PROGRAMS

Foundation Math Course
On all program pages that include Foundation Courses, delete B094 Geometry (4 credits).

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

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

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

D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
M120	Medical Terminology	4
M121	Anatomy and Pharmacology for Coders	3
M131	ICD-CM Coding	4
M132	ICD-PCS Coding	4
M141	Ambulatory Care Coding	3
M209	Medical Insurance and Billing	3
M232	Pathophysiology	5
M243	Health Information Law and Ethics	4
M251	Medical Coding Practicum	1

Medical Administration Diploma (pg. 18) Delete the General Education Courses – "English Composition" section, and replace with the following:

Communication (Required course)		4
G227	Oral Communication	

Medical Administration Diploma (pg. 18) Delete the Major and Core Courses, and replace with the following:

D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2
G150	Structure and Function of the Human Body	4
M100	Customer Service in Healthcare	1
M120	Medical Terminology	4
M130	Medical Writing, Style, and Grammar	3
M133	ICD Coding	3
M141	Ambulatory Care Coding	3
M202	Introduction to Medical Transcription	4
M209	Medical Insurance and Billing	3
M214	Medical Transcription	3
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M270	Electronic Health Records and Medical Office Procedures	4
M290	Medical Administration Capstone	1
MA135	Pharmacology for the Allied Health Professional	4
S115	Keyboarding I	3

Total Diploma Credits

General Education Credits	4
Major and Core Credits	54
TOTAL DIPLOMA CREDITS	**58***

Medical Administration Diploma (pg. 18) Delete the background check requirement.

Medical Administration AAS Degree (pg. 18) Delete the General Education Courses – "Communication" section, and replace with the following:

English Composition (Required course)		4
G124	English Composition	

Medical Administration AAS Degree (pg. 18) Delete the Major and Core Courses and replace with the following:

A140	Financial Accounting I	4
H200	US Healthcare Systems	4

Total Associate's Degree Credits

General Education Credits	34-35
Major and Core Credits	62
TOTAL AAS DEGREE CREDITS	**96-97***

Medical Administration AAS Degree (pg. 18) Delete the background check requirement.

Medical Assisting Diploma and AAS Degree (pg. 19) Delete this program page in its entirety and replace with the Medical Assisting Diploma and AAS Degree program page found on page 3 of this addendum.

Fire Science AAS Degree (pg. 23) Insert the following: *Program-specific Fire Science (FS) coursework is available only at the Romeoville/Joliet campus.*

Information Technology Management BS Degree (pg. 29) Under General Education Courses, course number for English Composition 2 is G126A.

Information Technology Management BS Degree (pg. 29) Delete N141 Networking Security, 3 credits, and replace with: N307 Principles of Network Security, 3 credits

Cyber Security BS Degree (pg. 31) Under General Education Courses, course number for English Composition 2 is G126A.

General Education Course Selections – All Bachelor's Degree Programs (pg. 38) Change caption on left-hand column to "All Bachelor's Degree Programs (Except Computer Science)".

General Education Course Selections (pg. 38) Insert the following General Education course selection table for the Computer Science BS Degree Program:

COMPUTER SCIENCE BS DEGREE PROGRAM

English Composition

G124	English Composition*	4
G126A	English Composition 2*	4

Communication

G227	Oral Communication*	4

Humanities and Fine Arts

G125	Humanities	4
G145	Film Appreciation	4
G147	Art Appreciation	4
G224	Introduction to Critical Thinking*	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
G333	American Religious History	4

Mathematics

G246	Advanced Algebra*	5
G247	Introduction to Discrete Mathematics*	4

Natural Sciences

G156	Human Biology*	4
G156L	Human Biology Lab*	2
G239	Introduction to Astronomy*	4
G245	Introduction to Geology*	4

Social and Behavioral Sciences

G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G149	Technology and Society	4
G200	Understanding Cultures	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United State History: 1900 to the Present	4
G401	Comparative Politics	4

G142	Introduction to Sociology	4
G146	Human Geography	4
G148	General Psychology	4
G149	Technology and Society	4
G200	Understanding Cultures	4
G203	Macroeconomics	4
G204	Microeconomics	4
G242	American/U.S. National Government	4
G270	United State History: 1900 to the Present	4
G401	Comparative Politics	4

Required courses

Required courses

General Education Course Selections – All Associate's Degree Programs (pg. 38) Change caption on middle column to "All Associate's Degree Programs (Except Software Application Development)".

