This catalog represents the most accurate information on Mercyhurst North East available at the time of printing. The University reserves the right to make alterations in its programs, regulations, fees, and other policies as warranted.
Mercyhurst University

Vision Statement
Mercyhurst University seeks to be a leading higher education intuition that integrates excellence in the liberal arts, professional and career-path programs, and service to regional and world communities.

Mission Statement
Consistent with its Catholic identity and Mercy heritage, Mercyhurst University educates women and men in a culture where faith and reason flourish together, where beauty and power of the liberal arts combine with an appreciation for the dignity of work and a commitment to serving others. Confident in the strength of its student-faculty bonds, the university community is inspired by the image of students whose choices, in life and work, will enable them to realize the human and spiritual values embedded in everyday realities and to exercise leadership in service toward a just world.

Core Values
We are...

Socially Merciful,
Mercy restores human dignity, expands our social relations, and empowers us to reach out in compassion to others.

Globally responsible,
Globalization challenges us to learn how to steward the resources of the Earth wisely and to act in solidarity with its diverse peoples.

Compassionately hospitable,
Mercy hospitality begins with self-acceptance, welcomes peoples of different faith, ethnic, and cultural traditions, and thus builds communities that transcend mere tolerance.

Intellectually Creative,
Generous, inquiring, and critical habits of mind, which support the aspirations for excellence manifested within the academic community, encourage us in our lifelong search for what is true, good, and beautiful.

Reflectively Aware,
Our Christian environment encourages self-reflection and contemplation of human behavior, promotes balance of mind, body, and spirit, and ultimately offers the opportunity to develop a moral compass for a life of integrity.

Ambassadors of Service.

Notice of Non-Discrimination
Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst University abides by federal, state, and local law in admissions, employment, and all services and programs provided.

Mercyhurst University does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, physical or mental disability, military or veteran status, or any other legally protected characteristic or because of any individual’s legally protected activities.

Mercyhurst University complies with federal, state, and local legislation regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students, and applicants for educational programs and activities.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISION, MISSION STATEMENT, CORE VALUES</td>
<td>2</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>4</td>
</tr>
<tr>
<td>PROGRAMS OF STUDY</td>
<td>5</td>
</tr>
<tr>
<td>ABOUT MERCYHURST NORTH EAST</td>
<td>6</td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>8</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT LIFE</td>
<td></td>
</tr>
<tr>
<td>Commuter Student Services</td>
<td></td>
</tr>
<tr>
<td>Residence Life</td>
<td></td>
</tr>
<tr>
<td>Campus Housing</td>
<td></td>
</tr>
<tr>
<td>Counseling &amp; Wellness Services</td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
</tr>
<tr>
<td>STUDENT FINANCIAL SERVICES</td>
<td>13</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC SERVICES</td>
<td>26</td>
</tr>
<tr>
<td>Ridge Library</td>
<td></td>
</tr>
<tr>
<td>Academic Success Center</td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td></td>
</tr>
<tr>
<td>Peer Tutoring Services</td>
<td></td>
</tr>
<tr>
<td>Writing Center</td>
<td></td>
</tr>
<tr>
<td>Learning Differences</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td>32</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td></td>
</tr>
<tr>
<td>REACH Curriculum</td>
<td></td>
</tr>
<tr>
<td>Academic Standards &amp; Grades</td>
<td></td>
</tr>
<tr>
<td>Internal Transfers</td>
<td></td>
</tr>
<tr>
<td>Probation &amp; Suspension</td>
<td></td>
</tr>
<tr>
<td>Academic Policies &amp; Procedures</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC PROGRAMS</td>
<td>41</td>
</tr>
<tr>
<td>Bachelor Degree Programs</td>
<td></td>
</tr>
<tr>
<td>Associate Degree Programs</td>
<td></td>
</tr>
<tr>
<td>Certificate Programs</td>
<td></td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>74</td>
</tr>
<tr>
<td>BOARD OF TRUSTEES</td>
<td>106</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>108</td>
</tr>
<tr>
<td>FACULTY</td>
<td>110</td>
</tr>
<tr>
<td>INDEX</td>
<td>115</td>
</tr>
</tbody>
</table>
# 2016-2017 Academic Calendar

## Fall Semester

<table>
<thead>
<tr>
<th>August</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Sat</td>
</tr>
<tr>
<td>Students Arrive/First Year Students Move-in</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Sun</td>
</tr>
<tr>
<td>Returning Students Move-in</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Mon</td>
</tr>
<tr>
<td>Saints in Service Day/Faculty Convocation</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Tues</td>
</tr>
<tr>
<td>Freshman Program Meeting/Freshman Convocation</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Wed</td>
</tr>
<tr>
<td>Fall Semester &amp; Mini 1</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Sat</td>
</tr>
<tr>
<td>Weekend Classes Begin</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Wed</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes- Fall Semester &amp; Mini 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Mon</td>
</tr>
<tr>
<td>Labor Day- No Classes Held</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Thurs</td>
</tr>
<tr>
<td>MASS OF THE HOLY SPIRIT</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day for Pass/Fail- Mini 1</td>
<td></td>
</tr>
<tr>
<td>23-25</td>
<td>Fri-Sun</td>
</tr>
<tr>
<td>Homecoming Weekend</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day to Withdraw- Mini 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Incompletes to Registrar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Wed</td>
</tr>
<tr>
<td>Classes End- Mini 1</td>
<td></td>
</tr>
<tr>
<td>13-16</td>
<td>Thurs-Sun</td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Mon</td>
</tr>
<tr>
<td>Mini Semester 2 Begins- First Day to Drop/Add for Mini 2</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Fri</td>
</tr>
<tr>
<td>Mini Semester 1 Grades Due</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Mon</td>
</tr>
<tr>
<td>Mid-Semester Grades Due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop/Add Classes- Mini 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tues</td>
</tr>
<tr>
<td>Advising Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tues</td>
</tr>
<tr>
<td>Spring Semester &amp; Mini 3/Mini 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration: Priority Registration for Veterans</td>
</tr>
<tr>
<td>9</td>
<td>Wed</td>
</tr>
<tr>
<td>Spring Semester &amp; Mini 3/Mini 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration: Returning Students with 18 or More Credits</td>
</tr>
<tr>
<td>10</td>
<td>Thurs</td>
</tr>
<tr>
<td>Spring Semester &amp; Mini 3/Mini 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration: All Students</td>
</tr>
<tr>
<td>11</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day to Declare Pass/Fail on Fall Classes &amp; Mini 2</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day to Withdraw- Fall Classes &amp; Mini 2</td>
<td></td>
</tr>
<tr>
<td>23-27</td>
<td>Wed-Sun</td>
</tr>
<tr>
<td>Thanksgiving Break- No Classes</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Mon</td>
</tr>
<tr>
<td>All Classes Resume</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Thurs</td>
</tr>
<tr>
<td>Mini 2 Classes End</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Fri</td>
</tr>
<tr>
<td>Fall Classes End</td>
<td></td>
</tr>
<tr>
<td>10-11</td>
<td>Sat-Sun</td>
</tr>
<tr>
<td>Weekend Classes Held</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Mon</td>
</tr>
<tr>
<td>Reading Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>13-16</td>
<td>Tues-Fri</td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Wed</td>
</tr>
<tr>
<td>Fall and Mini 2 Final Grades Due: 9AM</td>
<td></td>
</tr>
</tbody>
</table>

## Spring Semester

<table>
<thead>
<tr>
<th>January</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Mon</td>
</tr>
<tr>
<td>Spring Semester &amp; Mini 3 Begins/MLK Day-</td>
<td></td>
</tr>
<tr>
<td>No Spring Semester Day Classes Held/Mini 3 &amp; Spring Semester Evening Classes Held (Those Beginning After 3:30)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Tues</td>
</tr>
<tr>
<td>Spring Semester &amp; Mini 3 Day Classes Begin</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Sat</td>
</tr>
<tr>
<td>Weekend Classes Begin</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Mon</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes- Spring &amp; Mini 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day for Pass/Fail Mini 3</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Fri</td>
</tr>
<tr>
<td>Fall Semester Incompletes to Registrar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day to Withdraw- Mini 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Fri</td>
</tr>
<tr>
<td>Classes End- Mini 3</td>
<td></td>
</tr>
<tr>
<td>5-11</td>
<td>Sat-Sun</td>
</tr>
<tr>
<td>Mid-Semester Break</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Sun</td>
</tr>
<tr>
<td>Spring Weekend Classes Resume</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Mon</td>
</tr>
<tr>
<td>Mini 4 Begins First Day of Drop/Add for Mini 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Classes Resume</td>
</tr>
<tr>
<td>20</td>
<td>Mon</td>
</tr>
<tr>
<td>Last Day of Drop/Add for Mini 4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day to Declare Pass/Fail Spring &amp; Mini</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tues</td>
</tr>
<tr>
<td>Advising Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Wed</td>
</tr>
<tr>
<td>Day Classes Held- No Eve Classes (Those Beginning After 3:30)</td>
<td></td>
</tr>
<tr>
<td>13-17</td>
<td>Thur-Mon</td>
</tr>
<tr>
<td>Easter Break</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Tues</td>
</tr>
<tr>
<td>All Classes Resume</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
</tr>
<tr>
<td>Fall Semester &amp; Mini 1/Mini 2 Registration:</td>
<td></td>
</tr>
<tr>
<td>Priority Registration for Veterans</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Tues</td>
</tr>
<tr>
<td>Fall Semester &amp; Mini 1/Mini 2 Registration:</td>
<td></td>
</tr>
<tr>
<td>Returning Students with 18 or More Credits</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Fri</td>
</tr>
<tr>
<td>Fall Semester &amp; Mini 1/Mini 2 Registration:</td>
<td></td>
</tr>
<tr>
<td>All Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Day to Withdraw- Spring &amp; Mini 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Thurs</td>
</tr>
<tr>
<td>Last Day of Classes- Mini 4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day of Classes- Spring</td>
<td></td>
</tr>
<tr>
<td>6-7</td>
<td>Sat-Sun</td>
</tr>
<tr>
<td>Weekend Classes Held</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mon</td>
</tr>
<tr>
<td>Reading Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>Tues-Fri</td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sat</td>
</tr>
<tr>
<td>Graduation/Mass</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Wed</td>
</tr>
<tr>
<td>All Grades Due: 9AM</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAMS OF STUDY

Mercyhurst North East offers Bachelor, Associate and Certificate degrees at the following locations:
Booker T. Washington Center (BTW)
Corry Campus (COR)
North East (NE)

BACHELOR DEGREE PROGRAMS
Health Care Management (NE)
RN to BSN (NE)

ASSOCIATE OF ARTS
Early Childhood Education (NE)
Liberal Arts (BTW, COR, NE)

ASSOCIATE OF SCIENCE
Business
  Accounting Concentration (NE)
  Management Concentration (BTW, COR & NE)
  Social Media Marketing Concentration (NE)
  Retail Management Concentration (BTW)
  Sports Management Concentration (NE)
  Viticulture Concentration (NE)
  Computer Systems Support (NE)
  Criminal Justice
    Law Enforcement Concentration (BTW, NE)
    Law Enforcement-Completion of ACT 120 (NE)
Health Studies (NE)
Hospitality Management (NE)
  Culinary Arts Concentration
Medical Laboratory Technician (NE)
Occupational Therapy Assistant (NE)
Physical Therapist Assistant (NE)
Respiratory Therapist (NE)
Registered Nursing (NE)

CERTIFICATE PROGRAMS
Culinary Arts (NE)
Computer Information Specialist (NE)
Massage Therapy (NE)
Medical Assistant (BTW)
Municipal Police Academy (NE)
Practical Nursing (NE)
Retail Management (NE, BTW)

SPECIALIZED CREDENTIAL
Early Childhood Education (BTW)

ACCREDITATION
Mercyhurst University is accredited by:
Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104
Telephone: (267) 284–5000  E-mail: info@msche.org

The Bachelor of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000  www.acenursing.org

The Associate of Science in Nursing Program is accredited by Accreditation Commission for Education in Nursing Science (NAACLS)
5600 N. River Road, Suite 720 Rosemont, IL 60018
Telephone: (773) 714-8880
E-mail: naaclsinfo@naacls.org  www.naacls.org

The Medical Laboratory Technician Program is accredited by National Accrediting Agency for Clinical Laboratory Education (ACOTE)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Telephone: (301) 652-2682  www.acoteonline.org

The Occupational Therapy Assistant Program is accredited by Accreditation Council for Occupational Therapy Education (ACOTE)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Telephone: (301) 652-2682  www.acoteonline.org

The Physical Therapist Assistant Program is accredited by Commission on Accreditation in Physical Therapy Education (CAPTE)
American Physical Therapy Association
1111 North Fairfax Street Alexandria, VA 22314-1488

The Police Academy is certified by Municipal Police Officers’ Education & Training Commission (MPOETC)
8002 Bretz Drive
Harrisburg, PA 17112-9748
Telephone: (717) 346-4086  www.psp.pa.gov

The Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Telephone: (817) 283-2835  www.coarc.com

ASSOCIATIONS/APPROVALS
Pennsylvania Department of Education
Pennsylvania State Board of Nursing
Three Rivers Academic Consortium
About Mercyhurst North East (MNE)

INTRODUCTION
In 1991, Mercyhurst University established the North East campus as a lineal descendant of the Mercyhurst College Career Institute and its outreach efforts through classes offered in Corry, Pennsylvania. The intent was to create an “opportunity and career college” dedicated to providing post-secondary education for capable learners who seek to learn job-entry skills; in essence, to fulfill a community college role in the Mercyhurst tradition. This concept effectively broadened the vision and scope of Mercyhurst University to include both non-traditional students and those with academically varied interests and talents.

MNE continues the challenge of offering focused programs to qualified students in an accredited, developmentally sound, and academically rigorous learning environment. Students may enroll in one-year job preparation programs at the certificate level, and two-year associate degree programs in a variety of fields, not limited to but including the health care professions, business and technology, as well as the culinary arts. The standards for academic programming are developed as a part of the university as a whole and are reviewed and maintained through established college processes. Most of the courses are applicable to further study in baccalaureate programs at Mercyhurst University or other institutions, including two bachelor completion programs currently located on the North East campus.

The purpose of MNE is clear: to enrich and prepare students to successfully manage future academics, career and life challenges. This is the structure that fulfills the vision and Christian commitment of Mercyhurst University to the intrinsic value of each individual.

THE CAMPUS AND ITS RESOURCES
Located in North East, Pennsylvania along the shores of Lake Erie, the North East campus is situated on 84 acres just a few blocks from the town’s center with its traditional architecture and small town atmosphere. The Redemptorist Fathers previously operated the property for 110 years at St. Mary’s College. The North East campus consists of thirteen buildings providing an imposing vista behind the encircling iron fence. Facilities and resources are continually expanded and enhanced to meet the needs of the growing campus, including modernized academic and residential buildings, the Michele and Tom Ridge Regional Health and Safety Building, a majestic Gothic-style chapel, an observatory, a gymnasium with a weight and exercise facility, residential townhouses, a swimming pool in a nearby center, and several playing fields for soccer, baseball and softball.

The campus has a full Internet infrastructure within the buildings, with both hard-wired and wireless connections through the University’s system. There are multiple computer laboratories and an impressive library with additional computers that provide basic resources in word processing, spread sheets and data bases, with web browsers permitting full connection to the Erie campus’ Hammermill Library and its resources, including online scholarly materials and access to the web-based catalogue for the University’s library collection.

Along with the impressive library, the campus facilities also boast well-equipped laboratory and classroom spaces to support programming of all of allied health majors, including advanced patient simulators to provide the most realistic training possible for these majors. A distinct dining hall and three instructional kitchens support the culinary arts instruction. Basic science laboratories for instruction and research in anatomy, physiology, and microbiology are all conveniently located in the original academic building, Miller Hall. Miller Hall also houses the campus Bookstore offering textbooks and supplemental needs for all courses, major specific supplies, and a multitude of athletic and non-athletic apparel, collectibles, etc. to express your school spirit.

For more than two decades, the addition of new programs and continual growth in enrollment required Mercyhurst North East to undergo numerous renovations and improvements. In fall 2007, MUNE extended their presence in North East with the purchase of the former First National Bank building, now known as the Janet L. Miller Center for Growth and Academic Excellence. This building is home to the practical nursing and municipal police training programs. The Hirtzel Human Anatomy and Forensic Anthropology Laboratory, a $1.2 million mega-lab, opened in the fall of 2009 within the JLM Center for Growth and Academic Excellence. The lab provides an unprecedented learning opportunity for science and nursing students on both the Erie and the North East campuses while taking its place among the best-equipped forensic labs in the country.

A number of milestones have occurred throughout the years. With fall 2009 enrollment, registered nurses can earn a bachelor of science in nursing at MUNE through the school’s approved R.N. to B.S.N. completion program. In 2011, MNE celebrated its 20th anniversary, the first bachelor’s degree awarded to BSN students and the first honorary degree was awarded at May’s commencement to friend and benefactor Dr. Robert S. Miller. In 2012, Dr. Robert S. Miller, donated his residence which is adjacent to the North East high school and across the street from the North East campus of Mercyhurst University. His vision was to connect the two entities and to provide educational
opportunities for those who otherwise might not seek higher education. The Miller estate includes the 5,200-square-foot residence and a 4,500 square foot barn on 11.6 acres of land. Currently, the residence is used as a conference and events center. The garage was transformed into a new Hilton hotel laboratory and allows students in the Hospitality Management Program hands on experience in an actual hotel room and laundry facilities. Plans for the remainder of the estate are under consideration.

In early 2013, the College was awarded university status. This status extended to include the campuses of North East, Booker T. Washington Center and Corry. Later that year, Erie associate offerings were established as an alternative way for working professionals to earn an associated degree. As such, the program is designed with a weekend and evening schedule to accommodate non-traditional students. In this format, individuals are able to earn an associate degree in three years, going part time.

In the fall of 2014, MNE launched a Bachelor of Science Health Care Science degree. In 2016, this program was renamed Health Care Management to more accurately describe the intention and focus of this degree. This program is a completion degree for our allied health programs. Students who have earned their associate’s degree in an allied health field such as Medical Lab Technician, Respiratory Therapy, Physical Therapist Assistant, or Occupational Therapy Assistant and have passed their licensure exam can complete their bachelor’s degree in two years.

Concentrations and certifications were also launched in the fall of 2014. These include the concentrations of Viticulture and Retail Management in Business, and one year certifications/credentials in Retail Management in Business and Early Childhood Education. Additionally, the Associate of Arts in Early Education was resurrected after re-configuring the curriculum. Now, one can earn the specialized credential where all the classes will apply to the associate of arts degree in Early Education. Likewise, all classes earned for the associate’s degree in Early Education will apply towards a bachelor’s degree in Early Education. Essentially, it is designed as a 2 + 2 program.

In the fall of 2015, MNE launched the Massage Therapy certification on the North East campus. This program expands our offerings in the health care field and can be used as an entry point into the university or as an added credential by those who have already completed their studies.

As the initiatives started at the Booker T. Washington Center have expanded, Mercyhurst University has appropriated funds to improve services. Beginning fall 2014, the Booker T. Washington Center was directly connected via the web to the Erie and North East campuses allowing students and personnel direct access to the resources of the University. In addition, a second computer classroom was added allowing access to computers while still conducting class in the other classrooms. Other resources include the addition of tutors for students attending MNE at the Booker T. Washington Center and new programs. While the Criminal Justice Associates degree continues to be a vital component of the North East campus, the associate degree in CJ will also run at the Booker T. Washington center as a compliment to the Business, Medical Assistant, Early Childhood, and Liberal Arts programs that continue to thrive there.

A number of classes continue to be offered in the former Corrian Hotel in Corry, Pennsylvania. This provides convenient access for residents of neighboring counties to avail themselves of a Mercyhurst education. The building, owned by the Corry Higher Education Council, was renamed the Bruce and Arlene Smith Education Center.

Mercyhurst has shown exemplary dedication to its associate and certificate programs. These programs continue to flourish and multiply based on the career needs and desire to create opportunities for the community that has been such a big part of Mercyhurst.
ADMISSIONS

CRITERIA FOR ADMISSIONS
In selecting a student for admission, Mercyhurst North East looks at several criteria in order to assess both the applicant’s academic background and his or her readiness for success at the college level, including reviewing the student’s previous academic records. The University entrance policy is free of discrimination on the grounds of race, creed, color, sex, or national origin.

The primary admission requirement for MNE is graduation from high school, or a General Educational Development (G.E.D.) Equivalency Diploma. Other criteria may include SAT or ACT scores, completion of the basic skills placement examination, and a personal interview. For those applying to one of the Allied Health Programs, a TEAS test may also be required.

Associate degree program requirements vary. Most programs require at least a 2.5 GPA and some prerequisite coursework. On occasion, the basic skills placement examination requirement is waived.

TRANSFER STUDENT CRITERIA FOR ADMISSIONS
Students who have previously attended a college or university must accept these transfer regulations to be accepted for certificate or degree programs.

- Only courses with grades of C or greater are transferable.
- Letter grades and cumulative grade point average do not transfer.
- Associate degree students may transfer up to 30 credits from another college but must complete at least one half of the major requirements at the McAuley College of Associate Degree Studies.
- Credit generally will be granted for those courses that are reasonably equivalent in content and subject matter to existing MCADS courses.
- A certificate program student may transfer up to 6 credits from another college.
- Transcripts must be sent directly from schools previously attended to the Admissions Office.

HOW TO APPLY
A potential student must file a completed application form with the Admissions Office. A non-refundable $25 fee must accompany the completed paper application. You may apply free of charge via the Internet at http://northeast.mercyhurst.edu, or by sending an application to:

ADMISSIONS OFFICE
Mercyhurst University-The North East Campus
16 W. Division Street
North East, PA 16428

A potential student must arrange with the high school and/or other appropriate educational institutions to have an official transcript sent to the Admissions Office. The transcript should include class rank, grade average and test scores (if available).

The standardized basic skills placement examinations are administered on a monthly basis and may be scheduled by calling 814-725-6144.

Notification of the decision made on the application will be given as soon as possible after all credentials reach the Admissions Office.

It is the responsibility of all applicants to see that all supporting documents are sent in a timely manner.
STUDENT SERVICES

STUDENT LIFE
While students will invest a great deal of time and effort on their academic studies, it’s a commonly referenced fact that students will spend, on average, more than 85% of their time outside the classroom. Aside from studying, there are a wide variety of extracurricular and social events for students to enjoy.

Making the most of the Mercyhurst experience means choosing to be an engaged member of the campus community. Research shows that an engaged student is more likely to succeed! We encourage students to join a club or organization, attend campus activities, participate in a variety of service and leadership events, and to take part in the various athletic and cultural events on campus. The core of student life at Mercyhurst North East is the Student Government Association (SGA).

This high-energy group of elected student representatives promotes clubs and organizations, offers community service opportunities, and presents a lively, diverse schedule of activities, events, and outreach throughout the year. SGA also serves as the liaison between the student body and the administration.

SGA offices are located in the Student Union, a central location for students to get involved with campus activities and meet new people. The Student Union is an environment in which students can interact and participate in a range of activities. There is a pool table as well as couches, a flat-screen TV, study tables and chairs, all compliments of SGA. The Student Union is an ideal meeting and event space for student clubs and organizations, group projects, socializing, or even curling up on a couch, completing homework or chatting with friends.

Students are also encouraged to participate in the National Society of Leadership & Success. This non- credit bearing program is designed to recognize and develop the leadership potential of students. It allows participants to discover their own leadership interests and styles while developing specific leadership skills. The program spans the academic year allowing students to build networks with other student leaders while building a strong leadership component for their résumé. It is a dynamic, high-quality program utilizing a combination of video conferencing with nationally recognized speakers, a leadership training day, goal setting, success networking, team meetings and written reflection. After successful completion of the requirements, students are inducted into the Sigma Alpha Pi Honor Society.

Mercyhurst North East has a number of recognized Student Clubs/Organizations (RSCO) that students can join. Every fall semester, the Division of Student Life launches the Annual RSCO Fair, an excellent opportunity for students to get involved and network. Listed below are the current clubs and organizations.

Academic
Criminal Justice Club, Hospitality and Culinary Arts Club, LPN Student Nurses Association, Occupational Therapy Assistant Club, Physical Therapist Assistant Club, Respiratory Therapist Club, RN Student Nurses Association and Social Services Club.

Service & Leadership
Sigma Alpha Pi-the National Society of Leadership & Success, Student Government Association (SGA), Saints In Service Club, and Student Athlete Advisory Committee (SAAC).

Special Interest
Campus Ministry, Choir, Health & Wellness Club, and Veterans Club.

