSC 2641 | Medical Law and Ethics | 4 |
| MEA 1102 | Introduction to Medical Assisting | 3 |
| MEA 1206 | Clinical Skills I | 4 |
| MEA 1207 | Clinical Skills II | 4 |
| MEA 1243 | Pharmacology for the Allied Health Professional | 4 |
| MEA 2203 | Pathophysiology | 5 |
| MEA 2267 | Laboratory Skills for Medical Assisting | 4 |
| MEA 2290 | Radiography Skills | 3 |
| MEA 2804 | Medical Assistant Externship | 8 |
| MEA 2820 | Medical Assisting Capstone | 2 |
| PHA 1500 | Structure and Function of the Human Body | 4 |

Total Diploma Credits

| | |
|---------------------------|----|
| General Education Credits | 4 |
| Major and Core Credits | 56 |

TOTAL DIPLOMA CREDITS

60*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

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

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

AS DEGREE

Career Opportunities:

- *Medical Assistant*
- *Medical Office Administrative Assistant*

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES

LOWER DIVISION

| | |
|---|---|
| Communication (Select 1 course) | 4 |
| Humanities (Select 2 courses) | 8 |
| Math/Natural Sciences (Select 2 courses) | 8 |
| Social Sciences (*Required, Select 1 additional course) | 8 |
| PSY 1012 General Psychology* | |

MAJOR AND CORE COURSES

LOWER DIVISION

| | |
|--|---|
| CGS 1240 Computer Applications and Business Systems Concepts | 3 |
|--|---|

Total Associate's Degree Credits

| | |
|---------------------------|----|
| General Education Credits | 32 |
| Major and Core Credits | 59 |

TOTAL AS DEGREE CREDITS

91*

SEE PAGE 42 FOR GENERAL EDUCATION COURSE SELECTIONS

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

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

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

This program requires specific immunizations prior to professional practice experience.

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

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

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

COURSE DESCRIPTIONS

B080 Reading and Writing Strategies (pg. 47) Delete this course description in its entirety and replace with the following:

B080 Reading and Writing Strategies
40 hours, 4 credits

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

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

B087 Practical Math (pg. 47) Delete this course description in its entirety and replace with the following:

B087 Practical Math
40 hours, 4 credits

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

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

B099 Foundations of Math (pg. 47) Effective October 1, 2012, delete this course description.

BSC 2087C Human Anatomy and Physiology I (pg. 47)
This course has 60 hours, 5 credits.

BSC 2089C Human Anatomy and Physiology II (pg. 47)
This course has 60 hours, 5 credits.

CCJ 3706 Statistics for Criminal Justice (pg. 48) Change prerequisite to College-level Math course.

CIS 3055 Principles of Network Security (pg. 49) Add the following course description:

CIS 3055 Principles of Network Security
40 hours, 3 credits

This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered

include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.

Prerequisite: Networking Fundamentals

CNT 3003 Advanced Network Security (pg. 50) Change prerequisites to: Cisco Networking Fundamentals and Routing; Principles of Network Security

DIG 4432 Storyboard Development for Digital Media (pg. 53) Change prerequisite to Digital Media Production.

E170 Introduction to Undergraduate Research (pg. 54) Revise this course description to read as follows:

E170 Introduction to Undergraduate Research
20 hours, 2 credits

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

Prerequisite: none

EEC 1735 Health, Safety, Nutrition/CDA Application (pg. 54) Change prerequisite to Early Childhood Education Curriculum and Instruction.

EEC 2935 Summative Project for Early Childhood Education (pg. 55) Add the following course description:

EEC 2935 Summative Project for Early Childhood Education
20 hours, 2 credits

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

Prerequisite: none

GEB 4305 Statistics for Managers (pg. 56) Change prerequisite to College-level Math course.

GEB 4310 Statistics for Business (pg. 56) Delete the course description in its entirety, and replace with the following:

GEB 4310 Statistics for Business
40 hours, 4 credits

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

Prerequisite: None

GEB 4520 Legal and Ethical Environment of Business (pg. 56) Change prerequisite to Business Ethics or Business Law.