General Education Course Selections (pg. 38) Insert the following General Education course selection table for the Software Application Development AAS Degree program:

SOFTWARE APPLICATION DEVELOPMENT AAS DEGREE PROGRAM

English Composition

G124	English Composition*	4

Communication

G227	Oral Communication*	4

Humanities and Fine Arts

G125	Humanities	4
G145	Film Appreciation	4
G147	Art Appreciation	4
G224	Introduction to Critical Thinking*	4
G230	Introduction to Literature	4
G238	Conversational Spanish	4
G333	American Religious History	4

Mathematics

G246	Advanced Algebra*	5
G247	Introduction to Discrete Mathematics*	4

Natural Sciences

G156	Human Biology*	4
G156L	Human Biology Lab*	2

Social and Behavioral Sciences

This addendum replaces all previously issued versions.

SCHOOL OF HEALTH SCIENCES

MEDICAL ASSISTING ● DIPLOMA ● AAS DEGREE

DIPLOMA

Career Opportunities:
• *Medical Assistant*
• *Medical Office Administrative Assistant*

OBJECTIVE:

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

FOUNDATION COURSES

B080	Reading and Writing Strategies	4
B095	Combined Basic and Intermediate Algebra	4

GENERAL EDUCATION COURSES

English Composition (Required course)		4
G124	English Composition	
Natural Sciences (Required course)		4
G150	Structure and Function of the Human Body	

MAJOR AND CORE COURSES
LOWER DIVISION

E242	Career Development	2
M100	Customer Service in Healthcare	1
M120	Medical Terminology	4
M230	Medical Law and Ethics	4
M232	Pathophysiology	5
M270	Electronic Health Records and Medical Office Procedures	4
MA102	Introduction to Medical Assisting	3
MA110	Clinical Skills I	4
MA135	Pharmacology for the Allied Health Professional	4
MA145	Clinical Skills II	4
MA225	Laboratory Skills for Medical Assisting	4
MA250	Radiography Skills	3
MA265	Medical Assistant Externship	8
MA285	Medical Assistant Capstone	2

Total Diploma Credits

General Education Credits	8
Major and Core Credits	52
TOTAL DIPLOMA CREDITS	**60***

SEE PAGE 38 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.

AAS DEGREE

Career Opportunities:
• *Medical Assistant*
• *Medical Office Administrative Assistant*

OBJECTIVE:

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

IN ADDITION TO ALL DIPLOMA COURSES

GENERAL EDUCATION COURSES
LOWER DIVISION

Communication (Required course)		4
G227	Oral Communication	
Humanities and Fine Arts (Select 1 course)		4
Math (Required course)		5
G195	College Statistics	
Natural Sciences (Required courses)		6
G156	Human Biology	
G156L	Human Biology Lab	
Social and Behavioral Sciences (*Required, Select 1 additional course)		8
G148	General Psychology	

MAJOR AND CORE COURSES

D132	Computer Applications and Business Systems Concepts	3

Total Associate's Degree Credits

General Education Credits	35
Major and Core Credits	55
TOTAL AAS DEGREE CREDITS	**90***

SEE PAGE 38 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. 40) 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.

B094 Geometry (pg. 40) Delete this course description.

B370 Organizational Behavior Analysis (pg. 41) Change prerequisite to "none."

B421 Statistics for Business (pg. 41) Delete the course description in its entirety, and replace with the following:

B421 Statistics for Business
40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: None

B444 Statistics for Managers (pg. 41) Change prerequisite to College-level Math course.

B491 Legal and Ethical Environment of Business (pg. 42) Change prerequisite to Business Ethics or Business Law.