If you are interested in starting a RSCO that is not represented, Student Government will assist you with the process. Watch for more details in the caMpuS NEws weekly email newsletter or contact Michelle Simpson at msimpsonz@mercyhurst.edu.

COMMUTER STUDENT SERVICES

Often people emphasize the differences between commuting and residential university experiences. As first-year students, however, both groups share a great deal: the goal of succeeding academically, the need to fit in with campus culture, and the desire for lasting friendships. We urge commuters to use fully the Mercyhurst services and opportunities for study and socialization. Commuters have a home away from home in our Student Union.

A significant factor in a successful commuter experience is the amount of time the student spends on campus. This is critical in the first year. Sometimes commuters resist attending events or participating in the curricular setting, especially when those activities compete with time spent working, studying and with their family. However, these activities are essential: they are designed to connect students with each other and to the resources of the University. Once classes have begun, commuters can enjoy the routine of attending classes if they extend their time on campus. Rather than driving home after a class, the student can enjoy a quick lunch, a workout in the fitness center, or focused study time in the library.

Student Government coordinates and hosts a variety of commuter outreach programs such as Free Lunch on the Run and events like Commuter Day. There are family-friendly events in which students with families are
encouraged to participate including movie night, homecoming, Midnight Madness, Winter Fest, Spring Fling and the end of the year festival.

Commuting? Ride the e!
Mercyhurst University has partnered with Student Government as well as the Erie Metropolitan Transit Authority (EMTA) to offer transportation services. There are designated runs from Erie to the North East Township each weekday, affording students an excellent opportunity to commute to campus for free. This service is provided 40 weeks out of the year, including the 10-week Summer Session. Students and employees of all the Mercyhurst campuses can use the entire EMTA system free of charge simply by showing a Mercyhurst University ID with sticker.

CA’s serve as mentors and are valuable resources. Each CA will keep in contact with his or her commuting first-year student, help navigate the University setting and get involved on campus. CA’s can be easily reached and are accessible to answer questions that commuter students may have. CA’s are equipped with the most up-to-date information regarding campus events and news so they stand ready to assist any commuter student who may need their guidance.

What can a new student expect?
- Insight on how to adjust to a new, larger, more complex environment
- Advice and tips on “commuter success” issues such as parking, registration, academic support services, where to eat, how and where to meet other students
- Knowledge of campus opportunities and University resources
- Increased awareness of student life, clubs, organizations and activities
- Introduction to faculty, staff, and peers
- Opportunity to build friendships and extend support systems
- Support and guidance from Student Life

The Student Handbook & Conduct Code reflects the goals and standards of the University and the Catholic identity and heritage of the founding Sisters of Mercy. Each new student is challenged to respect the ethos of Mercyhurst University and its regulations, even when popular culture encourages different behaviors. The Student Conduct Code explains the standards for conduct, violation review, typical sanctions, and the appeal process.

A challenge that new students frequently face is underage drinking. Mercyhurst requires its students to comply with all Pennsylvania laws relating to alcohol. Students found in violation of the policy face the possibility of fines, community restitution, and alcohol education classes, as well as other sanctions if appropriate. The alcohol policy is detailed in the Student Handbook.

Frequently students and their families ask about “break” housing. The Residence Halls close at the end of each academic semester and for major holidays. Generally, the halls close 24 hours after the last scheduled final exam of
each semester and after the last scheduled class before the Christmas break. Students are encouraged to make their travel and break plans in advance. If a student must remain in residence, the student is required to seek permission from the Director of Student Life prior to the closing of the hall. No student will be allowed to stay without the proper approval.

Throughout the residential experience, the residence life staff will employ a holistic approach to programming to support students who are striving for a balanced lifestyle and wellness. Going to class is only part of the college experience. Living on campus provides opportunities for students to make friends, learn about other cultures, gain independence, have fun and grow as a person.

**CAMPUS HOUSING**

**Neumann Hall**

Neumann Hall is located on the southeast end of campus, in front of the Tom and Michele Ridge Health and Safety Building and is connected to Miller Hall. Resident rooms are on the second, third and fourth floor, with male and female configurations separated by floor. Most rooms are double occupancy, a limited number are triples and quads. Students interested in single rooms may apply for a limited number of spaces available and will be charged a single room fee. A fee is associated with single rooms. Students have access to washers and dryers, free of charge.

**Amenities:** • Cable service (standard) • Phone service (on-campus and local; one jack) • Ethernet connections (one per student) • Wireless connection

**Furnishings:** • Bed (one per student) • Desk and chair (one set per student) • Dresser/drawers (one per student) • Closet (one per student)

**Redemptorist Hall**

Redemptorist Hall is located on the northeast end of campus, behind the Tom and Michele Ridge Health and Safety Building. Known to students as “The Pods,” Redemptorist Hall is co-ed with males and females separated by floor. Each Pod is suite-style with three double-occupancy bedrooms, a common area and restroom facilities. Students have access to washers and dryers, free of charge.

**Amenities:** • Cable service (standard) • Phone service (on-campus and local; one jack) • Ethernet connections (one per student) • Wireless connection • Mini refrigerator and microwave (One per Pod)

**Furnishings:** • Bed (one per student) • Desk and chair (one set per student) • Dresser/drawers (one per student) • Closet (one per student)

**Townhouses**

On the northeast end of campus, the Townhouses are located behind the Tom and Michele Ridge Health and Safety Building. Each townhouse is designated as either a male or female residence. Each has three double-occupancy bedrooms, a living room, kitchen, storage closet, linen closet and 1.5 baths. Students have access to washers and dryers, free of charge.

**Amenities:** • Cable service (standard) • Phone service (on-campus and local; one jack on first floor, one jack in each bedroom) • Ethernet connections (one on first floor; one per bedroom) • Wireless connection

**Furnishings and appliances:** • Kitchen: Refrigerator, stove, sink, pantry • Dining room: Table and four chairs • Living room: Two sofas, two chairs • Full bath: Toilet, shower/tub, vanity mirror with two sinks • Half bath: Toilet, sink • Bedrooms: Two beds (twin standard), one desk, one chair, two dressers, shared closet.

**Housing Assignments**

In order to be assigned housing, students must return the contract, personal information sheet, and health forms. Students are given housing assignments based on date of materials received. The assignments are mailed to residential students in early August.

**Roommate Requests**

Students may request a specific roommate through the housing contract and personal information sheet. Only mutual requests will be honored (that is, both students must request to live with one another). Every attempt is made to honor each request, however, it is not guaranteed.

**CAMPUS MINISTRY**

Campus Ministry provides spiritual presence and growth to the entire campus community. Liturgical celebrations are held Sundays and holidays in St. Mary’s Chapel on campus. Schedules are available in the chapel. Services welcome students of all faiths.

**COUNSELING & WELLNESS SERVICES**

The Counseling Center offers services to all students on the North East campus. It provides an opportunity for students to consult a counselor for guidance in dealing with academic, personal, social or relationship concerns. All services are held in complete confidence. Appointments are made directly with the campus counselor who is a licensed psychologist.

Among the topics that are covered:

- Time Management
- Reducing Test Anxiety
- Motivation
- Strategies to prepare for your more challenging courses
- Recommendations to improve study techniques.
- Concerns you may have about your academic situation.

For more information please contact James Beaulieu at jbeaulieu@mercyhurst.edu or at 814.725.6136

**HEALTH SERVICES**

Mercyhurst University students have access to the Vineyard
Primary Care adjacent to the campus on Pearl Street. Vineyard Primary Care provides "primary care" for ordinary illnesses and emergencies. Illnesses of a serious nature are referred to a local hospital and/or specialist for assessment and treatment. Students are responsible for all medical fees incurred and are strongly encouraged to have health insurance.

Students may enroll in a student health insurance plan by contacting the Carrie Jaco, our plan representative at Hubbard-Bert Inc., at (814) 454-1067. Knowledge of limitations, provisions or requirements of personal health insurance is the responsibility of the student. Students with chronic health care needs should follow up with their primary health care providers.

A health record, including a complete immunization record, is required for all students upon entrance. Students who have completed a health form may use the Vineyard Primary Care facility. Students living on campus are required to fill out a health card, which also has emergency information contacts for use by the residence life staff and any appropriate University staff member.

Students are encouraged to have a copy of their parent’s insurance card if they are living on campus. When in doubt, the University will always contact an ambulance in an emergency or semi-emergency. If desired, students may contact EmergyCare Inc. at (814) 870-9999 regarding membership information for their ambulance services.
**STUDENT FINANCIAL SERVICES**

**TUITION & FEES**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Fees</th>
<th>Program Premiums (Per term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mercyhurst North East Corry</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proficiency Exam</strong></td>
<td>$498</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>$498</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience Learning</strong></td>
<td>$498</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mercyhurst Prep</strong></td>
<td>$228</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLEP</strong></td>
<td></td>
<td>$252</td>
<td></td>
</tr>
</tbody>
</table>

**Required Fee Schedule (Per 3 credit term)**

- **Full-Time** $775
- **Part-Time** $625
- **Half-Time** $475
- **Less than Half-Time** $205
- **Summer** $205

**Program Premiums (Per term)**

- **Culinary** $1,500
- **Part-Time RN or RN-BSN** $375
- **Registered Nurse (full-time ASN)** $1,450
- **PTA** $1,350
- **Sciences** $650

**Meal Plans/Board Semester Rates**

<table>
<thead>
<tr>
<th>Meal Plans/Board Semester Rates</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The North East Plan</strong> $2,437.00</td>
<td></td>
</tr>
<tr>
<td><strong>Complete Plan of 225 Meals</strong> $2,099.00</td>
<td></td>
</tr>
<tr>
<td><strong>Daily Dinner of 185 Meals</strong> $1,660.00</td>
<td></td>
</tr>
<tr>
<td><strong>Lite Dinner of 50 Meals</strong> $1,393.00</td>
<td></td>
</tr>
<tr>
<td><strong>Convenient Dinner Option of 105 Meals</strong> $990.00</td>
<td></td>
</tr>
</tbody>
</table>

**Meal Plans/Board Trimester Rates for LPN Students ONLY**

<table>
<thead>
<tr>
<th>Meal Plans/Board Trimester Rates for LPN Students ONLY</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anytime Meal Plan</strong> $1,625.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 150 Meals</strong> $1,342.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 125 Meals</strong> $1,188.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 100 Meals</strong> $938.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 70 Meals (Min. Option)</strong> $674.00</td>
<td></td>
</tr>
</tbody>
</table>

**Meal Plans/Board Municipal Police Townhouse Rates**

<table>
<thead>
<tr>
<th>Meal Plans/Board Municipal Police Townhouse Rates</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anytime Meal Plan</strong> $3,250.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 225 Meals</strong> $2,679.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 185 Meals</strong> $2,214.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 150 Meals</strong> $1,857.00</td>
<td></td>
</tr>
<tr>
<td><strong>CADS 105 Meals (Min. Option)</strong> $1,321.00</td>
<td></td>
</tr>
</tbody>
</table>

**Meal Plans/Board Municipal Police Room Rates**

<table>
<thead>
<tr>
<th>Meal Plans/Board Municipal Police Room Rates</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anytime Meal Plan</strong> $3,249.00</td>
<td></td>
</tr>
</tbody>
</table>

**Room Charges**

- **Per Occupant (Per term) - Semester Rates**
  - **Neumann Hall** $2,543.00
  - **Redemptorist Hall** $2,543.00
  - **Townhouse** $3,428.00
  - **Single Room-Extra Charge** $490.00

**Room Charges**
In addition to charges for tuition, fees, room, meal plans, and other expenses, the bill reflects any scholarships, grants, and loans as pending financial aid. Financial aid listed is pending until the student’s eligibility is confirmed, verification is completed, and the student’s enrollment is verified on the census date. The census date is the morning after drop/add as published in the official academic calendar.

PAYMENT POLICY FOR TUITION, FEES, ROOM AND MEAL PLAN

Students with exceptional circumstances who want to add courses after the official drop/add date should obtain forms and more information in the Office of Academic Affairs (OAA) or the Registrar’s Office. Federal aid will not be adjusted for late registration under most circumstances and late registration fees may apply.

In order to defer your bill to federal student loans, students must have a FAFSA® on file, and completed both the Master Promissory Note and Entrance Loan Counseling online for Federal Direct Loans and/or Perkins Loans by August 1st, 2016 for fall bills or December 1st, 2016 for spring bills. This is a one-time requirement at Mercyhurst North East. Federal Direct PLUS Loans are not credited to the student’s account until a promissory note is signed. Some PLUS borrower’s may also be required to do PLUS Entrance Counseling. Those borrowers will be contacted directly by the U.S. Department of Education. Private Education Loan proceeds are not credited until the loan proceeds are received by Mercyhurst North East.

If payment is not made by the due date, or satisfactory payment arrangements are not made with the SFS Office by the bill due date, a late payment fee of $150 will be applied to your account, your account will be placed on hold, and you may be deregistered from your courses. You will not be able to make changes to your registration, register for any additional courses, or receive grades/transcripts. Your balance must be paid in full by the specified semester due date.

Students must be registered at least 12 credit hours for each semester to be considered full time and to receive the flat tuition rate and all institutional grants and scholarships. If registered over 18 credits, additional tuition charges apply. If registered less than 12 credits per semester, financial aid awards will be adjusted accordingly.

In addition to charges for tuition, fees, room, meal plans, and other expenses, the bill reflects any scholarships, grants, and loans as pending financial aid. Financial aid listed is pending until the student’s eligibility is confirmed, verification is completed, and the student’s enrollment is verified on the census date. The census date is the morning after drop/add as published in the official academic calendar.
SFS Office. Funds can also be wired electronically to Mercyhurst North East, which is especially convenient for international payments. For more information, please visit the SFS page on the student portal or contact the Office of SFS at 814-725-6265. All payments, including those from a third party, such as a 529 Savings Plan, must be received by the bill due date. Please plan accordingly to allow for mailing and processing time.

In lieu of paying the student bill in full, a student or family can sign up for a payment plan (partial payments made in intervals) through our partner, Tuition Management Systems (TMS) prior to the bill due date. The TMS Payment Plan divides a student’s financial obligation into interest free installments over the semester, making financial obligations easier to manage. Monthly plans include a 5 month or 4 month plan. The TMS Payment Plan is available to all qualified undergraduate students for fall and spring semesters. There is a non-refundable fee for participating in the TMS Payment Plan, regardless of the balance. TMS provides a monthly billing, with payment due usually the 1st day of the month. Failure to pay by monthly due dates will result in late fees, Business Office holds, and possible deregistration. Repeated delinquent payments will result in a cancelation of the payment plan and payment of any outstanding balance is immediately due to Mercyhurst North East. Failure to resolve an outstanding balance may result in deregistration and placing your outstanding account with a collection agency.

Students receiving financial aid may also participate in the TMS Payment Plan. To determine the minimum monthly payment, deduct the amount of financial aid (not including work-study) from the annual charges, and then divide the balance by the number of payments in the plan you chose. It is important that you review your TMS budget each semester to ensure that the scheduled monthly payment plan reflects your actual charges at Mercyhurst North East. Be sure to use ‘net’ loan proceeds in your calculations for federal loans, as they deduct an origination fee prior to sending your funds to Mercyhurst North East. For more information about the plan or how to calculate monthly payments, contact TMS directly at 1-888-286-3052, or visit www.afford.com/Mercyhurst North East. If your projected budget at TMS is less than your actual balance at Mercyhurst North East, you may incur late fees at Mercyhurst North East and a business office hold will may be placed on your account, preventing future registration.

If payment is made by check (paper or EFT), Mercyhurst North East will credit the funds but will not remove any Business Office Holds for at least 7 days to allow time for the check to clear with your bank. If funds do not clear, a student may be charged a $150 late fee in addition to a $35 insufficient fund fee. In this instance, the student will be contacted and given one week to make payment to Mercyhurst North East in the form of a certified check or money order. Legal action may be taken against any person who has repeatedly submitted checks with insufficient funds, and Mercyhurst North East reserves the right to reject future check payments.

TUITION AND FEE REFUND POLICY DUE TO TOTAL WITHDRAWAL

Students who wish to withdraw from the university must complete a Cease Enrollment Form, available in the Office of Academic Affairs, and obtain the required authorizations and signatures. Students who officially withdraw before the end of the academic semester will receive course grades based on the academic withdrawal policy in OAA. Course withdrawals after drop/add will result in a W grade for the course. Students, who experience a medical, military or serious emergency, may file a letter with the Office of Academic Affairs explaining and documenting the special circumstances.

Students who have officially withdrawn from the university and do not return within one academic year must apply for readmission.

When a student officially withdraws from all courses (ceases enrollment), he/she may receive a prorated refund of tuition, room and meal plan charges depending on the date of withdrawal. Refer to the Tuition Refund Chart below. Fees are not refundable when withdrawal occurs after the drop/add period for that semester (usually the eighth day of the semester).

<table>
<thead>
<tr>
<th>Period of Withdrawal During a Semester</th>
<th>Percentage of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the last day to drop/add each term (Up to and including calendar day 8)</td>
<td>100% (including fees)</td>
</tr>
<tr>
<td>Calendar days 9 - 15</td>
<td>80% (not including fees)</td>
</tr>
<tr>
<td>Calendar days 16 - 22</td>
<td>70% (not including fees)</td>
</tr>
<tr>
<td>Calendar day 23 - 29</td>
<td>60% (not including fees)</td>
</tr>
<tr>
<td>Calendar day 30 and beyond</td>
<td>0% (not including fees)</td>
</tr>
</tbody>
</table>

Refunds for room and meal plans will be refunded 100% through calendar day 8 of the semester for which you are registered, and prorated for number of days of usage between the 9th and 30th days of the semester. There are no refunds for tuition, room, or meal plans after the 30th calendar day of the semester.

The tuition refund policy for pre-summer, summer sessions, and clock-hour programs follow a different schedule than above because the length of the sessions/programs differ from the fall and spring semester calendars. The calculations are similar but are done in proportion to the length of the respective sessions/terms/program calendars. Refund information for these special sessions/programs is available in the Office of Student Financial Services.

TREATMENT OF FINANCIAL AID FOR TOTAL WITHDRAWAL (CEASE ENROLLMENT)

If a student withdraws from all courses (ceases to be
enrolled), the SFS Office must review the student’s financial aid to determine whether financial aid funds must be adjusted in accordance with federal, state, and institutional policies governing total withdrawal from the university.

SFS calculates refunds for tuition, room and meal plans according to university policy. However, the policies for financial aid for total withdrawals (cease enrollments) are specific to each designated financial aid program and are applicable only if the student was awarded that particular type of fund. If the student is awarded various types of financial aid, more than one policy may apply in determining the student’s revised financial aid eligibility.

FEDERAL (TITLE IV) FINANCIAL AID REFUND POLICY (CEASE ENROLLMENT)
The federal policy for return of Title IV funds maintains that the student can retain only that portion of federal aid that the student has earned based on time in attendance before withdrawal prior to completing 60% of a payment period or semester. The percentage of time that the student attended an academic semester determines the amount of federal aid that must be returned to the federal government. This federally mandated policy is independent of Mercyhurst North East’s institutional refund policy for tuition, room and meal plans.

The schedules vary by start and end dates of each semester and each academic program. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or semester completed is the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Funds to be returned} = (100\% - \text{percentage of earned aid}) \times \text{disbursed amount of aid}\
\]

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution which must be paid within 60 days of notification.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student’s withdrawal. Refunds to aid programs are returned in the following order:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Opportunity Grants
- Other assistance under this Title for which a Return of funds is required

Students who receive all F’s for a semester who did not formally withdraw will be considered Unofficial Withdrawals and will be reviewed by OAA to establish the students’ last date of attendance. If a student ceased attendance for all classes before 60% of the semester was over, that last date of attendance will be used. If a last date of attendance cannot be determined, the “unofficial” withdrawal date will be the mid-point of the semester in order to calculate unearned federal funds that must be returned to the appropriate federal aid program.

Students need to understand that, although they can withdraw from a semester with W grades, federal aid disbursements have to be reviewed based on their last date of attendance or unofficial withdrawal date.

The student is responsible for any returned federal funds that results in a balance due on their student account. If payment is not made within 60 days, the student will be liable for all collection fees and costs as described above in the Payment Policy section.

INSTITUTIONAL AND STATE GRANT/SCHOLARSHIP FINANCIAL AID REFUND POLICY (CEASE ENROLLMENT)
Adjustments to institutional and/or state grant/scholarships follow the university’s policy on refunds for tuition (refer to the Tuition Refund Policy Due to Total Withdrawal section above). For example, if the student’s tuition is refunded 70%, the student’s institutional and/or state grants/scholarships will be refunded 70%, meaning that the student may retain 30% of each of the institutional and/or state grant/scholarship awards. However for the state grant/scholarship, where, in accordance with the above policy, the amount of State Grant funds to be retained by the university is small, and the amount to refund to the state is large, the Office of SFS may advise the student to forfeit the State Grant altogether when it appears that it will benefit the student. If the student forfeits the State Grant, it
will enable Mercyhurst North East to refund the entire semester’s State Grant disbursement to PHEAA, thereby saving a semester of State Grant eligibility for the student and possibly avoiding a state aid academic program problem in the future. For example, if the student withdraws from the university during the second week of classes, the student will have 80% of his/her tuition refunded, and following PHEAA regulations, 80% of the State Grant will have to be refunded back to the state. If the PHEAA Grant is $1,000, $800 would be returned to the state and the student would be able to retain $200 to pay for any educational charges for the two weeks in attendance. In this instance, it is strongly recommended that the entire $1,000 be sent back to the state so that the student can receive a PHEAA Grant for a future semester and not have this semester of attendance count against the student when calculating satisfactory academic progress for PHEAA State Student Aid Programs.

**COURSE WITHDRAWAL POLICY**

Students who wish to withdraw from a course after the drop/add period for a semester must complete a Class Schedule Form which is available in the Office of the Registrar. Once the student obtains the advisor’s signature, the form is returned to the Office of the Registrar for processing.

Course withdrawals after drop/add will result in a W grade for the course and will not change financial aid or tuition charges for that semester because they are based on the enrollment status on the census date, which is usually the 8th day of the fall or spring semester. Students registered for Mini 2 or Mini 4 courses will have a secondary census date after the drop/add period for those terms. If changes to enrollment cause the student to be less than full time for the semester, aid for the entire semester will be recalculated. Students should always consult with SFS prior to withdrawing from any course to determine impacts on financial aid.

Withdrawing from courses may prevent you from making satisfactory academic progress, and that may affect your eligibility for future financial aid assistance. Please refer to the Satisfactory Academic Progress section for details. Whether you choose to withdraw from one course or withdraw from the University completely, it is important that you contact the Office of Student Financial Services for advice regarding financial aid and billing.

NOTE: Online courses through OCICU may have different deadlines. Please contact the Registrar’s Office for details.

**FINANCIAL AID POLICIES**

Students have the following rights and responsibilities:

- Access to complete information regarding tuition, fees, payment, and refund policies.
- Confidentiality of all personal and family financial information.
- Reconsideration of student aid eligibility if student and parents situation warrants it through an appeal to SFS
- To advise SFS of any additional financial aid received that is not indicated on the Mercyhurst North East Financial Aid Award Letter.
- To follow application filing deadlines and to submit all required documentation for verification of financial and other information pertaining to the financial aid application process within 30 days of the request.
- To give SFS permission to relay pertinent financial, academic, and other information to donors of aid upon request.
- To maintain Satisfactory Academic Progress (SAP) for Financial Aid (refer to SAP Policy in the following section).
- To comply with the rules governing the types of financial assistance the student receives.

**Financial Aid Application Procedures and Deadlines**

To apply for federal, state, and institutional (Mercyhurst North East) financial aid, the student must complete and submit a Free Application for Federal Student Aid (FAFSA®) each academic year.

Students can submit the FAFSA® using FAFSA® on the Web (www.FAFSA.ed.gov). To file electronically, the student (and parent if dependent) will need a U.S. Department of Education FSA ID. The FSA ID serves as the student’s and/or parents electronic signature. Questions about the FAFSA® can be answered by calling the Department of Education Customer Service Department at 1-800-801-0576. Assistance for students with hearing disabilities is available by dialing 1-800-511-5806.

Although students can file the FAFSA® any time after October 1st for the following academic year in which they plan to attend, the priority deadline to file the FAFSA® is March 15 of that year to ensure full consideration for federal, state, and institutional scholarships, grants, loans, and work-study. Be sure to include Mercyhurst North East’s institutional code, 003297, in the university choice section of the FAFSA®.