HIM 1110 Anatomy and Pharmacology for Coders (pg. 56) Add the following course description:

HIM 1110 Anatomy and Pharmacology for Coders
30 hours, 3 credits

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

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

HIM 1125 ICD-CM Coding (pg. 56) Add the following course description:

HIM 1125 ICD-CM Coding
40 hours, 4 credits

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

Prerequisite: Anatomy and Pharmacology for Coders; Pathophysiology

HIM 1126 ICD-PCS Coding (pg. 56) Add the following course description:

HIM 1126C ICD-PCS Coding
40 hours, 4 credits

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

Prerequisite: ICD-CM Coding

HIM 1258C Ambulatory Care Coding (pg. 5) Change prerequisite to Intermediate ICD-PCS Coding or ICD Coding.

HIM 1311 ICD Coding (pg. 56) Add the following course description:

HIM 1311 ICD Coding
30 hours, 3 credits

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

Prerequisite: Medical Terminology

Prerequisite or Co-requisite: Pathophysiology

HSA 1050 Customer Service in Healthcare (pg. 57) Add the following course description:

HSA 1050 Customer Service in Healthcare
10 hours, 1 credit

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

Prerequisite: none

HSA 2537 Electronic Health Records and Medical Office Procedure (pg. 57) Add the following course description:

HSA 2537 Electronic Health Records and Medical Office Procedures
40 hours, 4 credits

This course is designed to provide students with an understanding of the administrative duties performed in

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

Prerequisite: Medical Terminology

HSA 3110 Introduction to Healthcare Administration (pg. 57) Change prerequisites to: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

HSA 3751 Healthcare Statistics (pg. 58) Change prerequisites to: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course.

MAN 4240 Organizational Behavior Analysis (pg. 59) Change prerequisite to “none.”

MEA 1102 Introduction to Medical Assisting (pg. 60) Add the following course description:

**MEA 1102 Introduction to Medical Assisting
40 hours, 3 credits**

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

MEA 1206 Clinical Skills I (pg. 60) Delete prerequisites/co-requisites and replace with the following:
Prerequisites: Introduction to Medical Assisting and Medical Terminology

MEA 1207 Clinical Skills II (pg. 60) Delete prerequisites/co-requisites and replace with the following:
Prerequisite: Clinical Skills I
Pre or Co-requisite: Structure and Function of the Human Body

MEA 2290 Radiography Skills (pg. 60) Delete prerequisite and replace with the following:
Prerequisite: Structure and Function of the Human Body

MEA 2804 Medical Assistant Externship (pg. 60) Delete this course description in its entirety and replace with the following:

**MEA 2804 Medical Assistant Externship
240 hours, 8 credits**

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

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

MEA 2820 Medical Assisting Capstone (pg. 60) Add the following course description:

**MEA 2820 Medical Assisting Capstone
20 hours, 2 credits**

In conjunction with the Medical Assisting Externship (MEA 2804), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class. Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).

Prerequisite: none
Co-requisite: Medical Assisting Externship

NUR 3177 Health Assessment (pg. 61) Delete this course description in its entirety and replace with the following:

**NUR 3177 Health Assessment
40 hours, 4 credits**

This course provides an opportunity for students to develop proficiency in comprehensive health assessment as viewed through the lens of holistic, patient-centered care. Assignments designed to develop knowledge and skills for obtaining and recording a systematic, comprehensive health history and physical examinations of the adult client are integrated within the course. Opportunities will be presented to provide for the collaboration and integration of physiological, psychological, and sociocultural issues and theories as they apply to the findings obtained in the comprehensive health assessments. Collaborating with interprofessional teams, utilizing evidence-based treatment guidelines, and

additional updated information needed to promote safe clinical practice in the nursing setting will be utilized to gather and analyze data relevant to common health problems.

Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Applied Pathophysiology

NUR 3205 Applied Pathophysiology (pg. 61) Delete this course description in its entirety and replace with the following:

NUR 3205 Applied Pathophysiology
40 hours, 4 credits

This course is designed to enhance the student's knowledge and understanding of pathophysiological concepts and processes related to human illness and disease. A patient centered systems approach is used to explore the pathophysiology, etiologies, risk factors, clinical presentation, and diagnostics of selected illness and disease. This course will aid in the student's ability to develop sound nursing practice, critical reasoning abilities, and foster skills that provide safe, quality patient care.

Prerequisite: Quality and Safety in Nursing Practice
Co-requisite: Health Assessment

NUR 3418 Introduction to Alternative and Complementary Therapies (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 3418 Introduction to Alternative and Complementary Therapies
40 hours, 4 credits

This course provides an introduction to the use of complementary and alternative therapies used in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural alternative medicine theories, practice environments and interventions that can be integrated safely into nursing and/or the nurse's personal lifestyle. The philosophical assumptions of complementary and alternative approaches will be examined through the application of critical thinking and the scientific evidence body of knowledge.

Prerequisite: Advanced Pathophysiology
Co-requisite: Transcultural Nursing

NUR 3508 Quality and Safety in Nursing Practice (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 3508 Quality and Safety in Nursing Practice
40 hours, 4 credits

This course focuses on the critical review of current quality and safety issues in healthcare and nursing. "Quality & Safety Education for Nurses" (QSEN), "Institute of Medicine" (IOM) reports, regulatory bodies, and the

impact of Magnet Status are identified and examined within the course. Students will increase their understanding of best practices, safety standards, and quality initiatives in the healthcare setting. Emphasized within this course is the Quality and Safety Education for Nurse (QSEN) Competencies. This course examines QSEN as a conceptual framework which can lead to improvement of patient safety outcomes through managing human behavior and system design.
Prerequisite or Co-requisite: Dimensions of Professional Nursing

NUR 3655 Transcultural Nursing (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 3655 Transcultural Nursing
40 hours, 4 credits

This course recognizes the importance of providing and incorporating cultural beliefs and experiences of patients, families, and their health care professionals within the care setting. Topics include: comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms and the impact on health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the patient will be demonstrated within this course.

Prerequisites: Quality and Safety in Nursing Practice;
Health Assessment
Co-requisites: Introduction to Alternative and Complementary Therapies

NUR 3816 Dimensions of Professional Nursing (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 3816 Dimensions of Professional Nursing
40 hours, 4 credits

This course investigates the evolution of nursing with an emphasis on professional values, standards and ethics. Students will explore how social and economic factors influence the nursing practice. This course includes an overview of major contemporary issues in nursing with a critical-thinking approach to evidence-based nursing practice. Opportunities will be presented that provide for strengthening critical thinking skills and the development of a personal philosophy statement of nursing practice. Prerequisites: Current, unencumbered RN license that is valid in the United States. Completion of all college prep course work, including a minimum of 32 credit hours of transferable general education course work required for admission to the program.

Co-requisite: Quality and Safety in Nursing Practice

NUR 4165 Nursing Research (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 4165 Nursing Research
40 hours, 4 credits

This course is designed to develop the skills required to read, comprehend, analyze, and utilize research as it applies to healthcare. Students will be required to identify and appraise best evidence research that supports nursing practice. Further emphasis is placed on developing skills to become astute consumers of nursing research; such as examining literature reviews and analyzing data. Issues related to implementation and integration of best evidence in practice will be included in this course.

Prerequisites: Quality and Safety in Nursing Practice
Co-requisites: Nursing Informatics

NUR 4529 Public Health and Community Nursing (pg. 62)
Delete this course description in its entirety and replace with the following:

NUR 4529 Public Health and Community Nursing
40 hours, 4 credits

This course provides an overview of concepts and theories related to public health/community health nursing. The role of the professional nurse in sustaining and promoting health among diverse populations is explored. Topics include core functions and essentials of public health, health promotion and prevention, population focused practice, community assessment, and interdisciplinary collaboration. Principles of epidemiology and the influence of factors impacting health and well-being of local and global communities are incorporated. This course provides the student the opportunity to demonstrate critical thinking and collaborative communication through community assessment.