E170 Introduction to Undergraduate Research (pg. 42) Revise this course description to read as follows:

E170 Introduction to Undergraduate Research
20 hours, 2 credits
This course provides a broad overview of information literacy concepts by introducing skills for locating, evaluating, and ethically using a variety of resources for a specific purpose. The course begins with the information cycle and the production of information, followed by the identification of a topic & research question, and the selection, evaluation and integration of sources into an annotated bibliography.
Prerequisite: none

EC121 Health, Safety, and Nutrition/CDA Application (pg. 42) Change prerequisite to Early Childhood Education Curriculum and Instruction

EC295 Summative Project for Early Childhood Education (pg. 43) Add the following course description:

EC295 Summative Project for Early Childhood Education
20 hours, 2 credits
The course will include student reflection upon cumulative learning from the early childhood education program. Students will critically analyze, reflect and problem solve experiences in the field of early childhood. Students will identify specialization-specific knowledge to inform best practices. Students will compile research and select the best application(s) to improve care and education for young children.
Prerequisite: none

H300 Introduction to Healthcare Administration (pg. 45) Change prerequisites to: US Healthcare Systems; Principles of Management; Introduction to Human Resource Management; Electronic Health Records and Medical Office Procedures

H350 Healthcare Statistics (pg. 45) Change prerequisites to: Introduction to Healthcare Administration or Introduction to Health Information Management; College-level Math course.

J360 Statistics for Criminal Justice (pg. 47) Change prerequisite to College-level Math course.

M100 Customer Service in Healthcare (pg. 48) Add the following course description:

M100 Customer Service in Healthcare
10 hours, 1 credit
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none

M121 Anatomy and Pharmacology for Coders (pg. 48) Add the following course description:

M121 Anatomy and Pharmacology for Coders
30 hours, 3 credits

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

M130 Medical Writing, Style and Grammar (pg. 48) Add the following course description:

M130 Medical Writing, Style and Grammar
30 hours, 3 credits
A focused look at English Grammar, punctuation and sentence structure that will lend to accurate and appropriate medical documents being transcribed or edited. Common English language needs in medical transcription are explored, as well as correct use of number formatting, capitalization and abbreviations. Alike words will be studied and practiced and a medical terminology review will be mandatory.
Prerequisite: none

M132 ICD-PCS Coding (pg. 48) Add the following course description:

M132 ICD-PCS Coding
40 hours, 4 credits
This course provides in-depth study of the International Classification of Diseases-Procedure Coding System (ICD-PCS) using sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-PCS coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems. Use of coding and grouper software will be used as well as the use of registries and indices.
Prerequisite: ICD-CM Coding

M133 ICD Coding (pg. 48) Add the following course description:

M133 ICD Coding
30 hours, 3 credits
This course provides a thorough overview of the International Classification of Diseases (ICD) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation and will cover coding of all body systems.
Prerequisite: Medical Terminology
Prerequisite or Co-requisite: Pathophysiology

M141 Ambulatory Care Coding (pg. 48). Change prerequisite to ICD-PCS Coding or ICD Coding.

M200 Medical Office Procedures (pg. 48) Delete this course description.

M202 Introduction to Medical Transcription (pg. 48) Add the following course description:

M202 Introduction to Medical Transcription
40 hours, 4 credits
An introduction to the profession of medical transcription and medical editing. Topics covered will be the medical transcription process and the skills needed as well as technology and equipment used, work scenarios and work stations, employer expectations, salary methods, the job search, and professional associations. The student will explore the lifecycle of the patient record and how electronic health records impact the profession. Speech recognition and other technology will be presented along with resources that a medical transcriptionist will need to use on the job.
Prerequisite: Medical Terminology
Pre- or Co-requisite: Medical Writing, Style and Grammar

M214 Medical Transcription (pg. 48) Add the following course description:

M214 Medical Transcription
60 hours, 3 credits
The student will transcribe medical reports of medical specialties from CD-ROM, edit medical reports generated by speech recognition from various specialties, and apply knowledge of medical terminology, anatomy, and physiology to the transcription and editing process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms, as well as proper report format.
Prerequisites: Introduction to Medical Transcription; Medical Terminology; Keyboarding

M270 Electronic Health Records and Medical Office Procedure (pg. 48) Add the following course description:

M270 Electronic Health Records and Medical Office Procedures
40 hours, 4 credits
This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing,

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

MA102 Introduction to Medical Assisting (pg. 48) Add the following course description:

MA102 Introduction to Medical Assisting
40 hours, 3 credits
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none

MA110 Clinical Skills I (pg. 48) Delete prerequisites/co-requisites and replace with the following:
Prerequisites: Introduction to Medical Assisting and Medical Terminology

MA145 Clinical Skills II (pg. 49) Delete prerequisites/co-requisites and replace with the following:
Prerequisite: Clinical Skills I
Pre or Co-requisite: Structure and Function of the Human Body

MA241 Human Anatomy and Physiology I (pg. 49)
This course has 60 hours, 5 credits.