Students may still file the FAFSA® after the deadline of March 15; however, they risk not receiving aid from some programs. In addition to the processed FAFSA®, SFS must receive all requested documentation within 30 days of the request but no later than 30 days before the end of the semester or award period. This deadline allows processing and authorization of disbursements within timeframes defined by regulations pertaining to federal and state aid programs. Failure to apply or to submit required documentation by the indicated deadlines may result in a loss of financial aid eligibility for all student aid programs. Students should be familiar with the SFS processing schedule and adhere to the deadlines specified below.
SFS Processing Schedule and Deadlines -

June

Returning students Financial Aid Packaging begins for those registered for the following fall semester

Fall bills are sent to students registered for fall courses

Upperclassmen SAP appeals for summer are submitted to the Financial Aid Satisfactory Academic Progress Committee by July 31

July

New students (and parents) attend Summer Orientation

New students taking Direct Loan and are new borrowers sign promissory notes online and complete entrance counseling

Parents apply for Federal Direct PLUS Loans or Alternative Loans if needed and sign promissory notes

Loan exit counseling is completed by student loan borrowers expecting to graduate after summer term

August

Fall bills are due August 10, 2016. Payments must be received by this date.

SAP appeals for the fall semester must be submitted to the Financial Aid Satisfactory Academic Progress Committee by August 17, 2016.

September

Awards are finalized the day after drop/add

Financial Aid Refunds are processed and directly deposited

October

Student loan borrowers graduating at the end of the fall semester complete loan exit counseling

Free Application for Federal Student Aid (FAFSA®) is available for 2017-18 filing by going to www.FAFSA.ed.gov. Mercyhurst North East University must be listed as university choice (school code 003297) in the university choice section of the FAFSA®

November

All paperwork and loan requests must be submitted by mid-November and finalized to receive aid for fall semester

December

Spring bills are sent to students registered for spring courses

January

Mercyhurst North East University must be listed as a university choice (school code 003297) on the school section

Spring bills are due January 4, 2017. Payments must be received by this date

1098 Tax Statements for federal and state income tax filing are sent to students that were enrolled prior calendar year

SAP appeals for the spring semester must be submitted to the Financial Aid Satisfactory Academic Progress Committee by January 17, 2017.

February

Financial Aid Packaging begins for freshman & transfer students

March

FAFSA® preferred filing deadline is March 15; Mercyhurst North East University must be listed as university choice (school code 003297) in the university choice section of the FAFSA®

Federal Income Tax Returns and any other requested information must be submitted to the Office of SFS to complete the federal financial aid verification process

April

Loan exit counseling is completed by student loan borrowers expecting to graduate after spring semester

Summer Financial Aid applications are available in SFS and on student portal

May

FAFSA® filing deadline for PHEAA Grant applicants is May 1

Returning student records are reviewed for Satisfactory Academic Progress (SAP) after spring semester grades are posted

Financial Aid Packaging

Helping students afford a Mercyhurst North East education is important to the University. Although the primary responsibility for a university education rests with a student's family, there are several sources that can help reduce the expense of an education at Mercyhurst North East. The federal government, state government, and Mercyhurst North East all provide various forms of
assistance to help the student and the family finance the student’s education at Mercyhurst North East. Details on specific student aid programs are available in the Financial Aid Awarding Policies section below.

The student’s Cost of Attendance, Expected Family Contribution and Financial Need, which are described below, are the components used to determine the student’s financial aid eligibility and to create the student’s Financial Aid Package.

Cost of Attendance (COA)
Mercyhurst North East determines the Cost of Attendance (COA), or budget, which is an estimate of the educational expenses the student will incur during the academic year. These costs include tuition, fees, room, meal plan, transportation allowance, books & supplies allowance, and miscellaneous educational expenses.

Expected Family Contribution (EFC)
Expected Family Contribution (EFC) is an estimate of the family’s financial strength and the ability to contribute, and it is measured by applying the official needs-analysis formula to the data submitted on the student’s FAFSA®.

Financial Need
Financial need refers to the Cost of Attendance (COA) minus the Expected Family Contribution (EFC). Demonstrated Financial Need (COA-EFC=Need) determines a student’s eligibility for need-based financial assistance.

Special Circumstances
Although the formula to determine financial aid eligibility is standard for all applicants, there is some flexibility in recalculating eligibility in light of special circumstances. For example, if the student or the student’s family has experienced an income reduction due to unemployment, disability, divorce, or death, the student can have his/her financial aid eligibility recalculated using updated information. Please contact the SFS Office at 814-824-2288 for more information or to schedule an appointment with your SFS Counselor.

Other special circumstances include loss of non-taxable income (e.g., child support, social security benefits, and so on). In all cases, special circumstances must be fully documented with tax returns, death certificates, court documentation, or letters from appropriate agencies, individuals, or employers.

If there are other circumstances that affect the amount that the student and family can contribute toward the student’s education, please contact SFS immediately; however, keep in mind that the reasons must be sound and that the student will have to provide adequate proof to support any adjustments.

Verification & Eligibility Confirmation
Verification is the process in which Student Financial Services (SFS)—as dictated by federal regulations—compares the information reported on the FAFSA® with the student’s (and student’s parents) prior-year tax returns and other financial documentation. If the student’s application is selected for verification, the student will be contacted by letter or e-mail requesting the required information. SFS must receive all requested documentation before federal, state and institutional aid can be disbursed. If there are differences between the data supplied on the FAFSA® and the verification documentation, corrections may be needed, and the student’s FAFSA® will be reprocessed. This may result in a revision of the Financial Aid Package. Failure to submit documents within the requested timeframe will result in cancellation of aid.

If the student is a Pennsylvania resident receiving state aid, PHEAA may select the student file for state validation. If the student receives an “Applicant Information Request” from the Pennsylvania Higher Education Student Assistance Authority (PHEAA), the student must forward all requested information and financial documents directly to PHEAA in Harrisburg. In some cases, PHEAA may request the same information that was requested by SFS. The student must forward this same information and documentation to PHEAA to avoid a delay in disbursement of funds or loss of your state aid altogether.

Verification & Eligibility Confirmation Continued
It is extremely important that students (and parents) respond to requests for information promptly because finalized financial aid packages are processed in the order of file completion date. To ensure that the student’s financial aid funds disburse as scheduled at the start of the fall semester, the student must be registered for classes, make Satisfactory Academic Progress, and submit all required documentation by July 31 prior to the academic year. Failure to reply to requests for information will result in cancellation of any financial aid offers. Students may still submit late documents, but aid is not guaranteed. The absolute deadline for submittal of all documents is 30 days prior to the end of the semester or award period the student is enrolled for the academic year. The designated deadlines allow SFS to process and authorize disbursements within the timeframes permitted under federal regulations and university policies.

Enrollment Status
As indicated in Financial Aid Awarding Policy section below, each financial aid program has specific requirements regarding enrollment status. In general, SFS uses the following undergraduate enrollment criteria each semester to determine eligibility for the financial aid programs it administers:

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>ENROLLMENT STATUS CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>Full time</td>
</tr>
<tr>
<td>9-11</td>
<td>Three-quarter time</td>
</tr>
<tr>
<td>6-8</td>
<td>Half time</td>
</tr>
<tr>
<td>1-5</td>
<td>Less than half time</td>
</tr>
</tbody>
</table>


Students enrolled in a post-baccalaureate program are considered undergraduate students for financial aid purposes.

A student’s Financial Aid Package is based on full-time enrollment as determined on the census date (the morning after drop/add). If the student does not have full-time status, financial aid will be adjusted accordingly. Students registered for any Mini 2 or Mini 4 courses will have a secondary census date after the drop/add period for those terms. If changes to enrollment cause the student to be less than full time for the semester, aid for the entire semester will be recalculated and in some cases, canceled. If canceled aid results in a balance owed to the school, the student must pay the balance within 30 days. Failure to resolve an outstanding balance within that timeframe may result in the account being placed on hold, possible deregistration from future registered courses, and cannot receive grades and/or transcripts.

During the summer session, enrollment status on the 2nd day of the summer term determines enrollment status for financial aid eligibility. Summer enrollment status follows the same chart above for financial aid eligibility.

Students must consult with SFS if they plan to withdraw from any courses in any term.

Other Eligibility Criteria

Eligibility for federal student aid is determined on the basis of financial need and on several other factors. To receive financial aid from federal programs students’ must meet the following criteria:

- File FAFSA®
- Demonstrate financial need where applicable
- Have a high-school diploma or its equivalent
- Be admitted to a certificate or degree program and be working toward a certificate or degree
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Register with Selective Service (if required)
- Not be in default on a student loan or owe a repayment of federal student aid
- Maintain Satisfactory Academic Progress (SAP) once enrolled (Refer to the Satisfactory Academic Progress Policy for Financial Aid in this section of the catalog).

In addition to most of the federal aid criteria above, eligibility for Pennsylvania state assistance programs requires that the student (and parents if the student is a dependent) be a legal Pennsylvania resident.

Enrollment at Other Institutions

Students cannot receive financial aid at multiple institutions for the same courses. A student must declare which institution is to be considered the “home school” for financial aid eligibility purposes. If the student has been approved to attend another institution during a semester to take part or all of his/her educational requirements, the student may receive some forms of financial aid for that semester if approved in advance and if a Consortium Agreement is executed between Mercyhurst North East and the other institution. Consortium Agreement Forms are available in the Office of Student Financial Services.

FINANCIAL AID AWARDING POLICIES

The Financial Aid Package

Financial aid at Mercyhurst North East is awarded according to financial need, merit, talent, athletic ability or combination of these factors. If the student is eligible for financial assistance based on financial need, the student may receive a combination of gift aid (grants or scholarships that need not be repaid) and self-help aid (loans, which must be repaid or part-time employment on campus). Any combination of awards is referred to as the student’s “Financial Aid Package.” Once a Financial Aid Package has been awarded, the student can review it at any time throughout the year via Web Advisor.

Eligibility for federal and state grants, as well as some Mercyhurst North East scholarships, is based on the information on the FAFSA® and the general eligibility requirements of each program. Gift aid is always awarded before self-help aid. If the student has remaining eligibility after gift aid has been awarded, the student’s Financial Aid Package may also include work-study and student loans.

If any portion of the financial aid package consists of Federal SEOG, Federal Work-study, Federal Perkins Loan, or Subsidized Stafford Loan, total aid (excluding Unsubsidized Stafford Loan, Federal PLUS Loan, and Alternative Loans), may never exceed a student’s demonstrated financial need. If a student receives a financial aid award after the original financial aid package is developed and that new award causes an “over award”, some form of financial aid assistance will have to be reduced so that the total aid does not exceed the student’s demonstrated financial need. In all instances, a student’s total financial aid may never exceed the student Cost of Attendance (COA). Mercyhurst North East University usually reduces self-help aid (loans and work-study) first, and only if necessary will reduce gift aid (grants and scholarships). If gift aid must be reduced, Mercyhurst North East grants or scholarships are adjusted before federal, state or external sources.

Also, Mercyhurst North East grants or scholarships are reduced when the total awards from Mercyhurst North East exceed the student’s direct costs. Students may never receive a refund of Mercyhurst North East Grants or Scholarships in the form of a payment.

Students must consult with SFS if they plan to withdraw from any courses in any term.

Other Eligibility Criteria

Eligibility for federal student aid is determined on the basis of financial need and on several other factors. To receive financial aid from federal programs students’ must meet the following criteria:

- File FAFSA®
- Demonstrate financial need where applicable
- Have a high-school diploma or its equivalent
- Be admitted to a certificate or degree program and be working toward a certificate or degree
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Register with Selective Service (if required)
- Not be in default on a student loan or owe a repayment of federal student aid
- Maintain Satisfactory Academic Progress (SAP) once enrolled (Refer to the Satisfactory Academic Progress Policy for Financial Aid in this section of the catalog).

In addition to most of the federal aid criteria above, eligibility for Pennsylvania state assistance programs requires that the student (and parents if the student is a dependent) be a legal Pennsylvania resident.

Enrollment at Other Institutions

Students cannot receive financial aid at multiple institutions for the same courses. A student must declare which institution is to be considered the “home school” for financial aid eligibility purposes. If the student has been approved to attend another institution during a semester to take part or all of his/her educational requirements, the student may receive some forms of financial aid for that semester if approved in advance and if a Consortium Agreement is executed between Mercyhurst North East and the other institution. Consortium Agreement Forms are available in the Office of Student Financial Services.

FINANCIAL AID AWARDING POLICIES

The Financial Aid Package

Financial aid at Mercyhurst North East is awarded according to financial need, merit, talent, athletic ability or combination of these factors. If the student is eligible for financial assistance based on financial need, the student may receive a combination of gift aid (grants or scholarships that need not be repaid) and self-help aid (loans, which must be repaid or part-time employment on campus). Any combination of awards is referred to as the student’s “Financial Aid Package.” Once a Financial Aid Package has been awarded, the student can review it at any time throughout the year via Web Advisor.

Eligibility for federal and state grants, as well as some Mercyhurst North East scholarships, is based on the information on the FAFSA® and the general eligibility requirements of each program. Gift aid is always awarded before self-help aid. If the student has remaining eligibility after gift aid has been awarded, the student’s Financial Aid Package may also include work-study and student loans.

If any portion of the financial aid package consists of Federal SEOG, Federal Work-study, Federal Perkins Loan, or Subsidized Stafford Loan, total aid (excluding Unsubsidized Stafford Loan, Federal PLUS Loan, and Alternative Loans), may never exceed a student’s demonstrated financial need. If a student receives a financial aid award after the original financial aid package is developed and that new award causes an “over award”, some form of financial aid assistance will have to be reduced so that the total aid does not exceed the student’s demonstrated financial need. In all instances, a student’s total financial aid may never exceed the student Cost of Attendance (COA). Mercyhurst North East University usually reduces self-help aid (loans and work-study) first, and only if necessary will reduce gift aid (grants and scholarships). If gift aid must be reduced, Mercyhurst North East grants or scholarships are adjusted before federal, state or external sources.

Also, Mercyhurst North East grants or scholarships are reduced when the total awards from Mercyhurst North East exceed the student’s direct costs. Students may never receive a refund of Mercyhurst North East Grants or Scholarships in the form of a payment.
Mercyhurst North East Scholarships & Grants

Institutional scholarships and grant programs require that students be enrolled full time and maintain a minimum Grade Point Average (GPA). Most scholarships are renewable each year and students must continue to meet the scholarship criteria as described in communication sent directly to the student with the financial aid award letter. Students must also meet the minimum standards specified in the Satisfactory Academic Progress Policy for Financial Aid.

Other scholarships may be based on athletic ability or talent. Mercyhurst North East offers several scholarships and grants based on financial need. Students are required to file the Free Application for Federal Student Aid (FAFSA®) annually to receive Mercyhurst North East need-based scholarship and grants.

Note: The following information on the student aid programs is current as of the publication date of this academic catalog. Mercyhurst North East reserves the right to change or cancel awards because of regulatory changes, revised allocations, or additional information concerning a student's financial aid eligibility. Mercyhurst North East does not guarantee substitution of funds for any portion of the financial aid package which may be canceled or reduced by government agencies or other sources, nor for any portion of the financial aid package declined by the student. Awarding is contingent upon program requirements, student eligibility and availability of funds.

In addition to state, federal and private funding sources, Mercyhurst North East offers scholarships to incoming students based on academic merit, financial need and athletic and artistic performance to help meet tuition costs. Unless otherwise noted, all Mercyhurst North East University financial aid is automatically renewable for four years of study from the student’s start date at Mercyhurst North East. Full time enrollment is required and a student must meet Satisfactory Academic Progress each year (discussed fully in the Satisfactory Academic Progress section). Egan and some other scholarships may have higher GPA renewal requirements. It is the student’s responsibility to know the renewal requirements for each scholarship received.

North East Grant

Two year scholarship awarded to freshmen and transfer students attending the North East Campus demonstrating financial need.

North East Athletic Aid

Scholarships awarded by coaches to students who demonstrate substantial athletic prowess and potential. Applicants being actively recruited by an athletic team should discuss financial aid with the coach. Students must meet NJCAA eligibility requirements to qualify for athletic aid.

Booker T. Washington Aid

Scholarship awarded to students enrolled full-time at the Booker T. Washington Center. $200 per 3 credit course will be granted to each student.

Mercyhurst North East North East Resident Grant

Students residing in Mercyhurst North East North East housing may be awarded this need-based scholarship to help subsidize the cost of living on campus.

North East Nursing Alumni Grant

This scholarship can be awarded to students who graduated from the Mercyhurst North East North East ASN program who choose to enroll at Mercyhurst North East in the BSN program. Awards may be given up to $500 per year for the student’s first year of enrollment in the BSN program.

Allied Health Partnership Grant

$500 of institutional grant money is available to employees of Mercyhurst North East’s Allied Health Partners. The grant is available regardless of credit load. It is available to students during their first year of enrollment (See website for participating partners).

Endowed, Restricted & Foundation Scholarships

There are several grants and scholarships available that have been endowed by an individual or established in memory of a person. There are also numerous restricted and foundation scholarships that have been made available by a company, individual, or an organization on an annual basis. Eligibility varies according to the donor’s wishes and at the time they awarded. Students are informed of the criteria required and requirements for renewal at the time of awarding.

Below is a current listing of Mercyhurst North East University Endowed, Restricted and Foundation Scholarships:

- Margaret Eckerd Brown Hamot Medical Center Nursing Scholarship.
- Carnahan-Jackson Foundation Endowed Scholarship
- Carol R. Cochran ‘40 Opportunity Scholarship
- Lawrence T. Haas Endowed Scholarship Fund
- Edward & Agnes Kern Endowed Scholarship
- Frances C. Malaney ‘38 Endowed Scholarship
- Robert S. & Janet L. Miller Family Scholarship
- Professor Amalia Morelli Endowed Scholarship
- Mercyhurst North East North East Student Government Scholarship
- Saint Vincent Health System Nursing Scholarship
- Sisters of Mercy Endowed Scholarship

FEDERAL NEED-BASED GRANTS

Students must file the FAFSA® and meet eligibility requirements.

Federal Pell Grant

Awarded to undergraduate students based on financial need if enrolled for at least 3 credits and have not yet received a first bachelor's degree. Students may be enrolled part-time or full-time to receive Pell Grant. Dollar
amounts awarded depend on the student’s Cost of Attendance (COA), Estimated Family Contribution (EFC), total Pell Grants received previously, and whether the student plans to attend full time or part time. The students EFC is derived from the information provided on the FAFSA®.

**Federal Supplemental Educational Opportunity Grant (SEOG)**

Undergraduate students are eligible to receive SEOG if Pell-eligible, pursuing his/her first undergraduate degree, and demonstrate exceptional financial need. Because funding is limited, priority is given to applicants meeting the March 15 FAFSA® filing deadline.

**STATE GRANTS & SCHOLARSHIPS AND OTHER PROGRAMS**

**Pennsylvania Higher Education Assistance Authority Grant (PHEAA) Grant**

A student can receive a PHEAA grant if enrolled as an undergraduate at least ½ time pursuing an associate or bachelor degree, demonstrate financial need, does not have a first bachelor’s degree, and is a legal resident of Pennsylvania. The student must also be a high school graduate or a recipient of a GED. The Pennsylvania Higher Education Student Assistance Authority (PHEAA) determines eligibility and notifies students of any awards through a Student Eligibility Notice (SEN); however, before PHEAA Grant can disburse, the Office of SFS must confirm the student’s eligibility by certifying that all eligibility requirements of the program are met. To be considered annually for PHEAA, the state must receive the student’s processed FAFSA® by May 1 prior to the academic year applying.

Choosing to enroll in a combination of either Blended (BL) or Web (WEB) courses in any given semester totaling more than 50% of the total registered credits for that particular term, may result in the loss of PHEAA State Grant Eligibility.

**Aid for Veterans & National Guard Members**

Service to our country may qualify a student for financial assistance in pursuing higher education through programs that apply to the situation.

**Children of Soldiers Declared POW/MIA** – PHEAA provides State Grants to children of a member of the U.S. Armed Forces who has been designated a “Prisoner of War” or as “Missing in Action” and served on active duty after January 31, 1955 and was a resident of PA for at least twelve (12) months preceding his/her service on active duty. Students may obtain the POW-MIA application by calling: 1-800-692-7392 (toll-free) TDD (for hearing-impaired ONLY): 717-720-2366.

**Montgomery G.I. Bill®** – this is a government program; contact the Veteran’s Outreach and Enrollment Coordinator at (814) 824-2617 for more detailed information and assistance applying. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

**Pennsylvania National Guard Educational Assistance Program**

Together with the Pennsylvania Department of Military and Veterans Affairs (DMVA), PHEAA administers the Educational Assistance Program (EAP) for members of the Pennsylvania National Guard. This program provides tuition assistance for students who enter into a service commitment with the Pennsylvania National Guard, typically for a period of six years. To be eligible the student must be a bona fide resident (domiciliary) of PA and be enrolled in a degree-or certificate-granting program of study. For additional information call 1-800-GO GUARD or visit www.PAGUARD.com.

**PARTNERSHIP FOR ACCESS TO HIGHER EDUCATION (PATH)**

Through the PATH program PHEAA offers qualifying students additional financial aid via educational grants. To be considered for this program, a participating PATH organization needs to nominate the student/submit the student’s name to PHEAA. The student must be a State Grant recipient and have a Federal Student Loan and should demonstrate financial need for a PATH grant. For more information contact PHEAA at 1-800-692-7392.

**PENNSYLVANIA CHAFEE EDUCATION & TRAINING GRANT (ETG)**

This program is authorized under the Foster Care Independence Act of 1999 as amended by the Promoting Safe and Stable Families Amendments of 2001. The Chafee Education and Training Grant Program offers grant assistance to Pennsylvania undergraduate students aging out of foster care who are attending a postsecondary institution approved for the Federal Title IV student financial assistance programs. To apply for this program, go to: https://www.pheaa.org/funding-opportunities/other-educational-aid/chafee-program.shtm or call 1-800-831-0797.

**STUDENT LOANS**

Most students must rely on educational loans to cover at least some portion of their educational costs. Educational loans are available to undergraduate and graduate students as well as parents of undergraduate students. Student loan borrowing is an investment in the student’s future. When deciding to borrow, it is very important that students obtain the best possible loans available in terms of interest rates and repayment options.

Federal student loans are the most favorable type of educational loan for students. Students are advised to get all the federal loans they qualify for before considering private educational loans.

Students are automatically considered for federal student loan eligibility when they file the FAFSA®. Amounts may vary based on class level cost of attendance, financial
need, and other financial aid resources.

Federal Direct Stafford Loan
Federal Direct Loans are low-interest loans from the U.S. Department of Education that are administered by Mercyhurst North East University. It is the U.S. Department of Education’s major form of self-help aid and is available through the William D. Ford Federal Direct Loan Program. There are two types of Federal Direct Loans: subsidized and unsubsidized.

Federal Direct Subsidized Loan
A Federal Direct Subsidized Loan is available to undergraduate students to help meet financial need after other resources are subtracted or to the annual maximum loan limit, whichever is lower. Interest begins to accrue for the student after the student graduates or ceases to be enrolled at least half time. Federal Direct Subsidized Loans have an origination fee which is deducted at the time of disbursement. For current interest rates and origination fees, please visit www.studentloans.gov.

Federal Direct Unsubsidized Loan
A Federal Direct Unsubsidized Loan is not based on the student’s financial need. If the student’s Estimated Cost of Attendance is greater than the total financial aid and the student has not reached his or her annual maximum loan, the student may qualify for Federal Direct Unsubsidized Loan. Students are charged interest on this loan from the time the loan is disbursed until it is paid in full. Students have the option to pay on the interest while in school, or to allow the interest to accumulate, which adds to the principal amount of the loan and increases the amount to be repaid. Federal Direct Unsubsidized Loans have an origination fee which is deducted at the time of disbursement. For current interest rates and origination fees, please visit www.studentloans.gov.

Federal Perkins Loan
The Federal Perkins loan is available to undergraduate and graduate students who demonstrate exceptional financial need and who have already exhausted their Federal Direct subsidized loan eligibility for the year. Since there is a limited pool of Federal Perkins loan funds each year, these loans are awarded first to students who meet the March 15 priority FAFSA® filing deadline, prior to the academic year the student plans to attend. Awards vary. For more information, please visit www.studentaid.ed.gov/types/loans/perkins.

Students awarded a Federal Perkins loan will be required to electronically sign a Federal Perkins Master Promissory Note (MPN) and complete online Entrance Counseling. As a recipient of a Federal Perkins loan offer, the student will be sent a letter directing him or her to a website to complete the Perkins promissory note and loan disclosure. Perkins loan cannot be disbursed to the student’s account until the Federal Perkins MPN is signed. Once a Federal Perkins Loan MPN is completed and the loan is disbursed to the student by Mercyhurst North East University, the student does not have to sign Federal Perkins Loan MPN again (it is valid for 10 years).