Prerequisite: Transcultural Nursing; Nursing Research
Co-requisite: Leadership and Management in Nursing

NUR 4773 Leadership and Management in Nursing (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 4773 Leadership and Management in Nursing
40 hours, 4 credits

This course explores leadership theories and concepts that impact the professional role of nursing. Emphasis will be placed on nursing leadership roles that create a culture of advocacy, safety and quality through individual and team performance. The student will develop knowledge related to improvement priorities in the work environment that will encourage organizational excellence. Additional topics include leadership styles, decision making, planned change, conflict resolution, communication, finance, healthcare policy, legal issues, and evaluation.

Prerequisites: Successful completion of all other BSN courses

Co-requisite: Public Health and Community Nursing

NUR 4870 Nursing Informatics (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 4870 Nursing Informatics
40 hours, 4 credits

This course integrates nursing science, information science, computer science and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including; efficiency and productivity, patient safety, confidentiality, and healthcare outcomes. With innovations in healthcare technology, unique opportunities and challenges for the nurse will be considered and addressed in this course.

Prerequisites: Quality and Safety in Nursing Practice
Co-requisites: Nursing Research

NUR 4909 Nursing Capstone (pg. 62) Delete this course description in its entirety and replace with the following:

NUR 4909 Nursing Capstone
40 hours, 4 credits

This course is designed to provide students with the opportunity to synthesize and comprehensively apply and integrate theoretical and clinical experiences from previous nursing courses into a capstone experience. Students will use critical thinking skills and evidence-based practice to promote patient centered nursing care that encompasses quality and safety. Students will plan and implement a practicum experience consistent with the professional standards of the baccalaureate nurse essentials. The capstone preceptorship supports the role transformation of students and promotes clinical competence at the BSN preparation level.

Prerequisites: Successful completion of all other BSN courses

and/or

Co-requisite: Leadership and Management in Nursing

OST 1461 Medical Office Procedures (pg. 62) Delete this course description.

OST 2240 Medical Transcription (pg. 62) Add the following course description:

OST 2240 Medical Transcription

60 hours, 3 credits

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

Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

Student Investment Disclosure Information (pg. 68) Insert the following immediately beneath the “School of Health Sciences” table:

Non-Florida residents enrolling in the Health Information Technician Associate’s degree program will be charged \$395 per credit, bringing total Tuition and Fees for non-Florida residents to \$35,550.

College Acceptance or Rejection of Application for Admission (pg. 73) In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

Entrance Assessment (pg. 74) Effective October 1, 2012, delete the Entrance Assessment table in its entirety and replace with the following:

Entrance Assessment

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

| Subject | Score | Course Placement |
|---------|---------------------|--|
| Writing | 0-16 items correct | Not eligible for admission |
| Writing | 17-24 items correct | B080 Reading and Writing Strategies |
| Writing | 25-35 items correct | ENC 1101 English Composition |
| Math | 0-16 items correct | B087 Practical Math |
| Math | 17-35 items correct | Lower-division Math/Natural Sciences coursework |

Background Checks (pg. 74) Delete this section in its entirety and replace with the following:

Background Checks

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

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

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science

- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Assisting (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Medical Billing and Coding
- Medical Laboratory Technician (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Paralegal
- Pharmacy Technician
- Practical Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Professional Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Professional Nursing: Mobility Entrance Option (Florida, Illinois, North Dakota, and Wisconsin campuses only)
- Surgical Technologist (Florida, Illinois, North Dakota, and Wisconsin campuses only)

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

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

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

General Criminal and FDLE Background Check Process:

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

determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.
- If a student chooses to appeal his/her termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

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

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

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

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

Minnesota Department of Human Services Background Check Process

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

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

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

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

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

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

Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs (pg. 74)

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

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

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

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

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

Applicants must pay a \$75 non-refundable testing fee (covering the exam, and the study guide to be issued to the student) at time of scheduling. Applicants will take the Evolve A2 at a Rasmussen College campus. To be considered for admissions, applicants must achieve a score of 70% in the areas of Math, Vocabulary, Reading, and Grammar.