MA242 Human Anatomy and Physiology II (pg. 49)
This course has 60 hours, 5 credits.

MA250 Radiography Skills (pg. 49) Delete prerequisite and replace with the following:
Prerequisite: Structure and Function of the Human Body

MA265 Medical Assistant Externship (pg. 49) Delete this course description in its entirety and replace with the following:

MA265 Medical Assistant Externship
240 hours, 8 credits
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

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

MA285 Medical Assisting Capstone (pg. 49) Add the following course description:

MA285 Medical Assisting Capstone
20 hours, 2 credits
In conjunction with the Medical Assisting Externship (MA265), students will complete an online Medical Assisting Capstone course. In this course, students will learn job-search techniques and skills for entry-level medical assistants as well as share and learn from their externship experiences with the class.   Students will also prepare to sit for a Medical Assisting credential examination during this course (either the CMA or RMA depending on campus accreditation status).
Prerequisite: none
Co-requisite: Medical Assisting Externship

N306 Advanced Network Security (pg. 51) Change prerequisites to: Cisco Networking Fundamentals and Routing; Principles of Network Security

N307 Principles of Network Security (pg. 51) Add the following course description:

N307 Principles of Network Security
40 hours, 3 credits
This course brings to light the concepts needed for network defense techniques. Students will examine the tools, techniques, and technologies used in the securing of information assets. This course is designed to provide in-depth information on the software and hardware components of Information Security. Topics covered include: intrusion detection, virtual private networks (VPN), and incident response strategies and planning, wireless network security.
Prerequisite: Networking Fundamentals

Add N330 MIS Techniques
40 hours, 3 credits
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Computer Applications and Business Systems Concepts

Add N340 Information Technology Project Management
40 hours, 4 credits
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, and implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.
Prerequisite: Computer Applications and Business Systems Concepts

Add N410 Database Management and Administration
40 hours, 3 credits

This course covers essentials of database management and administration in a business environment and provides hands-on experience that includes transaction management, storage management, data administration, security and database tuning issues. The course also covers distributed and client/server environments.
Prerequisites: MIS Techniques; Management of Information Systems

N425 Storyboard Development for Digital Media (pg. 52)
Change prerequisite to Digital Media Production.

ACADEMIC INFORMATION AND COLLEGE POLICIES

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

College Acceptance or Rejection of Application for Admission (pg. 64) In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

Entrance Assement (pg. 65) Delete chart and replace with the following:

- Writing 0-16 Not eligible for admission
- Writing 17-24 B080 Reading & Writing Strategies
- Writing 25-35 G124 English Composition
- Math 0-21 B095 Combined Basic & Intermediate Algebra
- Math 22-35 G161 Quantitative Literacy, or G180 General Education Mathematics, or G195 College Statistics

Background Checks (pg. 65) Delete this section in its entirety and replace with the following:

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

The programs that require a general criminal background check for admission are the following:
• Business Management: Child Development Specialization
• Criminal Justice
• Early Childhood Education
• Fire Science
• Health Information Management
• Health Information Technician
• Healthcare Management
• Human Services
• Law Enforcement
• Law Enforcement Academic
• Law Enforcement Skills
• Medical Assisting (Florida, Illinois, North Dakota, and Wisconsin campuses only)
• Medical Billing and Coding
• Medical Laboratory Technician (Florida, Illinois, North Dakota, and Wisconsin campuses only)
• Paralegal
• Pharmacy Technician
• Practical Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
• Professional Nursing (Florida, Illinois, North Dakota, and Wisconsin campuses only)
• Professional Nursing: Mobility Entrance Option (Florida, Illinois, North Dakota, and Wisconsin campuses only)
• Surgical Technologist (Florida, Illinois, North Dakota, and Wisconsin campuses only)

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

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

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

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

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

A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a

clear or possible letter or successfully going through the appeals process. This process may delay a student's funding until the background check process is complete.