There are no insurance premiums or origination fees charged for this loan. Interest does not accrue while the student is enrolled at least half-time. Students have a nine-month grace period, which begins when the student graduates or ceases to be enrolled at least half time. At the end of the grace period, students begin repayment to Mercyhurst North East University. The fixed interest rate of 5% begins when the student goes into repayment and the monthly payments are calculated for full repayment within 10 years (120 months) or $40 monthly, whichever is greater.

HOW TO APPLY FOR A FEDERAL DIRECT LOAN (SUBSIDIZED OR UNSUBSIDIZED)
To apply for a Federal Direct Loan, students must complete the FAFSA. To be eligible, the student must be enrolled at least half-time and meet other general federal student aid eligibility requirements. If the student qualified for a Federal Direct Loan, it will be included in the student’s Financial Aid Award Letter. Below is a current listing of Mercyhurst North East University Endowed, Restricted and Foundation scholarships.

E-SIGN THE FEDERAL DIRECT MASTER PROMISSORY NOTE
Students borrowing a Federal Direct Loan must complete a Federal Direct Loan Electronic Master Promissory Note (MPN) before loan money can be disbursed. Once a Federal Direct Loan MPN is completed and the loan is disbursed to the student by Mercyhurst North East University, the student does not have to sign Federal Loan MPN again (it is valid for 10 years). To complete the MPN, go to www.studentloans.gov. Students will need their U.S. Department of Education FSA ID to sign the MPN electronically. After the student signs the MPN, electronic notification will be sent to Mercyhurst North East University. Mercyhurst North East University may not disburse the Federal Direct Loan unless the student has completed the MPN and has completed Entrance Counseling.

FEDERAL DIRECT LOAN ENTRANCE COUNSELING
The federal government requires a student to participate in loan counseling prior to receiving a Federal Direct Loan. Entrance Counseling will explain various aspects of student loans, such as repayment and interest, and your rights and responsibility.

Entrance Counseling can be completed at www.studentloans.gov. The student will need the U.S. Department of Education FSA ID to successfully complete Entrance Counseling. After Entrance Counseling is completed, the results will be sent electronically to Mercyhurst North East University, although the student may wish to print a copy of the rights and responsibilities page for personal records.
RECEIVING FEDERAL DIRECT LOAN FUNDS
When Mercyhurst North East University is notified by the Federal Direct Loan Processor that they have a valid MPN on file for you and you have completed Entrance Counseling, your Federal Direct Loan will automatically be credited to your student account as long as all other federal student aid eligibility requirements are met.

REQUEST REDUCTION OR CANCELLATION OF FEDERAL DIRECT LOANS
Students have the right to reduce or cancel their Federal Direct Loan offer. Students may do so by making a notation on their Financial Aid Award Letter and returning it to the Office of Student Financial Services. Or, the student may complete a Financial Aid Adjustment Form and submit it to the Office of Student Financial Services.

FEDERAL DIRECT LOAN EXIT COUNSELING
The federal government requires that students participate in Exit Counseling prior to leaving or graduating from college. To complete Exit Counseling, go to www.studentloans.gov. Students will need your U.S. Department of Education FSA ID to successfully complete Exit Counseling.

During Exit Counseling students learn about additional deferment and forbearance and how to get the necessary forms. Even though students have a six month grace period, the Exit Counseling process will help students set up a repayment plan, a direct withdrawal and a payment date. The Direct Loan Servicing Center, who handles all Federal Direct Loan repayments, hosts Exit Counseling.

FEDERAL DIRECT LOAN REPAYMENT
The payment of the Federal Direct Loan begins 6 months after the student graduates or ceases to be enrolled at least half time. Contact Federal Direct Loan Servicing Center at www.studentloans.gov or call them at (800) 848-0979, TTY (800) 848-0983.

FEDERAL DIRECT PLUS LOAN
Federal Direct PLUS Loans are available to parents of undergraduate students and to graduate students, if they are credit-worthy applicants. A parent of an undergraduate student or a graduate student may borrow up to the total Estimated Cost of Attendance less financial aid resources received by the student.

PARENT PLUS LOAN DENIAL
If a Federal Direct parent PLUS Loan Application is denied, it may be possible for a student to borrow an additional amount of unsubsidized Federal Direct Loan. The dependent student annual and aggregate maximum allowable loan limit will be replaced by the independent student maximum allowable loan limits.

REQUEST REDUCTION OR CANCELLATION OF PLUS LOANS
The parent or graduate student borrower has the right to reduce or cancel the Federal Direct PLUS Loan off. This may be done by completing a Loan Change Request Form and submitting it to the Office of Student Financial Services. The federal government requires that graduate PLUS borrowers participate in Exit Counseling prior to leaving or graduating from college. To complete Exit Counseling, go to www.studentloans.gov. You will need your U.S. Department of Education PIN to successfully complete Exit Counseling.

During Exit Counseling you will learn about additional deferment and forbearance and how to get the necessary forms. Even though the student has a six month grace period, the Exit Counseling process will help the student set up a repayment plan, a direct withdrawal and a payment date. The Direct Loan Servicing Center, who handles all Federal Direct Loan repayments, hosts Exit Counseling.

PLUS LOAN REPAYMENT
Repayment of the PLUS loan begins 60 days after the loan is disbursed. PLUS borrowers can defer repayment of the PLUS loan until 6 months after graduation or after the student ceases to be enrolled at least half time. Contact Federal Direct Loan Servicing Center at www.studentloans.gov or call them at (800) 848-0979.

PRIVATE ALTERNATIVE LOANS
There are a large number of private commercial educational loan options to assist students and families in meeting college costs. Students should only consider obtaining a private alternative loan if they need funds above and beyond the maximum amount of Federal Direct Loans. Private Alternative Educational Loans can be reviewed at www.elmselect.com.

STUDENT EMPLOYMENT PROGRAM
Mercyhurst North East offers a student employment program that allow students to earn money to help finance expenses and acquire practical work experience through part-time employment. The student must be accepted and be attending classes to apply for such jobs. Student-employment programs provide on-campus jobs in many academic disciplines and administrative offices for eligible students. Students may be eligible to participate in the Institutional Employment (IE) Program. IE provides on-campus employment opportunities for Mercyhurst North East students who demonstrate financial need. Students must be enrolled full-time to qualify for Institutional Employment.

SFS will contact students who were awarded student employment directly for job placement.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID
All students must be making satisfactory academic progress at Mercyhurst University to establish and retain eligibility for student financial aid. Mercyhurst monitors satisfactory academic progress (SAP) after the spring
semester to provide students with early notification of their academic progress status for financial aid eligibility. The student’s entire academic history will be considered when determining the academic progress status, including accepted transfer credits from another university.

Mercyhurst must apply two different Satisfactory Academic Policy standards depending on the type and sources of funding. The two SAP Policies are as follows:

1. Institutional and Federal Student Aid
2. Pennsylvania State Grants and Scholarships

The following standards explain the components to the Financial Aid Satisfactory Academic Progress Policy.

INSTITUTIONAL AND FEDERAL STUDENT AID

Credit Hour Programs: Students must complete a minimum number of credits toward graduation requirements each academic year in which they are enrolled at Mercyhurst. The quantitative measurement for academic progress compares the credits attempted to credits passed. Students must complete at least 67.00% of cumulative credits attempted to be considered making satisfactory academic progress. To calculate credits completed, all courses taken by the student will be counted, including credits which transferred into Mercyhurst along with all remedial courses.

QUALITATIVE MEASURE

Upperclassmen must have a 2.00 cumulative GPA by the end of the academic year. SAP will be evaluated at the end of the spring semester. Specific Mercyhurst scholarships and grants may have different grade point requirements for continued eligibility. This is a separate and distinct factor in renewing or continuing eligibility for certain institutional scholarships and grants. The grade point requirement for specific programs supersedes the grade point average requirement referenced above. Information on the terms and conditions of specific institutional awards is made at the time of the grant/scholarship offer.

An undergraduate student is considered to be making Satisfactory Academic Progress for both institutional and federal aid if he/she meets the following criteria:

<table>
<thead>
<tr>
<th>Academic Year (Evaluated at end of Spring semester)</th>
<th>Percentage of all Attempted Hours required to be completed*</th>
<th>Minimum Cumulative GPA Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
<tr>
<td>5</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
<tr>
<td>6</td>
<td>67.00%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Completion Rate and GPA are not rounded up

Any student who was registered for courses during the academic year but has not received federal or institutional aid in the current academic year will still be reviewed for SAP to determine future eligibility for awards. A student must be making SAP to receive federal, state, and institutional funds.

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time frame a student may attend and continue aid eligibility cannot exceed 150 percent of the published length of the student’s academic program measured in cumulative attempted credits. For example, the published length of a four-year program is 121 credit hours. Therefore, the full-time student has a maximum of 180 attempted credit hours to complete the program. When the student’s enrollment exceeds the 150 percent point, the student is no longer eligible for federal financial aid.

Important note: there is a 4-consecutive year maximum time limit to receive institutional scholarships and grants for new freshmen. Some awards are for 2 years only and it will be specified in your original admissions packet. Transfer student maximum time limit will be adjusted by the equivalent semesters of transfer credits.

All credits the student attempts, including credits transferred into Mercyhurst University, count toward the 150 percent requirement even if the student changes majors or campus locations. If a student is pursuing two programs simultaneously, the program requiring the most credits to complete will be used to measure the maximum time frame for completion.

CLOCK HOUR PROGRAM

Quantitative measure for clock hour programs is evaluated based on calendar time. The review occurs at the completion of each term.

EFFECT OF WITHDRAWALS, INCOMPLETE COURSES, AND REPEATED COURSES

If a student withdraws from a course or courses (W grade) after the first week of classes during a given semester, the credits are included in the count of courses attempted. An incomplete course counts as credits attempted, but is not included in the GPA and credits completed until the incomplete course changes to a passing or failing grade. A repeated course is only counted toward progression if it replaces a previous course for which the student received no credit.
PROCEDURES FOR APPEALING
Students not meeting the minimum standards for Satisfactory Academic Progress described above are ineligible for federal and institutional financial aid (this includes grants, scholarships, work and loans). However, students may request reinstatement of their financial aid eligibility by submitting a written appeal to the Financial Aid Appeals Committee. SAP Appeal requests must provide an explanation of the extenuating circumstances that contributed to the student’s failure to meet the minimum academic progress standards and a realistic academic plan for improvement. If the Financial Aid Appeals Committee approves the appeal, the student’s financial aid eligibility is reinstated for the applicable payment periods. Students should also meet with their academic support counselor for guidance on their academic plans throughout the academic year.

Students receive appeal results in writing. The decision of the Financial Aid Appeals Committee is final and cannot be further appealed.

DEADLINES TO APPEAL for SAP

Summer Term: July 31
Fall Semester: August 17, 2016
Spring Semester: 1st day of spring classes as defined by OAA

PENNSYLVANIA (PHEAA) STATE GRANTS AND SCHOLARSHIPS
The progress review for all state grants and scholarships will occur at the end of the spring semester. Before crediting a state grant or scholarship to a student’s account, Mercyhurst must certify that for the last academic year during which the student received a state grant, the student completed the minimum required credits hours for the semester to which grant aid was applied.

For example, if the student received an equivalent of an academic year State grant award during the prior academic year, the student is expected to have completed successfully 24 credits over the course of the prior academic year and summer.

If the student has received at least one semester of state grant aid during a prior academic year, Mercyhurst must verify that, during or subsequent to those semesters, the student completed the minimum number of semester credits/clock hours needed to make academic progress given the number of semesters of state grant aid received and the student state grant award status (full-time or part-time) during each of those semesters.

The following table is used in determining the minimum number of credits/clock hours that must be successfully completed for each enrollment status during a semester of state grant aid. It is necessary to add the award counters (according to the student’s specific enrollment and award status) for each semester of the academic year in order to determine the minimum total number of credits/clock hours that must have been completed by the student for the academic year period in question.

State aid grant/scholarship recipients who fail to meet the requirements above remain ineligible until the requisite credits have been completed.

TRANSFER STUDENTS
All of the student’s coursework, whether it was taken at Mercyhurst or elsewhere, is applicable when performing the academic progress test for state aid. Transfer students that were prior year recipients of a state grant must have their official academic transcript from their prior institution submitted to the Mercyhurst Admissions Office so that academic progress may be reviewed by the Office of Student Financial Services. Credits successfully completed at the previous institution need not be transferable to Mercyhurst to be counted for academic progress.

EFFECTS OF REPEATED COURSEWORK AND INCOMPLETE COURSES
Repeated coursework may only be counted once toward the state aid grant/scholarship academic progress requirement.

In the case of students who were permitted a prior semester of state grant on the basis of the remedial exception, only those remedial credits which were counted toward the full-time/half-time minimum may be considered part of the credits needed to meet the academic progress test for that period of time.

PROCEDURES FOR APPEALING
In cases where the student has failed to complete the required number of credits to satisfy the academic progress test as a result of a medical condition, family illness, or other extenuating circumstances, such can be report to PHEAA on an individual basis for their review and approval. The academic progress exception form is available at www.pheaa.org/stategrants/forms.shtml. This medical exception form must be submitted with appropriate documentation to the office of SFS for approval before it is forwarded to PHEAA.

DEADLINES TO APPEAL
The State Grant Progress Exception Form must be submitted within 30 days after the start of the semester and will never be accepted after April 1 by PHEAA.

ACADEMIC SERVICES
Mercyhurst University encourages students to seek out a faculty, staff, administrator or coach to help them sort out
problems, identify potential solutions, and encourages the pursuit of those solutions.

Mercyhurst University has a number of support services and offices that help students become engaged, healthy, and happy members of the college community.

Mercyhurst University has developed the following goals for first-year students.

As a student, you should be:
Gaining confidence and competence as a University-Level student.
You’re meeting this goal if you’re:
- Aware of the campus and location of important offices and services.
- Aware of the difference between your academic success coach and faculty advisor
- Identifying your purpose in pursuing a Mercyhurst education.
- Developing University-level skills for acquiring knowledge and evaluating ideas.
- Gaining skill in effective academic communication, in both oral and written forms.
- Using learning technologies such as WebAdvisor, Blackboard, and research databases.
- Displaying a knowledge of and willingness to use key campus services.

Making positive connections with faculty, staff, and peers.
You’re meeting this goal if you’re:
- Attending campus activities, athletic events, or cultural events.
- Seeking out professors during their office hours.
- Meeting fellow students in your residence hall.
- (Resident students).
- Aware of the names of your Resident Assistant and Resident Director.
- Using Mercyhurst email service on a regular basis.
- Demonstrating an awareness of campus life and extracurricular opportunities through reading the caMpusNEws email newsletter and reading various posters and flyers throughout campus.

Engaging in behaviors that promote personal health and well-being.
You’re meeting this goal if you’re:
- Aware of the locations of UPMC Vineyard Primary Care and the Mercyhurst Counseling Center.
- Establishing a balanced lifestyle that incorporates adequate sleep, nutrition, study and recreation.
- Making responsible decisions regarding alcohol.

Developing awareness of the impact of your personal choices.
You’re meeting this goal if you’re:
- Taking responsibility for your actions.
- Working out differences with roommates or other peers.
- Taking responsibility for your academic success.

Developing awareness and connection to the University’s core values.
You’re meeting this goal if you’re:
- Engaging in self-reflection for personal and moral growth.
- Treating others with empathy and compassion.
- Acting in ways that are ecologically responsible by reducing waste and recycling.
- Embracing the larger goals of intellectual curiosity and lifelong learning.

Utilizing the following campus resources:

RIDGELIBRARY

The Ridge Library is located on the first floor in the Tom and Michele Ridge Health and Safety Building. This facility, dedicated on August 26, 2005, serves as a key component in the academic success of each student.

The library provides students and members of the Mercyhurst University community with a place to study, relax and access a variety of educational resources, while maintaining an academic environment conducive to study.

The Library’s growing collection contains more than 12,000 books, more than 75,000 electronic books and other educational materials including academic journals and online subscription databases. MUNE students also have borrowing privileges from the Hammermill Library located on the Erie campus as well as from other local academic colleges and universities. Student university I.D. cards are required for all library related transactions.

The Library has 32 computer stations in the main Library and 28 computers are located in the computer lab/classroom. All of the computers have Internet connections with Microsoft software installed. The use of wireless (Wi-Fi) technology is available throughout.

In addition, there are two (2) multi-function devices that allow printing in either black and white or color. Two (2) scanners are also available for students to scan papers and documents as needed. For students who need group study areas or private study rooms the Great Room is often available.

Located in the lower level of the Library is a coffee bar and lounge area where students are welcome to come and enjoy coffee, tea and assorted beverages, snacks, and some deli items and salads while taking a break from their studies.

ACADEMICSUCCESSCENTER

The Academic Success Center enhances the academic
development of students and reinforces the student centered learning environment at MNE. Through proactive, intentional, and innovative programs, the Academic Success Center designs opportunities for students to achieve academic goals, develop as reflective learners, experience peer facilitated learning, and lead their peers through academic accomplishments.

As a partner in the Mercyhurst University community, the Academic Success Center does this by:
- Creating transformative learning experiences for students.
- Collaborating to meet the university’s academic success, retention, and graduation goals and objectives.
- Incorporating relevant research and implementing best practices into programming and activities.
- Drop in or by appointment. Feel free to come down anytime. Located near the cafeteria on the ground floor of Miller Hall.

Academic Success Coaches
Academic coaching is an exploration and discovery process that enables students to see themselves from a fresh perspective. Just like a coach in any sport, the academic coach’s goal is to help students perform to the best of their abilities. Each student has an academic success coach in addition to a faculty advisor.

Academic success coaches can help you evaluate your study skills, define your challenges, develop strategies for academic success and help you if you’re looking for any of the following:
- Regularly scheduled, one-on-one meetings.
- Assistance in organizing and planning your semester.
- Someone to keep you accountable to your academic plans.
- Help with specific academic issues (test-taking, time management, etc....).
- Referral to other appropriate campus resources.

Appointments usually last from 30 minutes to 1 hour, and can be scheduled weekly, bi-weekly or on a monthly basis. The focus and purpose of these one-on-one meetings is to provide:
- Discovery – how you learn
- Structure – organizational skills
- Support – goal setting and encouragement
- Feedback – progress and growth

Reasons students consider coaching:
- “I spend lots of time studying but am not seeing the results.”
- “I’m not sure what to study for exams.”
- “I am pretty happy with how I’m doing, but would like to do even better.”

Some of the topics covered are:
- Effective Note-Taking
- Creating a Study Plan
- Reading Strategies
- Test Preparation
- Test-Taking Skills

For more information on the Academic Success Center, please contact the Academic Success Center Coordinator, Ms. Lori Krause at 814-725-6148 or ljensen@mercyhurst.edu

The Freshman Experience
An important part of the transition to college life at Mercyhurst North East is the Freshman Experience, which includes an academic writing and research course as well as the Introduction to Mercyhurst (iMU) course. The iMU courses are designed to assist students by providing resources and information that are critical for success. Our students will receive three-fold benefits from the iMU experience:
- Early and repeated access to iMU facilitators and mentors from across campus will allow students to build deep connections to the Mercyhurst community and foster a devotion to the mission and traditions of the university.
- The course content will provide students with information and inspiration to be academically successful, healthy, socially engaged and prepared for the practical demands of life.
- The overall experience will help us build a campus community that is resilient in the face of challenges, engaged in the life of the university, and able to serve as ambassadors for Mercyhurst throughout their lives.

Carl D. Perkins & Applied Technology Education Act
All students enrolled in vocational programs will be monitored by a success coach and offered Perkins' services, which include academic counseling, career counseling, and tracking, resume writing, tutoring, internship supervision and placement.

The purpose of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 is to develop more fully the academic and career and technical skills of postsecondary education students who elect to enroll in career and technical education programs by:
- Building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions.
- Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary
education for participating career and technical education students.

- Conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities.
- Providing technical assistance that promotes leadership, initial preparation, and professional development at the state and local levels; and that improves the quality of career and technical education teachers, faculty, administrators, and counselors.
- Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries.
- Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

To ensure that all Career and Technical Education students are given every opportunity for success, Perkins funding provides technical support in the form of technical equipment for various CTE eligible departments. Students also benefit from Perkins funding in the form of our Academic Success Coaches.

MUNE currently employs a Special Populations Coordinator, a Career, Internship and Placement Coordinator, a Learning Styles Coordinator, an Assessment Specialist, a Developmental Guidance Coordinator, a Vocational Counselor and a Guidance and Support Program Assistant. They all assist students and offer every opportunity for optimal performance and academic success.

SOAR
All institutions that participate in the Carl D. Perkins grant are required to participate in the Program of Study, also known as SOAR.

Mission of SOAR
The mission of SOAR (Students Occupationally and Academically Ready) is to prepare students for college and careers in a diverse, high-performing workforce.

What is SOAR?
SOAR is built on programs of study which incorporate secondary education and postsecondary education elements and include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content. These career and technical programs of study includes a statewide articulation agreement partnership between secondary schools and postsecondary institutions.

SOAR Supports High Demand Careers:
SOAR programs prepare today’s student for High Priority Occupations (HPO) which include career categories that are in high demand by employers, have higher skill needs, and are most likely to provide family sustaining wages.

Benefits of SOAR
- Saving money on college tuition
- Saving time by shortening college attendance
- Getting on the right career pathway
- Entering the job market ready
- Getting a consistent education

Frameworks of SOAR
All Program of Study students entering MNE from a CTE institution must complete the following:

Secondary Components
- Validated competency lists align to PA academic standards
- Articulation to postsecondary institutions
- PDE/BCTE Career and Technical education program approval
- End of program assessment
- Industry certification alignment, if appropriate

Postsecondary Components
- Articulation to secondary Programs
- Validated Core common competency lists
- Alignment to college standards
- Approved career and technical education program(s)
- End of program assessment
- Industry certification alignment, if appropriate

For the 2016-2017 Academic Year, Mercyhurst North East offers articulated credits in the following Associate Degree program: Computer Systems Support (9 credits)

**CAREER SERVICES**

One of the reasons a student chooses Mercyhurst North East is to help begin or advance his or her career. The Career Center was established to assist students in reaching their goals. Whether a student would like to explore internships, careers, or furthering his or her education, the Career Center can provide tools and guidance to help.

Services and resources include:
- Computers and career related informational materials
- Posting of job openings and opportunities on the Job Board
- Assistance in the job search process.
- Help identifying skills, strengths and interests.
- Vocational & career counseling.
- On-campus career fairs and employer visits
Experiential Learning: Internships and Externships
Experiential learning opportunities provide a chance to get real world, hands-on experience in your field. Internships and externships enhance learning outcomes by merging classroom learning with application. They offer students a chance to confirm their career path, network with others in the field, and boost their hiring potential.

Students in the Hospitality Management and Culinary Arts programs are required to complete these experiences as part of their academic program, and should begin the application process during their first year. All other students who are interested in completing an internship should meet with the Career Services Coordinator at least one semester prior to the intended internship start date to discuss the application process. Students must be in good academic standing to apply for an internship, and are required to obtain approval from their academic program director to apply. The selection of an internship site will be a collaborative process between the Career Services Coordinator and the student. Students should expect to be actively engaged in the internship site selection process.

For additional information, contact the Career Services Coordinator 814-725-6208.

TUTORING SERVICES

The Peer Tutoring Center
Located in the Academic Success Center in Miller 12, Peer Tutoring is available to students for help with studying, homework, and projects. Students can request a tutor appointment or drop in whenever their designated tutor is available.

Who are the Peer Tutors?
- Students who are currently enrolled in classes at MUNE
- Students who have taken the course for which they are tutoring and earned a B or better
- Students currently enrolled in the course who are on their way to earning an A
- All peer tutors have been recommended by instructors and have at least a 3.0 GPA
- All peer tutors have completed the application and training process

How can Peer Tutoring Help?
- Learn one-on-one or in a small group with more individual attention
- Learn at your own pace
- Understand the subject matter
- Clarify Assignments
- Review previous assignments & tests
- Prepare homework and projects
- Improve study techniques
- Improve time management
- Help to raise your grade and overall GPA

For more information on Peer Tutoring, please contact the Writing Center & Peer Tutoring Coordinator, Ms. Kara Homer at 814-725-6321 or ksheldon@mercyhurst.edu

Nursing Tutoring
Nursing students have a professional tutor to help with their nursing classes. For more information, contact 814-725-6139.

The Writing Center
The Writing Center is staffed by a professional tutor. The Writing Center aims to assist students with writing, reading, presenting, and critical thinking skills across all courses.