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

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

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

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

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

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

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

Applying for Admission into the School of Nursing (pg. 75)

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

Applying For Admission into the School of Nursing

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

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

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

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

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

- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator

- Criminal Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

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

Applying for Admission into Law Enforcement Programs

(pg. 75) Delete 6th paragraph, that begins: "Upon completing the application process, the completed files will be reviewed..." and replace with the following:

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

Rasmussen College Early Honors Program Terms and Conditions (pg. 75) Delete this section in its entirety and replace with the following:

Rasmussen College Early Honors Program Terms and Conditions

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

- Students must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Students must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Students must submit a signed Early Honors High School Approval Form.
- Students must be high school seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Student must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- A maximum of 20 Early Honors students will be accepted per quarter, per campus.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Seniors may take up to 4 credits per quarter without a tuition charge. The student must meet with the Director of Admissions and Dean before being accepted to ensure the student meets all criteria and requirements, and to approve the schedule. After receiving a grade of B or higher in his/her first class, the student can request a second class for the second quarter. A maximum of 24 credits per student can be taken in the Early Honors Program.
- Applicants will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog. Nursing courses designated with a "PN", "PRN", "NU" or "NUR" are not available to Early Honors students.
- Students must cover the cost of textbooks and supplies for each course. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific information on each course, including textbook prices and technology requirements.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Students who elect to pursue their education at another academic institution will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Students may apply to a full program of study by completing an Application for Admission.

Primary Sources of Financial Aid and How to Apply (pg. 76) Under “Federal Loan Programs: Federal Parent Loan for Undergraduate Students (PLUS)”, change the “Amount per Year” information (third column) to read, “Up to college cost of attendance” and change the “Application” information (fourth column) to read, “PLUS application and Promissory Note processed through College and Lender.”

Scholarship and Grant Programs – High School

Professional Program (pg. 77) Include Kansas in the list of states in which this program is available.

Foundation Courses Timeframe (pg. 78) Effective October 1, 2012, delete this section in its entirety and replace with the following:

Foundation Courses Timeframe

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

Foundation Course Grading (pg. 78) Effective October 1, 2012, delete this section in its entirety and replace with the following:

Foundation Course Grading

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

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

| | |
|--------------------------------|--------------|
| Reading and Writing Strategies | |
| SX 73% or higher | UX Below 73% |
| Practical Math | |
| SX 73% or higher | UX Below 73% |

Nursing Program Grade Scale (pg. 78) Delete this section in its entirety and replace with the following:

NURSING PROGRAMS GRADE SCALE

Students are required to earn at least a “C” in their Nursing courses. This applies to all NU, NUR, HUN, PN,

and PRN coursework level 000 through 4999. The grading scale for these courses is as follows:

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

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

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

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

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

Repeating Courses Policy (pg. 78) Delete this section in its entirety and replace with the following:

REPEATING COURSES POLICY

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

The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

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

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

Academic Overload Policy for Five and Six Week Courses (pg. 80) Add the following policy immediately following the "Academic Overload Policy":

Academic Overload Policy for Five and Six Week Courses

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

requests for transfer students must follow the Academic Overload Policy for the full term. The Academic Overload Approval Form is available through a Student Advisor.

Drop/Add Period for Five and Six Week Courses (pg. 80) Add the following policy immediately following the "Drop/Add Class Policy":

Drop/Add Period for Five and Six Week Courses

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

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

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the five or six week term and on or before the third Friday of the term, students will receive a W/WD on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.
3. Following the third week of the five or six week term, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period. Students who fail to notify the College that they wish to withdraw from a class are still scheduled in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

RN to Bachelor of Science Nursing (RN to BSN) Transfer Policy (pg. 82) Delete the last bullet point in its entirety and replace with the following:

- The total percentage of credits that may be transferred into the program is 75%.