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

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

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

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

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

A student who receives a MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student's first quarter of enrollment, the student will be

withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

A student who receives a MDHS disqualification is determined ineligible for admission and must complete the following:
- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course materials.

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

Rasmussen College Early Honors Program Terms and Conditions (pg. 66) 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. 66) 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. 67) Add Kansas to the list of states in which this program is available.

Foundation Courses Timeframe (pg. 68) Delete this section in its entirety and replace with the following:

Foundations Courses Timeframe
To help ensure student success, students requiring a developmental education course must complete one such course in their first full quarter of enrollment. Additionally, all required developmental education courses must be taken in the student's first two full quarters of enrollment. If a student withdraws from or does not pass a developmental education course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the College. Developmental education courses in Illinois are B080 and B095. A "full quarter" excludes the mid-quarter start.

Foundations Course Grading
1) All Foundations courses are satisfactory/unsatisfactory (SX/UX) courses.
2) Students pass B080 Reading & Writing Strategies if they achieve a final grade percentage of 73% or higher.
3) Students pass B095 Combined Basic & Intermediate Algebra 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%

Geometry or Combined Basic and Intermediate Algebra
SX   73% or higher   UX   Below 73%

School of Technology and Design Waivers (pg. 72) 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).

Fire Science Waivers (pg. 72) Add the following below School of Technology Waivers:

Fire Science Waivers
The following coursework is available only at the Romeoville Fire Science Academy* location, and will not be offered through Rasmussen College:
Fire Officer I Certificate
- FS290 Fire Service Instructor I
- FS180 Strategy & Tactics I
- FS115 Fire Prevention
- FS250 Management I: Fire Department Leadership I
- FS 255 Management II: Fire Department Leadership II
Fire Officer II Certificate
- FS295 Instructor II
- FS205 Strategy & Tactics II
- FS280 Management III
- FS285 Management IV

These courses are offered through the Romeoville Fire Academy in partnership with Rasmussen College. These courses will be billed at a rate of $325 per course by the Romeoville Fire Academy and are not eligible for Financial Aid through Rasmussen College. The student's credential for each Certificate will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student's transcript as a Course Waiver (CW). Students who fail to submit the evidence of the successfully completed Fire Officer 1 & Fire Officer II certifications will be dropped from the program.

*Alternatively, a student may present original Fire Officer 1 and/or Fire Officer II certification from an Illinois Office of the State Fire Marshall authorized agency and may be granted a Course Waiver for the corresponding Rasmussen coursework.

Students eligible and approved for the Fire Science AAS Degree must complete at least 33% of their program at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination or other means.

Weapons Policy (pg. 75) Delete this section in its entirety and replace with the following:

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

Tuition Table (pg. 78) 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 bulllet point below the table to read: "Individual Progress students will be charged at the School of Business rate, plus the cost of books and other fees."
- Add the following bullet below the table: Course numbers ending with "L" or "LL" will not be charged a course materials fee.

The State of Illinois Cancellation, Termination, Refund Policy (pg. 78) Delete this section in its entirety and replace with the following:

The State of Illinois Cancellation, Termination, Refund Policy
If a student is cancelled or terminated, for whatever reason, the following apply:
• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the

date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.

• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of $150 per course for these books and supplies. All prepaid tuition is refundable.

• If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

• 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.

Military Leave and Refund Policy (pg. 79)
Insert the following policy after the Extended Quarter Break Stop Out Policy:

Military Leave and Refund
Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete the academic quarter due to the deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established deadline for withdrawal has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation or refund as required under those programs. The student will receive a grade of WX.
Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student's Excess Funds Form (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of reenrollment, without penalty or redetermination of

admission eligibility, within one year following their release from active military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Non Federal Refund Distribution Policy – For Illinois and Wisconsin Campuses (p.g 79) 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. 79) 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.