What areas can the Writing Center help with?
- Prewriting and outlining
- Thesis statements
- Introductions and conclusions
- Developing an argument
- Reading, understanding, conducting and incorporating research
- Revising, editing and proofreading a draft
- Grammar, spelling and capitalization
- MLA or APA citation and formatting
- Presentation strategies
- BlackBoard issues and assignments

The Writing Center is located in the Academic Success Center in Miller 14. Students can request individual appointments, up to 60 minutes long.

For more information on The Writing Center, please contact the Writing Center & Peer Tutoring Coordinator, Ms. Kara Homer at 814-725-6321 or ksheldon@mercyhurst.edu

LEARNING DIFFERENCES

Learning is an individual process in which everyone learns at different rates and in different ways. Mercyhurst North East Learning Differences ensures that qualified individuals with disabilities have an equal opportunity to participate in the University’s educational programs. In keeping with its mission of service, Learning Differences offers eligible students, who have a disability, reasonable accommodations to assist them with reaching their academic goals.

The office is structured to meet the guidelines of Title III of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973.
Learning Differences prides itself on empowering students to be self-advocates on the path of independence.

At MNE, it is the student’s responsibility to disclose their disability to Learning Differences staff in order to request accommodation. Any student who has a history of a diagnosed disability; suspects that he/she may have a disability; or is seeking accommodation for academics, programs or services at the University must contact the Learning Differences Coordinator.

For more information on Learning Differences, please contact the Learning Differences Coordinator, Mr. Mathew Wise at 814-725-6376 or mwise@mercyhurst.edu
ACADEMIC AFFAIRS

Successful completion of academic goals requires dedication to study, to planning, and to adhering to the academic standards and regulations of the University. The University provides substantial support to all students to assist them with successful course completion and with the planning of the completion of their academic program.

Academic Calendar
The University operates on a two semester academic calendar; each semester is 15 weeks long. A number of our courses are offered in the weekend and in the evenings. The fall semester begins in the last week of August, with a short midterm break in October and runs until the middle of December, close to the Christmas holiday. The Spring Semester starts at the middle of January and continues to mid-May with a spring break midway and a brief Easter recess.

ACADEMIC REQUIREMENTS

MNE students will be placed on probation or suspended from the University if they fail to attain the 2.0 minimum GPA. Overall, students are expected to earn at least a 2.0 GPA in any semester. A consequence of poor performance includes the necessity to retake a course thus extending the time necessary to complete one’s program of study. Almost all associate degree programs require a cumulative GPA in the major’s courses higher than 2.0 (refer to specific programs for academic requirements).

Certificate/Credential Program Standards
Students must complete the certificate program in which they are enrolled with a minimum 2.0 GPA, if applicable.

REACH CURRICULUM

Beginning in Fall 2016, all entering students now must complete the new REACH Curriculum. In the case of students returning to the university after an interruption of study, these students also must complete this new REACH Curriculum.

Overview
The REACH Curriculum is an integral part of a Mercyhurst Education that provides students with a broad-based education that is grounded in the Mercy mission. The courses in this experience are designed to challenge mindsets and assumptions, enable the development of critical thinking and problem solving skills, encourage curiosity and creative inquiry, cultivate an appreciation of arts and culture ignite community awareness and engagement, and help instill in our students a resilience in the face of challenges.

Freshman Year Experience
The Freshman Year Experience is all about helping students stand as they begin their journey of reaching toward success. These courses are intended to be an introduction to academic writing and thought, as well as college life. Each student will be required to take two courses as part of the Freshman Year Experience:
  - iMU101- Introduction to Mercyhurst (1 credit)
  - COMP120- Research and Writing (3 credits)

Liberal Arts Experience
In the Liberal Arts Experience, students continue to reach for their goals and have the opportunity to expand their understanding of knowledge, contexts, ideas, and disciplines. Each student is required to take four 3-credit courses all with unique prefixes from the categories below. One course must be from the Reason and Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category:
  - Reason and Faith
    - CST, PHIL, RLST
  - Expression and Creativity
    - ART, DANC, MUS, THEA, ENG
  - Analytical Thought
    - BIO, CHEM, GEOL, MATH, PHYS, SCI, STAT
  - Contexts and Systems
    - ECON, HIS, POLI
  - Humans in Connection
    - ANTH, PSYC, SOC WL (an all related World Languages prefixes)

Online & Blended Courses
Mercyhurst University and McAuley Online Learning is an Internet-based teaching/learning experience. The University uses Blackboard as its electronic delivery and learning platform. Blackboard is a web-based system which provides a user-friendly interface with simple point-and-click access to course content, collaborative workspaces and online resource centers.

Online courses may be either totally available online (WEB), or blend classroom and online learning (BL). In the case of Blended courses, these courses usually hold a number of the meetings in the classroom and additional meetings or assignments are organized online. Blended Courses are generally identified by their course number and will have a BL in their course code. WEB courses will be identified with the location code of WEB. Please note, students who qualify for PHEAA grants should check eligibility rules before scheduling for courses coded as WEB.
Enhanced Courses
Mercyhurst North East offers courses that utilize computer based applications to enhance classroom time. These courses meet primarily for face to face instruction but in addition have online time built into the course requirements. These courses are designated as enhanced (ENH). Enhanced courses do not present the same PHEAA challenges as online and blended courses.

ACADEMIC STANDARDS & GRADES

The grading system of the University is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>exceptional attainment</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>superior work</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>good work</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>above adequate work</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>adequate work</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>less than adequate work</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>poor work</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>failure to meet course standards</td>
</tr>
</tbody>
</table>

Grade points are earned according to the grading scale below for each credit attempted. Under the grading system, a student’s Grade Point Average (GPA) is computed by dividing the number of Grade points earned by the number of credits attempted. The resulting number is the student’s Grade Point Average.

Example:

Grade points x credits attempted = total Grade points

A: 4.0 x 3 = 12.0
C: 2.0 x 3 = 6.0
C+: 2.5 x 3 = 7.5
F: 0 x 2 = 0

Totals: 11 = 25.5

Grade Point Average Formula:

25.5 ÷ 11 = 2.32 GPA (total Grade points) (credits attempted)

Recognition & Graduation Awards

Honors Program
The Mercyhurst North East Honors Program is designed to provide motivated students with enriched and intellectually-stimulating educational experiences and skills. Through this program a student will be recognized for their achievement based on an advanced level of learning.

Students who are admitted to the Honors Program work towards the completion of a curriculum that enhances their individual degree plans by requiring a specific amount of Honors course work. The carefully designed curriculum features core courses, major program-specific courses, experiential learning opportunities, and independent-study options. In some cases students have the opportunity to customize their curriculum by contracting non-honors courses for Honors credit. Students in the Honors Program will complete 12 honors credits (including at least 6 in the first year), participate in special programming, and will be required to maintain at least a 3.5 GPA. Note: Part-time

Honors Program students will find the Honors Program an excellent way to get the most out of their associate degree education at MNE. They will experience the special pleasures of close contact with leading faculty and they will enjoy the challenges offered by highly motivated classroom peers in a participatory learning environment. Continuing Honors Program students, who are in good standing, are extended the courtesy of priority registration, prior to the ordinary registration period.

Honors-eligible students who are not interested or not accepted to the MNE Honors Program can participate in Honors courses without being part of the Honors Program.

Eligibility criteria for the Honors Program, is based on the student’s past academic experiences as follows: Entering Freshman Students are Honors-eligible if they are first-time college students and maintained at least a 3.5 GPA in high school, or 1100 SAT, or 24 ACT. A completed Honors Program application must be submitted, along with a letter of recommendation from an educator (teacher, counselor, or coach). Continuing students are Honors-eligible if they earn a cumulative GPA of 3.5 or higher. Continuing Honors-eligible students may register for Honors courses during their regularly scheduled registration time.

For more information about the MCADS Honors Program, or to apply, contact Ms. Claudia Matz at 814-725-6276 or cmatz@mercyhurst.edu

Dean’s List
The Dean’s list is for the student enrolled at MCADS and is computed at the end of each semester. A minimum of 12 credits for the semester is required to qualify, allowing for no “P” (Passing) grades to be considered in the required minimum credits.

The credits are to be completed at Mercyhurst University-the Erie campus or MCADS and appear on the MCADS student’s transcript. The student must achieve a 3.5 Grade Point Average (GPA) for the specific semester to qualify. The cumulative GPA is not a determinant. The qualifying student is awarded a certificate to commemorate this outstanding academic achievement.

Graduation Honors
Graduation honors are given to students whose exceptional academic, service and leadership performances are deemed worthy of recognition.

BLUE & GREEN HONOR CORDS
The cords are presented to students who have a cumulative Grade Point Average of 3.7 or higher. These students are presented these cords before graduation and are announced.
at the ceremony as “graduating with distinction”.

INDIVIDUAL PROGRAM AWARDS
These awards are presented to a student in each of the two-year associate degree programs at MNE. Selections are based on overall achievement, judged on scholarship, and for the potential they demonstrate as future leaders of their professions.

THE LETOINNE BARNETT MEMORIAL AWARD
The Letoine Barnett Memorial Award is given to a graduate of the Booker T. Washington Campus who most exemplifies the “Carpe Diem Spirit” exhibited by Letoine. He worked diligently to make a difference in his life and the lives of others through the educational opportunities at the Booker T. Washington Campus. The recipient of this award has attained a minimum 3.0 GPA while balancing the many needs of family, school, and work. In addition, the recipient possesses a strong sense of self, family, and community.

THE ROBERT S. MILLER AWARD
This award is the highest award presented by MNE to an adult student. It is given in recognition of the dedication, perseverance, and sacrifice necessary to achieve outstanding academic performance while managing responsibilities to family, work and the community. The recipient exemplifies to traditional-aged students that learning is a lifelong process. This award is named for Robert S. Miller, friend and supporter of MNE.

THE REDEMPTORIST FATHERS AWARD
This honor is given to the graduate who has given unselfishly of his/her time, energy, talent, and loyalty to MNE. The recipient of this award, involved in numerous activities of the university, has shown that he/she possesses a high degree of leadership skills.

THE SISTER CATHERINE McAULEY AWARD
This award is the highest academic honor given by the University. It is presented in recognition of an associate degree candidate who has attained the highest Grade Point Average in the graduating class. All courses must be taken at Mercyhurst University or MNE.

THE MEDAL OF HONOR
This prestigious honor is the highest award presented by MNE to the graduating student who has had the most positive impact on the life of our university community. The recipient of this award has exhibited outstanding scholarship achievement, personal integrity, and leadership skills.

INTERNAL TRANSFERS
Students who want to transition from a Certificate to Associate program and vice versa must visit with the Internal Transfer Coordinator and the Assistant Vice President of Academic Affairs to complete the required internal transfer paperwork.

Transferring to a four-year program at Mercyhurst University requires the completion of 24 credits with a cumulative GPA of 2.5 or the completion of the associate degree. However, acceptance into the program of concentration depends upon the student meeting the requirements of that department on the Erie Campus. Further, those students anticipating transfer to a four-year program at Mercyhurst University are encouraged to reference the REACH Curriculum as they appear in the Mercyhurst University catalog. For more information contact Denise Roth at droth@mercyhurst.edu

PROBATION & SUSPENSION
If a student’s performance remains below established levels or if a student fails all courses in a specific semester, careful review of academic potential will occur. If this assessment determines that the student is not ready to continue his or her studies with a prospect for success, the student will be suspended. Academic suspension can be for one or more semesters as determined by past performance of the student.

At the end of the first semester at the University, a student may be suspended if there is substantial evidence that academic success cannot be achieved at this time in the student’s career. If a student does not earn a cumulative 1.70 GPA by the end of the second or any subsequent semester, the individual may be suspended from the University for at least one full semester. Academic suspension occurs when a student has clearly shown that his/her work (and/or attitude) remains unsatisfactory and that the minimum cumulative GPA for the level of attempted credits has not been achieved. Students are expected to obtain a cumulative 2.0 GPA by the end of the second semester if the student is to continue study at the University.

If a student was on probation, and withdrew from all their courses before the end of the semester, they may still be eligible for Academic suspension due to not making successful academic progress. A student who fails a majority of their courses in any given semester may be suspended for at least one semester.

 Appealing a Suspension
A student may appeal a suspension by writing to the Assistant Vice President of Academic Affairs of MNE.

Students who have been academically suspended from MNE for one semester must apply for readmission. A formal letter requesting readmission must be sent to the Assistant Vice President of Academic Affairs. The Assistant Vice President of Academic Affairs will notify the student of the decision and the conditions required for readmission, if applicable. Readmitted students who subsequently fail to achieve a satisfactory academic average after a reasonable
period of time may be suspended for no less than a year.

MNE students will be expected to exhibit a positive attitude, meet regular attendance standards, and show academic progress. Students whose attitude or attendance indicates a severe lack of interest will be counseled and informed that they may be asked to leave the university unless their behavior improves.

It is the students’ responsibility to verify with Student Financial Services before attempting to return from academic suspension to determine if there are any financial ramifications for having been on academic suspension.

**ACADEMIC POLICIES & PROCEDURES**

**Registration**
The official registration period for each new semester usually begins in the last month of the previous semester. Announcements are made in a variety of ways and printed and online schedules for the coming semester are made available. Planning a course of study is a collaborative enterprise for which the student is principally responsible but one in which the advisor has a role of explaining the elements of the curriculum the student is pursuing, as well as assisting in course selection. Students who register after the official registration period are subject to a late penalty fee. No student will be registered without the adviser’s signature, nor will any registrations be accepted after the official ending of the registration period without approval of the Assistant Vice President of Academic Affairs for the McAuley College of Associate Degree Studies (MCADS).

**Course Designation Codes**
The following course codes need to be kept in mind while looking at courses for registration.

ENH-Enhanced. A course with this designation is a course that meets in class but also has an online component. This online component makes up 10-49% of the total class time but will require computer work outside of class that can include such things as discussion boards, viewing of movies and lecture slides, and journal entries.

BL-Blended. A course with this designation also includes both in class and online time but the time online is of a more substantial amount than in an enhanced course. Blended online time can utilize 50-99% of the entire course time. The types of online activities are similar to those found in enhanced (ENH) courses such as reviewing lectures and movies independently and making entries on discussion boards and in journals. Students who enroll in either blended or enhanced courses should be prepared to have access to a computer for homework, to dedicate time outside of class to their material that may be greater than in a traditional course, and be motivated to stay on a somewhat self-imposed schedule outside of class in order to be successful.

WEB-Online. A course with this designation is delivered 99-100% online. This class may meet the first week and one or two more times during the semester, but all course material will be expected to be completed by students by way of a computer. The tools for success for web courses also include regular access to a computer (possibly on campus), self-motivation, and commitment of time.

NE88-NE Honors. A course with this designation is part of the Honors Program at MCADS. Honors courses are a reformulated version of traditional core and major courses that include a higher level of expectation for performance by the student. Students enrolling in Honors courses should be aware that the pace and level of difficulty of the course will be faster and greater than in traditional courses.

**Section Designations by Location**

60-69 & 71-79 (Except for 67) are used to designate courses offered only on the North East Campus.

67- This designation is only used for an independent study. Registration for this course requires permission from the Instructor, Program Director and the Assistant Vice President of Academic Affairs.

70- Course with this designation are located on the Corry Campus.

BTW-Courses with this designation are offered at the Booker T. Washington location. For NE students, registration for a course at this location requires special permission.

**Auditing a Course**
Students who audit a course do so without working for, or expecting to receive, formal university credit. Students may audit undergraduate courses; however laboratory courses may not be taken as audit. A student may not change the audit course to credit (or credit course to audit) after the Drop/Add period.

Audit courses will be recorded on student transcripts as AU, which grade carries neither credit nor quality points. Permission of the instructor is required in order to register for the course.

**Special Students**
Non-matriculated students are permitted to attend classes if they have been approved by the Office of Academic Affairs. The usual policy is to permit the maximum of 12 credits to be taken before a student must apply for admission. The credits are then transferred to the matriculated status. High school students who wish to attend classes under the dual enrollment program must approved by the Office of Academic Affairs. Students may take no more than three classes per semester. No high school student may take more than 30 credits before
Students need to
Last Day to Withdrawal on the Academic Calendar.

VOLUNTARY WITHDRAWAL
for readmission during the next regularly scheduled
academic standing may apply to the Office of Admissions for re-admission during the next regularly scheduled semester.

Students who have officially withdrawn and are in good academic standing may apply to the Office of Admissions for re-admission during the next regularly scheduled semester.

Students who wish to withdraw officially from the University must complete the cease enrollment form, available in the Office of Academic Affairs. Students who have officially withdrawn and are in good academic standing may apply to the Office of Admissions for readmission during the next regularly scheduled semester.

Taking a Course Off-Campus
For students enrolled at Mercyhurst, written permission must be obtained before taking courses at another accredited institution for transfer back to Mercyhurst. Full approval including the submission of the off campus course approval form to the Registrar must occur prior to enrolling in a course. Continuing students are not permitted to take more than six credits per academic year at another institution.

Course Overload
Students who maintain an academic average of “B” or higher for two academic semesters are permitted to take an additional course in the succeeding term. Other students may take such an overload only with the permission of their advisor and the Assistant Vice President of Academic Affairs of MCADS.

Pass-Fail Option
A student is permitted to declare one course on a Pass/Fail basis. The purpose of this option is to encourage students to explore new areas of study in which they are interested but have little or no background. The Pass/Fail option may be chosen for a Core Course or any other course not needed to fulfill the major and minor requirements. The Pass/Fail option requires the written approval of the advisor and a representative from the Office of Academic Success. A student must attain a minimum of a C grade to receive a Pass (PA) for the course. Students receiving a “D+” or “D” grade will receive a Low Pass (LP) for the course. The “PA” or “LP” grades are not calculated in the grade point average; however, if the student fails the course, the “F” grade is included in the cumulative grade point average.

Incomplete Grades
The incomplete grade (I) is a temporary grade indicating that the work in the course was acceptable, though a significant or critical part of it was not completed due to illness or other serious circumstances beyond the student’s control. It is the student’s responsibility to verify these conditions. The “I” grade may not be used to extend time for course work or for the convenience of student of faculty member. When the instructor agrees to assign an “I” grade, a report form must be filed with the Assistant Vice President of Academic Affairs of MCADS prior to the submission of grades, indicating what remains to be completed for a final grade and the exact date when it is to be completed.
Repeated Courses
Students who earned a “D+”, “D”, or “F” in a course may repeat that course and will be re-graded as PASS (PA), LOW PASS (LP) or FAIL (F). Students earning at least a “C” will be re-graded as a PASS (PA) for the course; students earning a “D+” or “D” will be re-graded as a LOW PASS (“LP”); students earning a FAIL will be re-graded as “F”. When the re-grade is a “PA”, an “LP”, or an “F”, the original grade is converted to an “R” (REPEAT).

A LOW PASS or a PASS is not calculated in the GPA; however, if a student fails the course, the “F” grade is included in the cumulative grade point average. Students who receive a LOW PASS or a PASS for the course repeated in their major field must consult their department director concerning the effect of the repeated course on their departmental requirements.

Proficiency Examinations
All of the following require the prior approval from the Assistant Vice President of Academic Affairs:

CLEP (College Level Examination Program) both general and specific subject areas.

PROFICIENCY EXAM

LIFE EXPERIENCE CREDIT for learning from prior employment, volunteer work etc.

ADVANCED PLACEMENT (AP) Examination credit may be earned through the Advanced Placement Program; the College Level Examination Program (CLEP); or a comprehensive course examination.

Ordinarily, credit received through CLEP or Advanced Placement exams is applied to satisfy Core Curriculum or elective requirements. Major departments are not required to accept credit through outside examinations to satisfy a major requirement. The general guidelines which govern this program are:

The tuition cost for the Proficiency Examination credit is set according to the fee schedule listed in the Tuition and Fees section in this catalog. An exemption is made with the Advanced Placement and CLEP. Necessary lab fees will be paid by the student.

All credit received through Proficiency Examinations will appear on the student’s transcript as PASS. Failure will not be recorded on the transcript.

The minimal passing score for the awarding of credit through the CLEP Examinations is a score equivalent to a C in the subject examination as determined by the Academic Department.

The minimum passing grade for awarding of Advanced Placement credit is a score of at least (4) in the examined subject.

These may not be used by a student to challenge a grade earned in a course taken at Mercyhurst University. Only by repeating the course may a student change a grade.

Student Grievance Procedures
The purpose of the Grievance Policy is to assure students a process of arbitration and mediation on all matters that pertain to the academic matters that do not involve a grade appeal.

A grievance can be considered to be any problem arising from an application, interpretation, or claimed violation of any provisions of University policies, rules, or procedures. If a student is challenging a grade earned in a course, the Grade Appeals Policy found in the Mercyhurst North East Catalog will be followed.

The faculty member agrees that initiation of a grievance will not be held against the person and will not be used in the classroom or grading evaluation process. Students agree to follow the procedure as outlined in the grievance policy. It is the policy of Mercyhurst North East Campus to maintain a collegial atmosphere that is sensitive and adaptive to student needs and input. Students are encouraged to seek assistance from their faculty advisor, who will review the steps outlined in this policy.

Failure to meet deadlines or comply with procedures written in this policy forfeits the right of the individual to grieve. If the student’s program of study falls under the School of Public Health and Health Professions (SPHHP), then the Grievance Policy outlined in their specific handbook will be followed.

Step I – CONTACT PARTY INVOLVED
The individual should first attempt to resolve the identified problem by going directly to the party involved (faculty member, administration, etc.). This must be done within five (5) working days after the problem has occurred. The individual must note that they would like a response in writing from the party involved.

The party involved will respond to the student within five (5) working days in writing.

Step II – GRIEVANCE REPORT FORM
If the problem has not been resolved to the student’s satisfaction, he/ she is to submit to their specific Program Director, a written description of the problem and expected resolution using the grievance report form found in the North East Office of Academic Affairs in M104. Each student involved in the grievance must complete a separate grievance form. Each complaint is handled separately. This written description must be submitted within five (5) working days after the student has received a response from the other party involved.
The Program Director will investigate the problem and will provide a written response to the grievant within five (5) working days.

If the Program Director is named in the grievance, then for grievances not involving an Allied Health program, the Assistant Vice President of Academic Affairs should be contacted by the student and will complete Step II.

Step III – GRIEVANCE HEARING
If the grievant feels the problem is not satisfactorily resolved by the Program Director, he/she may appeal the decision to the Grievance Committee. The Committee shall consist of five individuals appointed by the Assistant Vice President of Academic Affairs at the beginning of each academic year. The Associate Dean of SPHHP cannot serve on the committee.

For a Grievance involving any program outside of the School of Health Professions, the Grievance Committee shall consist of 2 Allied Health or Nursing faculty, 2 faculty from another non-health program, and one student from the same program as the grievant.

One faculty member will be appointed as Chairperson. The name and contact information for the Grievance Committee Chairperson will be provided to the grievant by the Assistant Vice President of Academic Affairs of Mercyhurst University North East upon request of the grievant. A copy of the grievance report form and other relevant documents will be forwarded to the grievance committee chairperson by the grievant within five (5) working days after receiving the Program Director’s report. Upon receipt of the grievance form, the Grievance Committee may schedule an appointment for hearing of the grievance. If a committee member is named in the grievance, the Assistant Vice President of Academic Affairs of Mercyhurst University North East will appoint an alternate.

The individual appearing before the grievance committee will have the right to have a support person and/or faculty advisor present. The support person and/or faculty advisor may advise the person beforehand and during the hearing but may not directly question the witnesses or the committee members.

The grievant will be given full opportunity to present evidence and witnesses that are relevant to the issues at hand. The grievant will be permitted to question witnesses presented against him/her. Prior to the hearing, the grievant will be informed of any evidence to be presented and its source.

Taping by the grievant is not permitted during the grievance hearing. Legal counsel, if retained, will not be permitted to attend the hearing but may be available on the premises during the process at the grievant’s request.

Voting on the matter grieved will be by written ballot and will be counted by the Chairperson in the presence of all members of the Committee.

Within five (5) working days after the hearing, the Committee chairperson will meet with the grievant to announce the final decision. Written notice of the Committee’s decision will be sent to all parties involved following this meeting. If the Committee is unable to reach a decision, the original decision of the specific Program Director will be upheld.

Step IV – THE APPEAL
If the grievant is not satisfied with the recommendation(s) of the grievance committee, the student may request that the grievance be reviewed by the Assistant Vice President of Academic Affairs of Mercyhurst University North East. The Assistant Vice President of Academic Affairs of Mercyhurst University North East will discuss the problem with the student and investigate all aspects thoroughly.