School of Technology and Design Waivers (pg. 82) Delete this section in its entirety and replace with the following:

School of Technology Waivers

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.

- Course waivers will be considered for specific courses within the School of Technology related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).

Weapons Policy (pg. 85) Delete this section in its entirety and replace with the following:

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited items include but are not limited to firearms, BB/pellet guns, slingshots, paint guns, arrows, swords and knives other than cooking utensils and utility/pocket knives with a blade length of 3 inches or less. Prohibited items include weapons that are loaded or unloaded, functioning or non-functioning, and anything that could be perceived as a weapon, including toys and weapons used for decorative, display and/or simulation purposes. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is permitted. This policy includes both campus buildings and offsite events sponsored and controlled by the College including graduation ceremonies, internships, and clinical sites. This policy does not include Rasmussen College parking lots, where weapons are allowed to be stored in private vehicles unless prohibited by a separate parking facility owner or operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Alabama Residents: School of Education (pg. 86) Insert below "Disclosure Policy":

Alabama Residents: School of Education

Alabama Students: Contact the Teacher Education and Certificate Division of the Alabama State Department of Education at (334) 242-0035 or www.alsde.edu to verify that these programs qualify for teacher certification, endorsement, and/or salary benefits.

Tuition Table (pg. 88) Insert the following immediately beneath "School of Health Sciences: Medical Assisting:"

School of Health Sciences: Health Information Technician
\$350 per credit (\$395 per credit for non-Florida residents)

Tuition Table (pg. 88) Make the following changes for new starts and re-entering students as of **January 2013**:

- Change the first bullet point below the table to read: "There is a required course materials fee of \$150 per course."
- Change the second bullet point below the table to read: "Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$150 for every course over four courses."
- Change the fourth bullet point below the table to read: "Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees."

Florida Cancellation, Termination, Refund Policy (pg. 88)

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

Florida Cancellation, Termination, Refund Policy

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

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund any amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$150 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion

of 60% of the Period of Instruction, no refund will be made.

- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Refund Policy for Iowa Residents (pg. 89) Insert the following after Florida Cancellation, Termination, and Refund Policy:

Refund Policy for Iowa Residents:

- a. In accordance with Iowa code 714.23, students who are residents of the state of Iowa shall receive a pro rata refund of tuition charges if they withdraw from an educational program at Rasmussen College, calculated as follows: Not less than ninety percent of the amount of tuition charged to the student, multiplied by the ratio of the number of calendar days remaining in SIXTY PERCENT OF the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period to the total number of calendar days in the school period until the date equivalent to the completion of sixty percent of the calendar days in the school period.
- b. Notwithstanding the paragraph above, the following tuition refund policy shall apply: If a terminating student has completed sixty percent or more of a school period, no tuition refund will be granted. However, if, at any time, a student terminates a program due to the student's physical incapacity or, for a program that requires the student to attend physical classroom instruction due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- c. Notwithstanding the two paragraphs above, this portion of the policy applies if and when the Rasmussen College cohort default rate for students under the Stafford loan program as

reported by the US Department of Education for the most recent federal fiscal year is more than 110% of the national average rate of all schools, or six percent, whichever is higher. In this case a terminating student shall receive a refund of tuition charges in an amount that is not less than ninety percent of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

- d. Tuition refunds shall be provided to the student within forty-five days following the date of the determination that a student has terminated enrollment. No specific fee or penalty for termination will be charged, other than a reduction in tuition as specified above.
- e. In compliance with Iowa Code 714.23, the \$150.00 course materials fee will be refunded for students who are residents of the state of Iowa.

Non Federal Refund Distribution Policy – For Illinois and Wisconsin Campuses (pg. 90) Delete this section in its entirety and replace with the following:

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

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

Veterans Refund (pg. 90) Delete this section in its entirety and replace with the following:

Veterans Refund

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