Within five (5) working days, the Assistant Vice President of Academic Affairs of Mercyhurst University North East will send written notice of the decision to the grievant.

If the Assistant Vice President of Academic Affairs of Mercyhurst University North East is named in the grievance, the Assistant Provost of Mercyhurst University the North East Campus will fulfill the responsibilities of Step IV.

The Assistant Vice President of Academic Affairs or the Assistant Provost’s decision is final.

Grade Appeals
In all cases it shall be assumed that the grade assigned is correct. The student appealing the grade must justify the need for a change of the grade assigned. A grade may be appealed only if the final grade issued for the class does not reflect what the student has earned according to the grading criteria outlined by the course instructor. Grade appeals may not be based upon a request to have submitted work reevaluated by the instructor. An appeal must be initiated within 45 days after the close of the semester in which the grade was earned (or 45 days into the fall semester for grades issued during the previous spring semester).

If a student believes that a final grade issued is not reflective of the grading criteria outlined by the course instructor he/she should first meet with the instructor to discuss the final grade. If this meeting does not resolve the issue satisfactorily, the student should submit a formal written grade appeal to the Program Director of the department that the course is under. Assistance determining who the Program Director is can be obtained from the Assistant Vice President of Academic Affairs (AVPAA) in the Office of Academic Affairs (OAA) at the North East campus.
The appeal should be word processed, clearly state that the student wishes to appeal the grade, the basis for the appeal and include all pertinent facts related to it such as which course is being appealed and the events that led up to the appeal being finalized. A copy of the course syllabus and copies of all available assignments and exams should be attached to the appeal, if possible, when submitted to the Program Director.

The Program Director will meet with the instructor to discuss the formal appeal. If no resolution can be reached at this point, then the Program Director submits the grade appeal to the AVPAA. At the same time, the Program Director also informs the instructor in question of the need to submit a response regarding the student’s appeal to the Program Director and the AVPAA. (Note: In instances where the instructor is the Program Director, then the student will meet with the AVPAA after first discussing with the instructor/Program Director. The AVPAA will then meet with the Program Director to try to reach a resolution. If the Program Director is the instructor, then they will submit to the AVPAA one statement and that will suffice as information from the program).

Once the AVPAA receives from the Program Director the student’s appeal, the instructor’s response and a response from the Program Director, the statements will be sent to the Grade Appeal Committee by the AVPAA. If the committee requires more information, then they may feel the need to convene a hearing with the student. The Grade Appeal Committee guidelines will govern Committee function and hearings. The Grade Appeal Committee will weigh all statements and submitted documents in regards to the following of policies and the circumstances surrounding the appeal. The Grade Appeal Committee will send back to the AVPAA their signed final decision based on majority vote. The AVPAA will verify that the Committee has made a recommendation within its purview. If a change of grade is deemed appropriate by the Grade Appeal Committee and the AVPAA, then the instructor will be asked to submit the proper form. If the instructor chooses not to submit the paperwork, then, with the written support of the committee, OAA will change the grade in accordance with Committee guidelines. The AVPAA one statement and that will suffice as information from the program).

WIT

Academic Honesty

Students are expected to contribute actively to the development of an atmosphere of academic integrity. MCADS assumes, therefore, that students will not resort to plagiarism or any other form of academic dishonesty. Students found guilty of willful academic dishonesty may be subject to a broad range of sanctions. At the discretion of their instructor, they may be required to redo the plagiarized assignment or they may receive an automatic “F” for the exam/assignment and/or the course. Students found to be in collaboration with other students involved in willful academic dishonesty are also subject to disciplinary action.

WITH REFERENCE TO CLASS ASSIGNMENTS

Academic integrity is an extremely important virtue in students and it is to be maintained in class assignments. Students should follow the directions given by faculty members about assignments. Assignments should be read in full, in the language assigned. Students are expected to do their own work; students are not permitted to submit work partially or totally done by another student or documents downloaded from the Internet. Use of computer-assigned translation on assignments to be submitted in a language other than English is likewise prohibited. Group work is permitted only when a collaborative effort is assigned; only those who actually worked on the assignment should have their names on the submission.

WITH REFERENCE TO FORMAL CITATIONS

Students are expected to uphold generally recognized standards of citation in order to avoid plagiarism. Though individual instructors may alter the expectations somewhat, general principles include: the necessity to provide citations for any direct quotation, the need to provide citations for any paraphrased material, the need to credit theories or concepts to their authors through citation, and the need to provide full and accurate citations.

WITH REFERENCE TO LIBRARY CONDUCT

Reading and audio visual materials provided for the enrichment of the college community should be treated with respect by all students. Willful destruction of library materials, including but not limited to books, periodicals, manuscripts, CDs, videos and records constitutes academic misconduct.

WITH REFERENCE TO TAKING EXAMS

It is expected that MCADS students will exhibit academic honesty when they take exams. Failure to do so is a form of deception that is unacceptable at MCADS. Any action that misrepresents the extent to which a student has mastered material assessed on an exam constitutes academic dishonesty or cheating. Cheating includes, but is not limited to the following types of activities: copying from another student’s test or assignment or allowing another student to copy from your test or assignment; collaborating during a test with any person without explicit faculty permission; stealing, buying or otherwise improperly obtaining all or part of a test before the exam; taking a test for someone else or allowing someone else to take a test for you; altering responses after an assignment or test was graded, then reporting that there has been a scoring mistake; and marking two answers on a test, so that the choice is unclear in hopes that the instructor will assume a correct response was intended.

Independent Study
Independent Study courses are reserved for students who have achieved a minimum of 45 credits, have had substantial experience, a cumulative GPA of 2.5 in the chosen area of study, and wish to pursue a specialized topic not offered in the regular program. Students enrolled in Independent Study courses must meet with the sponsoring faculty member at least one hour weekly during the semester. Students who wish to study independently must first secure the approval of the department director, advisor, and faculty sponsor. A formal plan of study must then be finalized with the Office of the Assistant Vice President of Academic Affairs for final approval. Independent Study courses are taken only on a Pass-Fail basis unless the course is a major or minor requirement.

**Internship & Externship Programs**
Internships and externships are real world, hands-on experiences that enhance learning outcomes by merging classroom learning with application. Students in the Hospitality Management and Culinary Arts programs are required to complete these experiences as part of their academic program, and should begin the application process during their fi semester. All other students who are interested in completing an internship should meet with the Career Services Coordinator at least one semester prior to the intended internship start date to discuss the application process. Students must be in good academic standing to apply for an internship, and are required to obtain approval from their academic program director to apply.

Both credit based and non-credit options are available for the internship program; the Career Services Coordinator will assist students in choosing the best option. The selection of an internship site will be a collaborative process between the Career Services Coordinator and the student, and students should expect to be actively engaged in the internship site selection process. A current list of available internships is maintained through the Mercyhurst Career Connect website.

For additional information, contact the Career Services Coordinator at 814-725-6208.
Academic Programs

BACHELOR DEGREE PROGRAMS

BACHELOR OF SCIENCE IN HEALTH CARE MANAGEMENT

The goal of this program is to provide practitioners in the allied health fields (e.g. OTA, RT, PTA, MLT) with the knowledge, skills and degree needed to advance in their careers. After graduating with this degree, students will have the proficiency to lead and supervise other employees, secure management positions and teach “on the floor” and in the classroom.

The skills expected from a BS-HCS graduate include leadership, business ethics, supervision, employee management, critical thinking, employee training and education, financial operations, business writing and human resources. This 2+2 completion program enables allied health practitioners with a completed associate degree in allied health to transfer most, if not all, of their credits from their associate degree education towards a bachelor’s degree in Health Care Science.

Recently, the U. S. Department of Labor, Bureau of Statistics, noted that allied health disciplines comprise 10 of the 20 fastest growing occupations. There is also a critical need for well-qualified practitioner-educators to prepare the next generation of allied health practitioners. Most of the BS-HCS graduates who enter this educational path through a two year allied health program will be pursuing the degree so that they can assume management positions and/or teach –either on the “floor” as employer-based training or in the classroom either as full-time faculty or adjuncts.

Demand for health care managers is projected to increase nationally by 16 percent through 2018. In Pennsylvania, it is estimated that openings for medical and health services managers will increase by 13,190 positions by 2014.

This program will also offer the opportunity for students to pursue graduate level education opportunities. Students must earn an overall 2.5 GPA along with a minimum grade of a 2.5 in all required courses.

A minimum of 120 credits (A combination of Liberal Arts, Transfer and Major required courses) are required for the completion of this associate degree program.

For more information, contact Leslie Reed at lreed@mercyhurst.edu.

PROGRAM LEARNING OUTCOMES

Program learning Outcomes

- At the end of this program, the graduate will be able to:
- Express a commitment to gain new knowledge and apply this knowledge to the development of professionalism and ethics acceptable in a healthcare setting.
- Develop your own Code of Ethics, then compare and contrast with Mercyhurst University’s Core Values and Mission.
- Indicate a commitment to advance one’s own career through the organizing concepts of safety and quality improvement; evidence-based practice; teamwork/collaboration; informatics and technology; professional identity and leadership; and culturally sensitive care of populations.
- Demonstrate the ability to access and complete learning assignments on Blackboard (Bb), the Learning Management System used during this program.
- Develop scholarly writing skills using the American Psychological Association (APA) style guidelines.

REACH Requirements

Liberal Arts Experience (35 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes to fulfill the category requirement.

Category 1
Prefixes
Reason and Faith (6 credits)
CTS or PHIL

Category 2
Prefixes
Expression & Creativity (6 credits)
ART, DANC, MUS, THEA (3 credits) and ENG (3 credits)

Category 3
Prefixes
Analytical Thought (7 credits)
BIO, CHEM, GEOL, MATH, PHYS, SCI
One course must be a science with a lab component

Category 4
Prefixes
Contexts & Systems (6 credits)
ECON, HIS, POLI

Category 5
Prefixes
Humans in Connection (6 credits)
ANTH, PSYC, SOC, WL (all world languages prefixes)

Capstone
ETH 400
REACH Capstone
Capstone course identified with major (3 credits)

Outreach
BTG
REACH Outreach
Beyond the Gates (1 credit)
Health Care Science Major Requirements (33 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM 302</td>
<td>Leadership Professionalism &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HCM 303</td>
<td>Principles of Management and Finance</td>
<td>4</td>
</tr>
<tr>
<td>HCM 304</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HCM 305</td>
<td>Research &amp; Evidence Based Practice</td>
<td>4</td>
</tr>
<tr>
<td>HCM 306</td>
<td>Professionals as Educators</td>
<td>3</td>
</tr>
<tr>
<td>HCM 308/</td>
<td>Health Promotion &amp; Prevention</td>
<td>3</td>
</tr>
<tr>
<td>NURS 400</td>
<td>Informatics</td>
<td>3</td>
</tr>
<tr>
<td>HCM 402/</td>
<td>Multicultural Global Perspectives in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 402</td>
<td>Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HCM 403</td>
<td>Health Science Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HCM 406</td>
<td>Preceptorship</td>
<td>3</td>
</tr>
</tbody>
</table>

Bachelor of Science in Nursing Completion Program (RN-BSN)

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program provides the opportunity for Registered Nurses, or students who have successfully completed an Associate Degree in Nursing or Diploma in Nursing, to continue their education and advance in their nursing practice. The program prepares the Registered Nurse to adapt to an ever changing healthcare delivery system, to care for individuals, families, and communities, function in leadership positions, and pursue continued education at the graduate level.

Graduates of this BSN program will use an evidence-based approach in the delivery of quality, safe, cost-effective, culturally competent patient-centered care across the health care continuum. Graduates will be able to utilize information systems and technology in the assessment, planning, delivery, and evaluation stages of patient care in diverse clinical settings. Graduates of the RN to BSN completion program will be prepared to pursue advanced degree programs if, and when, they choose.

The curriculum is blended, including both in-classroom instruction and distance learning activities. In addition, students participate in preceptor clinical practice in local health care agencies.

The program is offered on Tuesday and Thursday evenings. There are two tracks for RNs to obtain their Bachelor of Science in Nursing.

Track #1 is for RNs who have an Associate Degree in Nursing or a Diploma in Nursing but have not completed their Liberal Arts requirements. The program is scheduled over 4 semesters and 2 summer sessions, culminating with a capstone course that focuses on nursing leadership. The program consists of 52 credits.

REACH Requirements

Liberal Arts Experience (21 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes to fulfill the category requirement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Prefixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CTS or PHIL</td>
</tr>
<tr>
<td>2</td>
<td>ART, DANC, MUS, THEA, ENG</td>
</tr>
<tr>
<td>3</td>
<td>ECON or POLI, HIS</td>
</tr>
<tr>
<td>4</td>
<td>ANTH, PSYC, SOC, WL</td>
</tr>
<tr>
<td>5</td>
<td>ETH 400 (3 credits)</td>
</tr>
</tbody>
</table>

RN to BSN Track #1 Required Courses (31 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300</td>
<td>Professional Advancement</td>
<td>3</td>
</tr>
<tr>
<td>NURS 301</td>
<td>Research &amp; Evidence-Based Practice in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 302</td>
<td>Intro to Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 303</td>
<td>The Experience of Chronic Illness</td>
<td>3</td>
</tr>
<tr>
<td>NURS 400</td>
<td>Health Promotion &amp; Prevention</td>
<td>3</td>
</tr>
<tr>
<td>NURS 401</td>
<td>Nursing in the Community</td>
<td>6</td>
</tr>
<tr>
<td>NURS 402</td>
<td>Multi-Cultural Global Perspectives of Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>NURS 404</td>
<td>Leadership in Nursing</td>
<td>6</td>
</tr>
</tbody>
</table>

RN to BSN TRACK #2 Required Courses (31 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300</td>
<td>Professional Advancement</td>
<td>3</td>
</tr>
</tbody>
</table>
NURS 301  Research & Evidence-Based Practice in Nursing (4 credits)

NURS 302  Intro to Nursing Informatics (3 credits)
NURS 303  The Experience of Chronic Illness (3 credits)
NURS 400  Health Promotion & Prevention (3 credits)
NURS 401  Nursing in the Community (6 credits)
NURS 402  Multi-Cultural Global Perspectives of Healthcare (3 credits)
NURS 404  Leadership in Nursing (6 credits)

ADMISSIONS AND PROGRESSION REQUIREMENTS
SPECIFIC TO THE BSN COMPLETION PROGRAM

- A student of the BSN completion program needs to take at least 50% of the program’s course work (whether Track #1 or Track #2) at Mercyhurst University.
- A minimum grade of C+ (80% or better) is required in all of the required Nursing courses.
- A nursing course may be repeated once. Only one nursing course may be repeated.
- No more than two Ds may be earned in the liberal arts courses required of the BSN curriculum.
- A student of the BSN completion program needs to demonstrate proof of an unrestricted RN license in the state where they will be completing clinical hours before registering for NURS 401 & NURS 404.
- Track # 1 must be completed within 3 years of enrollment or readmission.
- Track # 2 must be completed within 2 years of enrollment or readmission.

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Employ strategies to minimize risk of harm to individuals, groups, and communities by addressing system problems in health care.
- Integrate best current evidence with clinical expertise and patient (and their family) preferences and values for the achievement of quality nursing and patient outcomes.
- Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care at the individual and group level.
- Utilize technology and innovation that supports evidence-based decision making, the management of information, and safe, quality patient care.
- Engage in nursing actions that reflect integrity, caring, advocacy, and a commitment to influence evidence-based practice to improve the care of diverse patient populations.
- Demonstrate a knowledgeable, holistic, caring, and culturally aware professional demeanor with patients, families, and communities across all care settings.

For more information, contact Dr. Judith Stanley at jstanley@mercyhurst.edu
ASSOCIATE DEGREE PROGRAMS

BIOLOGY

The Associate of Science in Biology curriculum is equivalent to the science, math, and general education courses that are required of freshman and sophomore students at many 4-year institutions. The intent of this program is to prepare students who are interested in pursuing a Biology-related Baccalaureate degree or Pre-health Professional degree. Coursework will include: Cell and Molecular Biology, Ecology and Evolutionary Biology, General Chemistry, College Algebra and Trigonometry, as well as general education coursework. Coursework will transfer in its entirety to the Mercyhurst Erie campus and may transfer in part or entirely to other baccalaureate institutions.

Students must have completed 60 credits and earn an overall 2.0 GPA to meet graduation requirements. Students must receive a “C” or better in all major required courses, as well as CHEM 131/132 and CHEM 121/122.

For more information please contact Ms. Kari Dundore Shrout at kdundoreshrout@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Critically analyze scientific information.
- Conduct scientific research or experimentation in a professional manner.
- Communicate scientific findings in a professional manner.
- Demonstrate knowledge in three major areas of biology: cellular and molecular biology (including genetics), ecology and evolution, and organismal biology.

REACH Requirements

Freshman Experience (4 credits)

iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)

Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2 Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 4 Contexts & Systems (3 credits)

Prefixes ECON, HIST, POLI

Category 5 Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

In addition, students must complete the following:

ELECTIVE 24 credits of REACH and/or electives or
ELECTIVE 18 credits of REACH and/or electives, plus
with
CHEM 121 General Chemistry I Lecture (3 credit)
CHEM 122 General Chemistry I Lab (1 credit)
CHEM 131 General Chemistry II Lecture (3 credits)
CHEM 132 General Chemistry II Lab (1 credit)

BUSINESS ADMINISTRATION

Accounting Concentration

The Associate Degree in Business Administration, Accounting concentration, offers a sequence of courses that prepares students for a career in the challenging field of accounting. Possible career paths will include such areas as: accounting data entry, payroll processing, accounts receivable/payable clerk, purchasing agent, and office management. Students are introduced to the fundamentals of economics, marketing, and management. Basic core competencies in technology, communication, and critical thinking are also developed.

Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 61 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA along with a minimum grade of a 2.0 in all concentration required courses. Any concentration required course(s) with a grade less than a 2.0 must be repeated.
For more information please contact Mr. Randall Rinke at rrinke@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.

REACH Requirements

Freshman Experience (4 credits)
- iMU 101 Introduction to Mercyhurst (1 credit)
- COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

Category 1  Reason and Faith
Prefixes  CTS, PHIL, RLST

Category 2  Expression & Creativity
Prefixes  ART, DANC, MUS, THEA, ENG

Category 3  Analytical Thought
Prefixes  BIO, CHEM, GEOL, MATH, PHYS, SCI, STAT

Category 4  Contexts & Systems
Prefixes  ECON, HIST, POLI

Category 5  Humans in Connection
Prefixes  ANTH, PSYC, SOC, WL (all world languages prefixes)

Business Administration - Accounting
Required Courses (45 credits)

- ACCT 101 Principles of Accounting I (3 credits)
- ACCT 102 Principles of Accounting II (3 credits) (Prerequisite: ACCT 101)
- ACCT 140 Computer Applications in Accounting (3 Credits) (Prerequisite: ACCT 101)
- ACCT 201 Intermediate Accounting I (3 credits)

- ACCT 202 Intermediate Accounting II (3 credits)
- ACCT 230 Tax Accounting (3 credits)
- ELECTIVE Business course recommended (3 credits)
- ECON 105 Macroeconomics (3 credits)
- ECON 106 Microeconomics (3 credits)
- FIN 280 Financial Management (3 credits)
- MGMT 120 Principles of Management (3 credits)
- MIS 101 Computer Applications (3 credits)
- MIS 110 Advanced Computer Apps (3 credits)
- MKTG 162 Principles of Integrated Marketing (3 credits)
- STAT 109 Statistics (3 credits)

Management Concentration
Students enrolled in this program are introduced to the fundamentals of economics, accounting, management, and marketing. In addition, some upper-level coursework in human resources and computer applications is provided. The Business Division recognizes the importance of communication and mathematics. Hence, a significant amount of coursework in the program focuses on the development of these skills.

Upon completion of this program, graduates will be prepared for entry-level positions in administration, marketing, manufacturing, and sales. With experience, one may qualify for promotion to a higher-level supervisory position in management.

Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 61 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA along with a minimum grade of a 2.0 in all concentration required courses. Any concentration required course(s) with a grade less than a 2.0 must be repeated.

For more information please contact Mr. Randall Rinke at rrinke@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.
REACH Requirements

Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

NOTE: ENG 100 Critical and Evaluative Reading, and ENG 110 Composition, do not count for the Expression category.

Category 1  Reason and Faith
Prefixes  CTS, PHIL, RLST

Category 2  Expression & Creativity
Prefixes  ART, DANC, MUS, THEA, ENG

Category 3  Analytical Thought
Prefixes  BIO, CHEM, GEOl, MATH, PHYS, SCI, STAT

Category 4  Contexts & Systems
Prefixes  ECON, HIST, POLI

Category 5  Humans in Connection
Prefixes  ANTH, PSYC, SOC, WL (all world languages prefixes)

Business Administration- Management
Required Courses (48 credits)

ACCT 101 Principles of Accounting I (3 credits)
ACCT 102 Principles of Accounting II (3 credits)  (Prerequisite: ACCT 101)
ACCT 140 Computer Applications in Accounting (3 Credits)  (Prerequisite: ACCT 101)
BADM 100 Business Math or MATH 102 or above (3 credits)
BADM 250 Entrepreneurship (3 credits)
BADM 275 Operations Management (3 credits)
ELECTIVE  Business course recommended (3 credits)
ELECTIVE  Business course recommended (3 credits)
ECON 105 Macroeconomics (3 credits)
ECON 106 Microeconomics (3 credits)
MGMT 120 Principles of Management (3 credits)
MGMT 206 Human Resource Management (3 credits)
MGMT 226 Human Behavior in Organizations (3 credits)
MIS 101 Computer Applications (3 credits)
MIS 110 Advanced Computer Apps (3 credits)
MKTG 162 Principles of Integrated Marketing (3 credits)

Social Media Marketing Concentration

The Business Administration Program, Social Media Marketing Concentration, will provide students with a strong understanding of the basic principles and techniques of the business sector. Social Media technologies are a rapidly growing business marketing tool. With the explosion of digital technologies and handheld devices, people are more “connected” than ever before. With the formation of online communities (blogs, podcasts, social networking, etc.), it is only natural for business to utilize this new communication tool for marketing purposes.

Students will study all forms of media including video streaming, graphic design, and new technologies such as smart phones, Apps, smart TV, and advertisements on video sharing websites. Students enrolled in this program are also introduced to the fundamentals of economics, accounting, management, and marketing.

Upon completion of this program, graduates will be prepared for entry-level positions in administration, marketing, and sales.

Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 61 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA along with a minimum grade of 2.0 in all concentration required courses. Any concentration required course(s) with a grade less than a 2.0 must be repeated.

For more information please contact Mr. Stephen Kanicki at skanicki@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.

REACH Requirements

Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)
Liberal Arts Experience (12 credits)
Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

Category 1  Reason and Faith
Prefixes   CTS, PHIL, RLST

Category 2  Expression & Creativity
Prefixes   ART, DANC, MUS, THEA, ENG

Category 3  Analytical Thought
Prefixes   BIO, CHEM, GEOL, MATH, PHYS, SCI, STAT

Category 4  Contexts & Systems
Prefixes   ECON, HIST, POLI

Category 5  Humans in Connection
Prefixes   ANTH, PSYC, SOC, WL (all world languages prefixes)

Business Administration- Social Media Marketing
Concentration
Required Courses (45 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 100</td>
<td>Art Appreciation or ART 100 Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 220</td>
<td>Typographic Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ART 221</td>
<td>Digital Imagery</td>
<td>3</td>
</tr>
<tr>
<td>BADM 100</td>
<td>Business Math or MATH 102 or above</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 240</td>
<td>Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>COM 260</td>
<td>Intro to Social Media</td>
<td>3</td>
</tr>
<tr>
<td>COM 261</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECON 105</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 106</td>
<td>Web Management I</td>
<td>3</td>
</tr>
<tr>
<td>MIS 110</td>
<td>Advanced Computer Apps</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 162</td>
<td>Principles of Integrated Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Sport Management Concentration
The Associate of Science Degree in Business Administration Sport Management Concentration offers a sequence of courses that prepares students for entry-level positions in the sports industry. Possible career paths will include areas such as: Personal Trainer, Intercollegiate Athletics, Community-Based Sport Programs, Sport Marketing and Promotion, and Corporate Fitness Programs. Students are exposed to the fundamentals of Accounting, Economics, Management, Marketing, Strength and Conditioning, First Aid, Officiating, and topics in Professional, Collegiate, and Recreational Athletics.

Our unique Coaching Techniques course covers the fundamentals of coaching (with a focus on youth and interscholastic sports) to prepare you for a coaching position after graduation. You will develop the skills and character traits to become a better coach while also investigating contemporary issues and problems with coaching. You’ll also get real-world coaching experience in 10 to 15 hours of work alongside actual coaches in the MNE athletics program.

Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 61 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA along with a minimum 2.0 in all concentration required courses. Any concentration required course(s) with a grade less than 2.0 must be repeated.

For more information please contact Mr. Randall Rinke at rrinke@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.

REACH Requirements

Freshman Experience (4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>iMU 101</td>
<td>Introduction to Mercyhurst</td>
<td>1</td>
</tr>
<tr>
<td>COMP 120</td>
<td>Research and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Liberal Arts Experience (12 credits)
Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

Category 1  Reason and Faith
Prefixes   CTS, PHIL, RLST
Viticulture Concentration
North East is right in the middle of the Lake Erie Concord Grape Belt, the largest growing area of Concord grapes in the world. A total of 30,000 acres of vineyards occupy a 60-mile stretch along Lake Erie from Ohio to New York, reports the Concord Grape Belt Heritage Association. According to the group’s 2007 study, the grapes create an annual economic impact of $340 million through grape growing, juice/wine processing and agri-tourism.

The viticulture program will prepare students for jobs at longstanding area grape processing facilities, wineries and vineyards as well as give budding entrepreneurs the tools they need to start their own business. Viticulture students will learn chemistry and plant biology and apply those skills in the vineyards, by planting, trimming and tying the vines as well as harvesting the fruit on a grape picker.

As a concentration under the existing business administration associate degree program, viticulture students will also receive the management, economics and marketing courses they need to understand the business side of the industry.

Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 63 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA along with a minimum grade of 2.0 in all concentration required courses. Any concentration required course(s) with a grade less than a 2.0 must be repeated.

For more information please contact Mr. Randall Rinke at rrinke@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.

REACH Requirements
Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

Category 1 Reason and Faith
Prefixes CTS, PHIL, RLST
Most courses with a grade of C or better will transfer into one of the four-year baccalaureate business programs if students wish to continue their education. Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring Term during the annual Freshman Review.

A minimum of 63 credits is required for the completion of this associate degree program. Students must earn an overall 2.0 GPA, along with a minimum GPA of 2.0 in concentration required courses. Any concentration required course(s) with a grade less than a 2.0 GPA must be repeated.

For more information please contact Mr. Stephen Kanicki at skanicki@mercyhurst.edu

**PROGRAM LEARNING OUTCOMES**

At the end of this program, the graduate will be able to:

- Demonstrate knowledge and functions of accounting.
- Demonstrate knowledge and functions of management.
- Demonstrate knowledge and functions of marketing.
- Demonstrate knowledge and functions of economics.
- Demonstrate proficiency in computer applications.
- Demonstrate specialized knowledge in concentration courses.

**REACH Requirements**

**Freshman Experience (4 credits)**
- iMU 101 Introduction to Mercyhurst (1 credit)
- COMP 120 Research and Writing (3 credits)

**Liberal Arts Experience (12 credits)**

Each student is required to take four 3 credit courses all with unique prefixes from the categories below. One course must be from the Reason & Faith category, and the other three courses can be fulfilled in any of the remaining areas. No more than two courses can be taken from any one category.

**Category 1**  Reason and Faith
- Prefixes  CTS, PHIL, RLST

**Category 2**  Expression & Creativity
- Prefixes  ART, DANC, MUS, THEA, ENG

**Category 3**  Analytical Thought
- Prefixes  BIO, CHEM, GEOG, MATH, PHYS, SCI, STAT

**Category 4**  Contexts & Systems
- Prefixes  ECON, HIST, POLI

**Category 5**  Humans in Connection
- Prefixes  ANTH, PSYC, SOC,
WL (all world languages prefixes)

Computer Systems Support
Required Courses (47 credits)

ART 110  Art Appreciation or ART 100  Drawing (3 credits)
ART 220  Typographic Foundations (3 credits)
COM 261  Principles of Public Relations (3 credits)
ECON 105  Macroeconomics (3 credits)
ELECTIVE  (3 credits)
MATH 146  Programming I (4 credits)
MIS 101  Computer Applications (3 credits)
MIS 106  Web Management I (3 credits)
MIS 110  Advanced Computer Apps (3 credits)
MIS 140  Computer Operations (3 credits)
MIS 202  Computer Operations II (3 credits)
MIS 207  Web Management IV (3 credits)
MIS 252  Smartphone App. Programming (3 credits)
MIS 260  Networks (3 credits)
MIS 279  Introduction to Internet Programming: JavaScript (4 credits)

CRIMINAL JUSTICE

Law Enforcement Concentration
The mission of the Associate Degree Criminal Justice Department is to prepare students for a career in the field of criminal justice at the local, state, and federal level. This program works to enhance the importance of understanding and compassion in the application of the law. Intellectual awareness is stressed by the faculty.

The Criminal Justice Program is designed to prepare students for careers in criminal justice. Examples include law enforcement, corrections, probation, parole, and private security. The curriculum stresses the integration of job skills with an understanding of the human relations context within which police work occurs. Coursework in the operations of the criminal justice system is blended with upper-level courses in criminology, criminal investigation, police functions, and several human relations courses.

Because the department recognizes the importance of basic communication, mathematics, and behavior skills, a strong developmental skills component is included in this program. Upon completing this program, students will be prepared for entry-level positions in many areas of the criminal justice system. With experience, one may qualify for promotion to higher-level supervisory positions.

Students must earn an overall 2.0 GPA, along with a minimum cumulative GPA of 2.0 in all Criminal Justice courses.

If a student decides to transfer to a four-year degree program in criminal justice after completing this degree program, many of the completed courses with a grade of C or better will be applied toward the degree requirements. This degree can be coupled with the Municipal Police Office Training, and after successful completion, students will meet the training requirements for Pennsylvania Municipal Police Officers.

A minimum of 61 credits is required for the completion of this associate degree program.

For more information contact Mr. Raymond Sobina at rsobina@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Students will demonstrate basic knowledge and historical background of the criminal justice system.
- Students will demonstrate exemplary written and oral communication, interpersonal, and presentation skills.
- Students will evaluate and apply basic knowledge of legal aspects of criminal justice operations.
- Students will apply research, critical thinking, and inquiry skills in data gathering, synthesis, problem solving and decision making abilities.
- Students will synthesize and apply basic knowledge of the sociological issues affecting criminal justice.
- Students will apply basic knowledge of professional skills.

Criminal Justice- Law Enforcement
Required Courses (33 credits)

CRJS 101  Justice in America (3 credits)
CRJS 104  Intro to Corrections (3 credits)
CRJS 205  Intro to Juvenile Justice & Delinquency (3 credits)
CRJS 207  Police Functions (3 credits)
CRJS 208  Criminal Investigation I (3 credits) or CRJS 275  CRJS Internship (3 credits)
CRJS 214  Intro to Legal Concepts (3 credits)
CRJS 230  Criminology (3 credits)
ELECTIVE  (3 credits) Recommended: CRJS 204
ELECTIVE  (3 credits)
MIS 101  Computer Applications (3 credits)

Municipal Police Academy

Criminal Justice- Law Enforcement & Municipal Police Academy
Required Courses (18 credits)

CRJS 101  Justice in America (3 credits)
CRJS 104  Intro to Corrections (3 credits)
CRJS 205  Intro to Juvenile Justice & Delinquency (3 credits)
CRJS 207  Police Functions (3 credits)
CRJS 208  Criminal Investigation I (3 credits)
CRJS 230  Criminology (3 credits)
MIS 101  Computer Applications (3 credits)

Criminal Justice - Municipal Police Academy
Required Courses (22 credits)

MUNP 101  Intro to the Police Academy (1 credit)
MUNP 104  Physical and Emotional Readiness (1 credit)
MUNP 107  Law and Procedures (4 credits)
MUNP 110  Patrol Procedures and Operations (3 credits)
MUNP 115  Criminal Investigations (3 credits)
MUNP 120  Topics in Criminal Justice (3 credits)
MUNP 125  Mechanics of Arrest (1 credit)
MUNP 130  Vehicle Operations and Procedures (1 credit)
MUNP 135  First Aid and CPR (1 credit)
MUNP 140  Tactical Self-Defense (4 credits)

EARLY CHILDHOOD EDUCATION

The Associate Degree in Early Childhood Education is a two-year stand-alone program that will prepare individuals to work as a professional or paraprofessional in a PreK through grade four setting. This program will prepare students to enter into a Baccalaureate teacher preparation program with the intention to obtain teacher certification. Through the coursework and clinical experiences, students will develop a knowledge base of theory of the teaching and learning process. Students will develop an understanding of developmentally appropriate practices with young children. Throughout the two-year program, students will gain numerous clinical experiences working with preschool, kindergarten and primary grade children in a variety of settings.

To graduate with an Associate Degree in Early Childhood Education, students must obtain an overall GPA of 2.0 with a 2.5 minimum GPA for all courses taken as a major requirement (EDEC, ESPE, and EDUC).

A 3.0 GPA is required for students to transfer to Mercyhurst University - Erie Campus and to be accepted into the Education Department.

In addition, any student who has accrued 48 credit hours and intends on transferring to the Erie campus is required to participate in an Admission Review process that includes a portfolio documenting the following requirements:
- GPA OF 3.0
- PA Criminal Records check (ACT 34 PA)
- PA Child Abuse Clearance (ACT 151 PA)
- TB test
- FBI Fingerprinting check (ACT 114 FBI)
- Arrest/Conviction Report and Certification Form (ACT 24/82-PDE Form 6004)
- Mandated Reporter Certificate
- Pennsylvania Department of Education (PDE) Basic Skills testing requirements

A minimum of 61 credits is required for the completion of this associate degree program.

For more information contact Dr. Leanne Roberts at lroberts2@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
- Create and facilitate a quality lesson plan.
- Articulate a personal teaching philosophy statement.
- Demonstrate ethical and professional standards in a school or workplace setting.
- Demonstrate knowledge of best practices associated with child development, teaching and learning.

REACH Requirements
Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1  Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2  Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 4  Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

Category 5  Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

Early Childhood Education Concentration
Required Courses (42 credits)
EDEC 101 Early Foundations (3 credits)
EDEC 103 Language & Literacy I (3 credits)
EDEC 105 Health & Wellness (3 credits)
EDEC 201 Reading Methods (4 credits)
EDEC 203 Language & Literacy II (4 credits)
EDEC 205 Math Methods (4 credits)
EDEC 207 Observation & Assessment I (3 credits)
EDEC 273 Systems Policies & Practices (2 credits)
EDEC 274  Clinical I (4 credits)
EDEC 210  Comparative Issues in Education (3 credits)
ESPE 101  Psychology of Diverse Learners (3 credits)
ESPE 201  Inclusive Practices PreK-8 (3 credits)
ESPE 203  Behavior Theories & Practices (3 credits)

Early Childhood Education-Bachelor Track

REACH Requirements

Freshman Experience (4 credits)
iMU 101  Introduction to Mercyhurst (1 credit)
COMP 120  Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1  Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2  Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 4  Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

Category 5  Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC,
WL (all world languages prefixes)

Early Childhood Education Bachelor Track
Required Courses (42 credits)

EDEC 101  Early Foundations (3 credits)
EDEC 103  Language & Literacy I (3 credits)
EDEC 105  Health & Wellness (3 credits)
EDEC 201  Reading Methods (4 credits)
EDEC 203  Language & Literacy II (4 credits)
EDEC 205  Math Methods (4 credits)
EDEC 207  Observation & Assessment I (3 credits)
EDEC 273  Systems Policies & Practices (2 credits)
EDEC 274  Clinical I (4 credits)
EDEC 210  Comparative Issues in Education (3 credits)
ESPE 101  Psychology of Diverse Learners (3 credits)
ESPE 201  Inclusive Practices PreK-8 (3 credits)
ESPE 203  Behavior Theories & Practices (3 credits)

HEALTH STUDIES

The ASHS curriculum allows students the flexibility to complete the entry-level general education requirements needed to enter other Allied Health Programs at Mercyhurst North East and the health-specific coursework needed to give them a well-rounded health education degree. In addition to the general education courses in English and math, other coursework includes science-based courses in Human Biology, Human Anatomy and Physiology, Microbiology, Chemistry, and health profession specific courses; as well as courses in social sciences such as Psychology, Sociology, and Human Growth and Development. Because this program offers students the flexibility to map their curriculum to their educational goals they are able to seamlessly move general education credit from the ASHS program, into other Allied Health curriculums without having to retake courses.

The Associate of Science in Health Studies can be used as a standalone degree or as an Allied Health track for students who are interested in gaining acceptance into a health program such as: Medical Laboratory Technician, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, or Respiratory Therapist. This degree can also be used as a completion Associate degree for those who earned a certificate degree in License Practical Nursing, Massage Therapy, or Medical Assisting.

Students must have completed 60 credits and earn an overall 2.0 GPA to meet graduation requirements.

For more information please contact Mrs. Kari Dundore Shrout at kdundoreshrout@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Accurately find and use resources from scientific literature to analyze data and communicate scientific and health-related findings.
- Use effective written, oral, and interpersonal communication skills.
- Apply knowledge gained in the social, behavioral, natural, and health sciences in clinical scenarios to act as an ethical, professional, and competent health care professional.

REACH Requirements

Freshman Experience (4 credits)
iMU 101  Introduction to Mercyhurst (1 credit)
COMP 120  Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or available courses to fulfill the category requirement.

Category 1  Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2  Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 4  Contexts & Systems (3 credits)
The Department of Hospitality Management fosters and promotes the spirit of hospitality consistent with the Mercyhurst mission of service to others and the community. In keeping with the founding vision of Mercyhurst, hospitality and culinary students are prepared for industry leadership through a balance of liberal studies, business, and hospitality industry specific course work. This balanced approach to higher education nurtures scholarship, creativity, communication and responsible stewardship for the global hospitality community. Hospitality industry course work and world class internships, supported by the core business curriculum, provides the hospitality and culinary students with a strong foundation in accounting, finance, and management, while building leadership, critical thinking skills, and problem solving skills required for success at the national and international levels.

The Hospitality Management program was granted accreditation status by the Accreditation Commission for Programs in Hospitality Administration (ACPHA) in 1992 with re-accreditation granted in 2015.

Students must have completed 60 credits and carry a minimum of a 2.0 GPA or better in major courses to meet department and graduation requirements.

A student major who fails to earn a grade of a C or better in a Hospitality Management courses including all Culinary Arts courses, must repeat the course, or he/she may allowed to make special arrangements with the director of the program upon faculty advisement.

**SERVICE PRACTICUM REQUIREMENT**

A service practicum (100 hours) is required for all students regardless of transfer or class status and must be fulfilled prior to graduation. Seventy-five percent of the requirement must be completed internally within the department or in department sponsored functions. The remaining twenty-five percent may be completed outside of the department with the Program Director's approval. Details are available in the HM department office regarding specific requirements of this program. It is the students' responsibility to read the service practicum policy to make certain they are in compliance and to schedule practicum hours in a timely fashion.

**STUDENT IN GOOD STANDING POLICY**

The HM Department reserves the right to terminate enrollment for students who fail to meet academic, professional and personal standards. The academic standard addresses GPA and class attendance; the professional standard includes service hours and work experience; and the personal behavior standard encompasses ethical issues on and off campus, in any setting that may reflect negatively on the student and/or the program. The department reserves the right to admonish and expel any student who has been found in serious violation of any of these tenets, which are held in the highest regard. Student in Good Standing policy documents can be obtained in the Hospitality Management office. A Department Decorum Policy is included in the department handbook, and all students will be held to the policy with consequences applied if any breach of policy is made.

Student Trips: It is expected that students participating in department sponsored trips will follow all rules as outlined in the Event Attendee Policy Guide (posted in HM Department). The faculty reserves the right to approve all attendee participation based on such criteria as grade level, academic standing, and student performance. Students must read and sign an agreement in order to be allowed to participate in trips. Students must complete two terms in the department and be in good standing to be allowed to participate in department sponsored trips.

Internships and Externships: A qualified student (one who has departmental permission or earned at least 30 credits or has taken at least 6 HM courses) may choose to intern during the summer or to leave campus during the regular academic calendar year to obtain valuable management experience. The Hospitality Management program is designed to prepare students to enter or advance in the field of hospitality management and Culinary Arts. In this program,
students are expected to complete a core of hospitality management courses in food, lodging and event coursework and also general business courses.

In addition, students are given hands-on classroom and lab experience as well as numerous other opportunities to practice their hospitality skills in appropriate environments. The program is carefully designed to provide students with the essential skills needed in this highly specialized and diversified field.

TRANSFER STUDENTS
Students transferring into the HM Department from another college or department are governed by the Mercyhurst transfer policy. The transfer policy stipulates that no major course with a grade below a C will be accepted, at least one half the credits required by the HM Department (32 credits) must be completed at Mercyhurst (unless otherwise specified by articulation agreement(s)), no HM course or departmental offering may be taken on a pass-fail basis, all transfer students are subject to the same requirements as the traditional student majoring in the HM curriculum, and all transfer students must complete the 100 required practicum hours prior to HM academic program completion. The HM Department will accept a maximum of 25 community service hours from the student’s transfer institution. Articulated credits must be successfully completed as outlined in all articulation agreements including the successful completion and attainment of certification in food safety exams for successful articulation credits into HRIM 110 Sanitation and Safety 2-credit course.

For more information contact Mrs. Beth Ann Sheldon at bsheldon@mercyhurst.edu

PROGRAM LEARNING OUTCOMES
- Demonstrate an acquisition of skill related to technical systems used in hospitality outlets.
- Apply basic marketing concepts to industry promotion in all areas of concentrations.
- Accurately complete and understand financial data related to areas of hospitality management curriculum.
- Apply knowledge of critical thinking to functional areas of hospitality business to identify, analyze and solve business problems.
- Demonstrate learned standards of professionalism while applying basic principles and theories of management independently and when working with others.
- Apply classroom theory to experiential settings when in the lab setting and through cooperative learning experiences.

REACH Requirements

Freshman Experience (4 credits)
IMU 101 Introduction to Mercyhurst (1 credit)

COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2 Expression & Creativity (3 credits)*
Prefixes ART, DANC, MUS, THEA, ENG

Category 3 Analytical Thought (3 credits)
Prefixes BIO, CHEM, GEOL, MATH, PHYS, SCI
or STAT 109 Statistics (3 credits) (Required for Bachelor’s Degree)

Category 4 Contexts & Systems (3 credits)
Prefixes ECON 105 Macroeconomics (3 credits)

Category 5 Humans in Connection (3 credits)*
Prefixes ANTH, PSYC, SOC,
WL (all world languages prefixes)

* Students may choose a course from EITHER Category 2 or Category 5

Hospitality Management
Required Courses (48 credits)

ACCT 101 Principles of Accounting I (3 credits)
CULN 197 Intro to Wine & Spirits (3 credits)
FNUT 131 Intro to Nutrition (3 credits)
or MGMT 120 Principles of Management (3 credits)
FPM 209 Housekeeping Operations (3 credits)
HMC 205 Intro to Event Management (3 credits)
HRIM 100 Intro to Hospitality (3 credits)
HRIM 101 Applied Service Methods (3 credits)
HRIM 110 Sanitation & Safety (3 credits)
HRIM 175 Hospitality Engineering (3 credits)
HRIM 201 Hotel Rooms Management (3 credits)
HRIM 212 Purchasing for Hospitality Industry (3 credits)
HRIM 223 Management for Human Resources (3 credits)
HRIM 234 and HRIM 235 Intro to Food Service Management (3 credit)
HRIM 275 Internship (3 credits)
MKTG 162 Principles of Integrated Marketing (3 credits)

Culinary Arts Concentration
The Culinary and Wine Institute of Mercyhurst North East was established to fulfill the growing need for skilled and creative cooks and chefs. The intention of the Associate of Arts Degree in Hospitality Management with a Culinary Concentration is to prepare individuals to enter or advance in the field of food service management. This will be accomplished with course work designed to direct the student to be proficient in food preparation and to acquire the management skills necessary to lead a food service establishment successfully. The curriculum has a foundation of essential culinary arts courses that introduce the student to a broad spectrum of food preparation experiences including the processes of baking and pastry, hot and cold food preparation, wine education and the production of food to be consumed in a restaurant setting. This foundation is broadened by the addition of hospitality management and liberal arts courses which will enable the student to acquire the thinking skills necessary to run a modern professional kitchen/food/service operation.

The Culinary and Wine Institute operates state-of-the-art food service facilities. Its classrooms and kitchens are used by students for both academic and operational purposes. Students enrolled in the program will have the opportunity to participate in an on-the-job externship program in one of the outstanding food service operations in the region.

The community of North East, Pennsylvania, is widely known as an agricultural and food manufacturing area. As a premier fruit-growing region, it has spawned numerous wineries and significant food manufacturing companies. The Culinary and Wine Institute makes use of this locale to enhance the educational opportunities for the students.

After completing this program and maintaining a 2.0 GPA, a student may decide to transfer to one of the four-year degree programs in Hospitality Management at Erie campus.

The completed courses with a grade of C or better will be applied toward the bachelor degree requirements.

Students must earn a cumulative 2.0 GPA in all culinary and hospitality courses to meet graduation requirements. Students are required to complete 100 service hours throughout the two academic years.

For more information, contact Mrs. Beth Ann Sheldon at bsheldon@mercyhurst.edu

**REACH Requirements**

**Freshman Experience (4 credits)**
- iMU 101 Introduction to Mercyhurst (1 credit)
- COMP 120 Research and Writing (3 credits)

**Liberal Arts Experience (2 credits)**
- Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

- **Category 1**
  - Reason and Faith (3 credits)
  - Prefixes: CTS, PHIL, RLST

- **Category 2**
  - Expression & Creativity (3 credits)*
  - Prefixes: ART, DANC, MUS, THEA, ENG

- **Category 3**
  - Analytical Thought (3 credits)
  - Prefixes: BIO, CHEM, GEOL, MATH, PHYS, SCI
  - STAT 109 Statistics (3 credits) (Required for Bachelor’s Degree)

- **Category 4**
  - Contexts & Systems (3 credits)
  - ECON 105 Macroeconomics (3 credits)

- **Category 5**
  - Humans in Connection (3 credits)*
  - Prefixes: ANTH, PSYC, SOC
  - WL (all world languages prefixes)

* Students may choose a course from EITHER Category 2 or Category 5

**Hospitality Management-Culinary Concentration Required Courses (51 credits)**

- ACCT 101 Principles of Accounting I (3 credits)
- CULN 124 Culinary Arts I (3 credits)
- CULN 125 Culinary Arts I Lab (3 credits)
- CULN 164 Culinary Arts II (3 credits)
- CULN 165 Culinary Arts II Lab (3 credits)
- CULN 197 Intro to Wine & Spirits (3 credits)
- CULN 224 Culinary Arts III (3 credits)
- CULN 225 Culinary Arts III Lab (3 credits)
- CULN 264 Culinary Arts IV (3 credits)
- CULN 265 Culinary Arts IV Lab (3 credits)
- CULN 272 Culinary Externship (0 credits)
- CULN 297 Advanced Wine & Food Appreciation (3 credits)
- FNUT 131 Intro to Nutrition (3 credits)
- HRIM 100 Intro to the Hospitality Industry (3 credits)
- HRIM 101 Applied Service Methods (1 credit)
- HRIM 110 Sanitation & Safety (2 credits)
- HRIM 212 Purchasing for Hospitality Industry (3 credits)
- HRIM 223 Human Resource Management (3 credits)

**LIBERAL ARTS**

The Liberal Arts program at MNE represents the common core of the baccalaureate degree. It provides students with the basic skills and intellectual perspectives to engage in the search for knowledge. It prepares students for pursuing a major, for broadening their views of life, and for
understanding an increasingly global and diverse world.

The Liberal Arts education at MNE develops the students’ abilities in effective communication, research and information literacy, critical thinking and reasoning, civic engagement, quantitative and scientific reasoning, and intercultural skills, in a community of learning and service.

Students must have completed 61 credits and earn an overall 2.0 GPA to meet graduation requirements.

Experiential/Service Learning—the total requirements is 20 hours, of which at least 4 are related to the student’s potential career.

For more information please contact Mr. Jacob Lanyon at jlanyon@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Develop the knowledge, skills and values to promote a quality of life that is both individually enriching and socially beneficial
- Demonstrate effective skills in writing, visual communication, and speaking with clarity, coherence, and purpose.
- Demonstrate an understanding of cultural diversity and multiple global perspectives in order to interact effectively in multicultural contexts
- Use mathematical concepts to make logically sound decisions, judgments, and/or predictions; effectively use scientific inquiry and reasoning to solve problems and analyze and interpret data.
- Access sources and evaluate information that facilitates critical inquiry; adhere to standards of academic honesty.
- Effectively analyze and critically evaluate information and/or ideas from multiple perspectives in original ways; work in an imaginative methodology characterized by a high degree of innovation and/or divergent thinking.

REACH Requirements

Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (24 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2 Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 3 Analytical Thought (3 credits)
Prefixes BIO, CHEM, GEOL, MATH, PHYS, SCI

Category 4 Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

Category 5 Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

In addition, students must complete the following:
REACH ELECTIVES Any prefix from Categories 1-5 that has not already been taken (i.e. do NOT repeat prefixes) (9 credits)

Liberal Arts Required Courses (34 credits)

COM 102 Interpersonal Communication (3 credits)
COM 110 Oral Communication (3 credits)
COM 160 Film Appreciation (3 credits)
MIS 101 Computer Applications (3 credits)
ELECTIVE (21 credits)
LBST 299 Capstone Course (1 credit)

MEDICAL LABORATORY TECHNICIAN

The science of laboratory medicine is an essential link in the prevention, diagnosis, and treatment of medical diseases and disorders. The medical laboratory professional is an integral part in the health care team, working closely with the medical staff of doctors and nurses to seek quality laboratory results within a relatively short period of time.

The duties of a Medical Laboratory Technician include performing specimen collection, analysis, test resulting and consultation with the medical staff as necessary. These technicians are also responsible for routine maintenance, calibration, quality control, troubleshooting and upkeep of laboratory equipment and documentation.

The MLT works under the direction and supervision of Medical Technologists as well as a Medical Director and/or a Pathologist. The MLT may work in any or all of the sections of the laboratory including Hematology, Coagulation, General Chemistry, Special Chemistry/ Automated Chemistry, Immunology, Serology, Urinalysis, Blood Banking, and Microbiology. It is important that these professionals develop the skills necessary to adequately perform the duties required of their profession.

The MLT Program curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
The students, upon completion of the Associate Degree requirements from MUNE will meet the eligibility requirements to sit for the Board of Registry examination for the American Society of Clinical Pathology. The integrated two-year curriculum consists of a balance of liberal studies, science and technical laboratory courses. The AS of MLT must be completed within 5 years of enrollment in MLT 120.

The students will complete a clinical lab externship where they will obtain hands-on learning in a clinical laboratory environment. The clinical lab externship will provide the students with the opportunity to transition from the classroom setting into the clinical environment while under the close supervision and guidance of experienced laboratory professionals.

The clinical laboratory externship component of the curriculum requires a total of 400 clinical hours. The clinical externship will take place over 10 weeks in the semester and the students will be expected to stay on site for a typical 40 hour work week.

An adequate number of clinical facilities within Erie County have committed their support to the program. In order to participate in the clinical lab externship, the students must submit documentation of a recent physical examination (within one year), appropriate immunizations, recent TB test and tox screen, if required.

The MLT program technical standards:

- Sufficient visual acuity to read small font text; to read text presented on a video or computer monitor; to recognize and identify instrument communication lights and/or readouts; to distinguish cells under high power light microscopy by means of color differences, morphology, granulation patterns, etc.; to recognize differences in morphology for bacterial colonies growing on solid media; to identify color, clarity, and viscosity of body fluid, etc.
- Sufficient proficiency in the English language to read and comprehend complex scientific literature, to write technical papers and reports, to communicate effectively orally with other English speakers. International students must comply with APSU requirements regarding the TOEFL exam (or equivalent measures).
- Sufficient hand-eye coordination and manual dexterity to operate complex mechanical and electronic instruments (e.g., compound microscope, spectrophotometer, centrifuge, electronic balance, computer terminal, semi-automated pipetting device, etc.); and perform complex manual techniques (e.g., drawing blood, plating bacterial cultures, manipulating microscope slides, test tubes, etc.).
- Sufficient sound judgment and coping skills to perform effectively and function independently in stressful academic and clinical laboratory environments.
- Sufficient emotional health and psychological/social adjustment to cooperate effectively in group activities and assignments and to perform in an ethical manner with professional colleagues and patients.
- Sufficient confidence and maturity, upon training to draw blood from fellow students, faculty, and/or patients as well as to handle it properly, using universal safety as a part of performing clinical laboratory analyses in a student or clinical laboratory environment.

PROGRAM MISSION
It is the mission of the Mercyhurst North East Medical Laboratory Technician program to anticipate the healthcare needs of the Pennsylvania community and surrounding communities and to respond by recruiting and educating a diverse group of quality laboratory professionals, while fostering collaborative relationships that generate new knowledge through innovation, technology, research, and education.

PROGRAM VISION
The vision of the Mercyhurst North East Medical Laboratory Technician Program is to enhance the community of healthcare through the quality of our graduates, scholarly activities, collaborative efforts and community interactions.

PROGRAM PHILOSOPHY
The philosophy of the Mercyhurst North East Medical Laboratory Technician program is as follows: We believe that as medical laboratory professionals we have a duty to uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. We believe that the knowledge and skills obtained in pursuing an education in the medical laboratory field involves truly learning and perfecting an art that is to be valued and respected. We believe that as educators we have a duty to society to maintain the highest level of competence that is reserved for the professionals in the field.

A minimum of 65 credits is required for the completion of this associate degree program. An overall of 2.0 GPA is required by the end of the 4th term and for graduation. No grade below a C is accepted in any MLT course. Any student achieving less than a C in any MLT course will have to repeat the course before continuing the program.
Upon successful completion of the program, graduates are encouraged to sit for the American Society of Clinical Pathology Board of Registry examination in order to be a certified MLT (ASCP). Several states have independent licensure of Medical Laboratory Technicians and it may be a requirement to work in a clinical laboratory in that particular state. Upon completion of the MLT program, students will be eligible to sit for ASCP and NCA certification exams.

Further information is available at www.ascp.org.

For more information contact Ms. Amy Erickson at aerickson@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Apply knowledge of methodologies for all major areas currently practiced by a modern laboratory including problem solving and troubleshooting techniques.
- Collect, prepare, examine and analyze blood, body fluids and other biological specimens for a wide variety of routine and specialized laboratory tests.
- Apply knowledge of laboratory results used in diagnosis and treatment of patients.
- Accurately communicate and report test results in a timely and efficient manner to serve the needs of the patients and the public.
- Demonstrate proper techniques and competencies to operate standard and specialized laboratory equipment as well as be able to participate.
- Apply knowledge of and demonstrate proper techniques for Quality Assessment in the laboratory.
- Maintain safe practices and comply with all regulatory guidelines when performing laboratory techniques.
- Demonstrate proper information processing in the clinical laboratory to include specimen and result handling communicating effectively with clients, families, significant others, and members of the health care team.

REACH Requirements

Freshman Experience (4 credits)

iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (20 credits)

Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2 Analytical Thought (11 credits)

Category 3 Human in Connection (3 credits)
Prefixes ANTH, PSYC, SOC

Category 4 Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

Category 5 Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC

Medical Laboratory Technician
Required Courses (40 credits)

BIO 294 Parasitology (3 credits)
CHEM 101/102 Chemical Principles Lecture & Lab (4 credits)
CHEM 123/124 Bio-Orgnic Chemistry Lecture & Lab (4 credits)
MLT 111 Clinical Laboratory I (3 credits)
MLT 112 Clinical Laboratory II (3 credits)
MLT 160 Clinical Chemistry (4 credits)
MLT 220 Clinical Hematology (3 credits)
MLT 225 Serology/ Blood Banking (4 credits)
MLT 250 Clinical Laboratory Seminar (3 credits)
MLT 251 Clinical Laboratory Externship (9 credits)

NURSING

Registered nursing is a caring profession whose members provide patient-centered care across the life span to individuals, families, and the global community. Nursing is a scientific discipline using clinical judgment, substantiated by evidence, and integrating safe, quality care and health promotion.

Nurses use interdisciplinary collaboration and teamwork to promote effective communication and shared decision making. They use information and technology to communicate, access resources, promote patient safety and provide continuous quality improvement.

Professional nurses adhere to the established standards of practice and are accountable within the legal and ethical framework of the profession. Inherent in this is the belief that education is a continuous life-long process necessary to integrate the best current evidence for clinical practice. In keeping with the core values of Mercyhurst University, nurses are ambassadors of service demonstrating the values of social mercy, global responsibility, intellectual creativity, and reflective awareness.

Learners in the nursing program are self-directed and build on prior knowledge and life experiences. Learning is facilitated by various teaching strategies which consider
The faculty encourage and support the spirit of inquiry to challenge the status quo and question underlying assumptions.

Upon completion of the program, graduates are eligible to take the National Council Licensure Examination-RN (NCLEX-RN) for licensure as a professional registered nurse. Graduates will be prepared to work in various health care settings such as acute care hospitals, long term care centers, ambulatory clinics, and home health care.

The State Board of Nursing will not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance unless: 1) at least ten (10) years have lapsed from the date of conviction; 2) the applicant satisfactorily demonstrates to the Board that there has been significant progress in personal rehabilitation since the conviction; and 3) the applicant satisfies all qualifications in or authorized by the Professional Nursing Law.

In addition, when a graduate applies for licensure, he/she will be asked to declare convictions of any felony or misdemeanor and/or any current criminal charges pending and unresolved in any court. Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial, or ARD.

Applicants must obtain a Criminal Record Report and Child Abuse Clearance Report after final acceptance into the Nursing Program. Applicants with concerns in these areas should call the Pennsylvania Board of Nursing or the nursing program director.

The program is approved by the Pennsylvania Board of Nursing and consists of a minimum of 68 credits. Requirements for admission includes a high school diploma with a preferred GPA of 2.5 or better, with evidence of 4 units of English, 3 units of Social Studies, 2 units of Math, (one of which is Algebra) and 2 units of Science with a Lab (Biology and Chemistry).

Applicants with a GED who have taken courses in Biology, Chemistry, and Algebra and who have earned a C+ or better in these courses are encouraged to apply. Preference is given to applicants with an SAT score of at least 900. SAT’s are required for those applicants who graduated from high school within the last 3 years. An assessment test to evaluate basic academic skills will be administered by the university. The results of this test are used to assist with admission decisions. Letters of recommendation may be required.

The applicant will be required to take any pre-requisites that are needed based on the results of these tests. A physical exam including immunization records, specific blood titers, TB testing, and criminal and child abuse history report are required before the final clinical nursing course. Physical and emotional health is necessary to fulfill the objectives of the program.

CPR certification is required before the beginning of Nursing 150. The nursing curriculum is designed for full-time or part-time enrollment. Courses are taken in sequence as displayed in the course requirements listed below.

Clinical rotations in the four nursing courses include both day and evening hours. Transfer of credit for previous course work in other majors or at other colleges may be accepted upon review by the Admissions Director in consultation with the Nursing Program Director. A minimum of a C+ in the theory component and a mark of “PA” in the clinical lab component must be earned in all nursing courses. If a student is readmitted to a nursing course, both the clinical and theory portions must be repeated. Readmission policy is included in the Nursing program’s student handbook which is distributed to the students at orientation. No more than two D’s may be earned in liberal arts courses. Students must earn at least a C in all science courses.

Students are responsible for their own transportation to clinical sites to which they are assigned. Participation in standardized testing and simulated nursing laboratory experiences are required of each nursing student periodically throughout the program. Test dates and simulation experiences will be announced at the beginning of each term within which they occur and may not always coincide with scheduled classes.

Nonparticipation in standardized testing or simulated nursing laboratory experiences will result in an incomplete for the specific nursing course. Advanced placement may be offered to applicants who have completed nursing courses in other accredited nursing programs. The decision to grant advanced placement for a required nursing course is made by the nursing program director following review of transcripts and previous course outlines and syllabi.

Applicants requesting transfer into the ASN program from another nursing program must provide a reference from the previous nursing director or designee.

Our program is accredited by the Accreditation Commission for Education in Nursing which may be contacted for information at:
Accreditation Commission for Education in Nursing
3343 Peach tree Road, NE, Suite 850
Atlanta, GA 30326 or (404) 975-5000.

MNE reserves the right to limit the number admissions spots open to transfer applicants. Also, admissions preference will be given to students who have already completed
Mercyhurst University credits.

Furthermore, transfer credits will only be **CONSIDERED** for the following classes:

- **ENG 120**  Research & Writing
- **MATH 102+**  Statistics
- **RLST 100+**  Religious Studies Course (100 level or greater)
- **SOC 100+**  Sociology (100 level or greater)
- **SOC 108+**  Human Growth & Development
- **BIO 254**  Foundations of Pathophysiology
- **BIO 240/241**  Anatomy and Physiology (A&P) I and lab***
- **BIO 250/251**  Anatomy and Physiology (A&P) II and lab***

***Transfer credit for Human Anatomy and Physiology will only be awarded if both A&P I w/lab and A&P II w/lab have been completed within the last 5 years with grades of C or better for all 8 credits.

In all cases, if the transfer course has not been previously approved by MUNE it is the student’s responsibility to provide admissions with an official transcript and course description in order to be awarded transfer credit for any course. Transcripts and course descriptions must be received no later than 4 weeks prior to the start of the program for previous coursework to be considered for transfer credit. Final transfer evaluations will not be completed until final official transcripts are received.

For more information contact Ms. Charlotte Forester at cforester@mercyhurst.edu

**PROGRAM LEARNING OUTCOMES**

- **Patient Centered Care**- Advocate for the patient and/or designee as the principle source of control to determine the direction of her/his care and to manage her/his care in collaboration with the healthcare team.
- **Safety**- Use system, individual resources and clinical judgment to implement and promote safe practice prepare, examine and analyze blood, body fluids and other biological specimens for a wide variety of routine and specialized laboratory tests.
- **Evidence Based Practice**- Quality Improvement- Integrate best current evidence to provide safe, quality nursing care and promote optimal patient outcomes.
- **Informatics**- Accurately communicate and report test results in a timely and efficient manner to serve the needs of the patient and the public.
- **Teamwork and Collaboration**- Collaborate with the patient and/or designee and members of the health care team to foster open communication, mutual respect, and shared decision making to achieve quality care.
- **Professional Identity**- Adheres to standards of professional practice as a patient advocate, is accountable for her/his actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.

**Full-Time Nursing Track**

(68 min. required credits)

**REACH Requirements**

**Liberal Arts Experience (12 credits)**

Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

**Category 1**  Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

**Category 2**  Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

**Category 4**  Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

**Category 5**  Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

**Full-Time Nursing Track**

**Required Courses (53 credits)**

Student must obtain a C or above in all of the following:

**BIO 240/241**  Human Anatomy & Physiology I Lecture & Lab (4 credits)

**BIO 250/251**  Human Anatomy & Physiology II Lecture & Lab (4 credits)

**BIO 254**  Foundations of Pathophysiology (4 credits)

Student must obtain a C+ or above in all of the following:

**NURS 135**  Nursing I & II (5 credits)

**NURS 155**  Nursing III Lecture & Lab (6 credits)

**NURS 230/231**  Nursing IV & Lab (12 credits)

**NURS 240A/241A**  Nursing V-A & Lab (7 credits)

**NURS 240B/241B**  Nursing V-B with Clinical Capstone (7 credits)

**Part-Time Nursing Track**

(68 min. required credits)

**REACH Requirements**

**Liberal Arts Experience (12 credits)**

Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the
available courses to fulfill the category requirement.

Category 1  Reason and Faith (3 credits)
Prefixes  CTS, PHIL, RLST

Category 2  Expression & Creativity (3 credits)
Prefixes  ART, DANC, MUS, THEA, ENG

Category 4  Contexts & Systems (3 credits)
Prefixes  ECON, HIST, POLI

Category 5  Humans in Connection (3 credits)
Prefixes  ANTH, PSYC, SOC, WL (all world languages prefixes)

Part-Time Nursing Track
Required Courses (53 credits)

Student must obtain a C or above in all of the following:
BIO 240/241  Human Anatomy & Physiology I
Lecture & Lab (4 credits)
BIO 250/251  Human Anatomy & Physiology II
Lecture & Lab (4 credits)
BIO 254  Foundations of Pathophysiology (4 credits)

Student must obtain a C+ or above in all of the following:
NURS 130  Nursing I (2 credits)
NURS 140  Nursing II (3 credits)
NURS 150/151  Nursing III Lecture & Lab (6 credits)
NURS 155  Pharmacology (4 credits)
NURS 230A/231A  Nursing IV-A & Lab (6 credits)
NURS 230B/231B  Nursing IV-B & Lab (6 credits)
NURS 240B/241B  Nursing V-B & with Clinical Capstone (7 credits)

Full-Time Nursing Bridge Track
(61 min. required credits)

REACH Requirements

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1  Reason and Faith (3 credits)
Prefixes  CTS, PHIL, RLST

Category 2  Expression & Creativity (3 credits)
Prefixes  ART, DANC, MUS, THEA, ENG

Category 4  Contexts & Systems (3 credits)
Prefixes  ECON, HIST, POLI

Category 5  Humans in Connection (3 credits)
Prefixes  ANTH, PSYC, SOC, WL (all world languages prefixes)

Part-Time Nursing Bridge Track
Required Courses (46 credits)

Student must obtain a C or above in all of the following:
BIO 240/241  Human Anatomy & Physiology I
Lecture & Lab (4 credits)
BIO 250/251  Human Anatomy & Physiology II
Lecture & Lab (4 credits)
BIO 254  Foundations of Pathophysiology (4 credits)

Student must obtain a C+ or above in all of the following:
NURS 155  Nursing III Lecture & Lab (6 credits)
NURS 209/210  LPN to RN Bridge (4 credits)
NURS 230/231  Nursing IV & Lab (12 credits)
NURS 240A/241A  Nursing V-A & Lab (7 credits)
NURS 240B/241B  Nursing V-B with Clinical Capstone (7 credits)

Full-Time Nursing Bridge Track
(61 min. required credits)

REACH Requirements

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.
Student must obtain a C+ or above in all of the following:

**NURS 155** Pharmacology (4 credits)
**NURS 209/210** LPN to RN Bridge (4 credits)
**NURS 230A/231A** 231ANursing IV-A & Lab (6 credits)
**NURS 230B/231B** Nursing IV-B & Lab (6 credits)
**NURS 240B/241B** Nursing V-B & with Clinical Capstone (7 credits)

LPN TO ASN ARTICULATION AGREEMENT

Graduates of state approved and accredited practical nursing programs will be granted a maximum of 15 credits in nursing based on the following criteria:

Applicants to the Associate of Science in Nursing (ASN) Degree program at Mercyhurst North East must meet the requirements of the university as well as the ASN program for admission. Competency testing may be required to assist in placement. In addition, a Practical Nursing License in good standing is required before entering courses which have a clinical component.

Licensed Practical Nurse graduates may enter the LPN to ASN Bridge program in the fall or spring semester. Prior to registering for Nursing the NURS 209/210 course students must have passed the NCLEX-PN licensure examination and be licensed as an LPN. Verification must be submitted to the administrators of the ASN Degree program.

For more information contact Ms. Charlotte Forester at cforester@mercyhurst.edu

**OCCUPATIONAL THERAPY ASSISTANT**

Occupational therapy is skilled treatment that helps individuals achieve independence in all facets of their lives. Occupational therapy assists people in developing the “skills for the job of living” necessary for independent and satisfying lives. (AOTA, American Occupational Therapy Association)

Occupational therapy practitioners are skilled professionals whose education includes the study of human growth and development with specific emphasis on the social, emotional, and physiological effects of illness and injury. (AOTA)

The occupational therapy assistant (OTA) is an integral part of the health care team. Occupational therapy assistants provide occupational therapy services under the direction and supervision of the occupational therapist. OTA’s implement selected components of patient/client interventions and obtain data related to that intervention; make modifications in selected interventions either to progress the patient/client as directed by the occupational therapist or to ensure patient/client safety and comfort; educate and interact with occupational therapy and occupational therapy assistant students, aides, technicians, volunteers, patients/clients, families, caregivers; and respond to patient/client and environmental emergency situations.

The OTA curriculum consists of liberal studies, science and OTA preparation courses. Within this curriculum, field placement in a clinical setting, supervised by a licensed OT or OTA, is completed. This is integrated into the course schedule for Level I Fieldwork, with a placement within the Principles and Skills courses. Level II Fieldwork is a full time clinical placement during the last term of the curriculum. This consists of two separate clinical experiences, lasting eight weeks each.

A minimum of 68 credits (42 OTA credits) are required for the completion of this associate degree program. No grade below a C is accepted in any OTA course. Successful completion of field placements within clinical settings as scheduled in the curriculum is mandatory. Upon completion of this program, graduates will be qualified to take the National Board for Certification in Occupational Therapy Examination, required to practice as an Occupational Therapy Assistant.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) located at: 4720 Montgomery Lane, P.O. Box 31220 Bethesda, MD 20824-1220. ACOTE’s telephone number c/o AOTA is (301) 652-2682. www.acoteonline.org

Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

For additional information please contact Ms. Mary Gavacs at mgavacs@mercyhurst.edu

**PROGRAM LEARNING OUTCOMES**

Upon completion of the program, the OTA graduate will...

- Be able to practice as an entry level generalist in a safe and effective manner within the various settings where OT services are provided.
- Be able to provide intervention related to the occupational performance of an individual or group that is based upon current OT theory, is culturally relevant, and evidence based.
- Be able to use relevant occupations to facilitate participation in life roles.
- Display ethical behavior with clients, coworkers and all stakeholders within their practice.
- Be an advocate for the OT profession and for the clients they serve.
- Understand the need to maintain competence through lifelong learning.

REACH Requirements

**Freshman Experience (4 credits)**
- iMU 101 Introduction to Mercyhurst (1 credit)
- COMP 120 Research and Writing (3 credits)

**Liberal Arts Experience (12 credits)**
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

**Category 1**  
- **Reason and Faith (3 credits)**
  - Prefixes CTS, PHIL, RLST

**Category 2**  
- **Expression & Creativity (3 credits)**
  - Prefixes ART, DANC, MUS, THEA, ENG

**Category 4**  
- **Contexts & Systems (3 credits)**
  - Prefixes ECON, HIST, POLI

**Category 5**  
- **Humans in Connection (3 credits)**
  - Prefixes ANTH, PSYC, SOC,
  - WL (all world languages prefixes)

**Occupational Therapy Assistant Required Courses (50 credits)**

- **BIO 240/241** Human Anatomy & Physiology I
  - Lecture & Lab (4 credits)
- **BIO 250/251** Human Anatomy & Physiology II
  - Lecture & Lab (4 credits)
- **OTA 101** Intro to OT (3 credits)
- **OTA 102** Conditions in OT (3 credits)
- **OTA 201** Psychosocial/Mental Health (3 credits)
- **OTA 203** Pediatrics (3 credits)
- **OTA 205** Professional Issues (3 credits)
- **OTA 206** OTA Level I Fieldwork: Psychosocial/ Mental Health (3 credits)
- **OTA 207** Principles & Skills: Intervention Skills for Physical Disabilities (3 credits)
- **OTA 208** Principles & Skills: Intervention Skills for Physical Disabilities Lab (1 credit)
- **OTA 209** OTA Level I Fieldwork: Physical Disabilities (3 credits)
- **OTA 210** Analysis of Human Movement (3 credits)
- **OTA 211** Psychosocial/Mental Health Lab (1 credit)
- **OTA 220** OTA Level II Fieldwork (12 credit)
- **PSYC 211** Abnormal Psychology (3 credits)

**PHYSICAL THERAPIST ASSISTANT**

The American Physical Therapy Association defines Physical Therapy as the assessment, evaluation, treatment, and prevention of physical disability and pain resulting from injury, disease, disability, or other health-related conditions.

The physical therapist assistant (PTA) is an integral part of the health care team. The duties of a physical therapist assistant include assisting in the implementation of treatment programs in accordance with the plan of care established by the physical therapist. The PTA works under the direction and supervision of the physical therapist in the provision of physical therapy services. Services may include use of physical agents such as therapeutic heat and cold, electrical stimulation and therapeutic ultrasound; application and instruction of therapeutic exercise techniques; functional mobility training; and data collection skills to monitor strength, range of motion, sensation, and reflexes.

The practice of physical therapy offers opportunities to provide valuable health care service to patients or clients of all ages. The PTA Program curriculum is designed in accordance with recommendations of the American Physical Therapy Association’s Model Curriculum for PTA Education (Version 2007), and meets established requirements of the Commission on Accreditation of Physical Therapy Education (CAPTE). The program has been accredited by CAPTE since 1996.

The integrated two-year curriculum consists of a balance of liberal studies, science and technical courses. Within the curriculum, three clinical education courses are completed. The clinical education courses provide an opportunity for students to transition from the classroom/lab setting into the clinical environment. Students continue the learning process in various clinical settings under the direct supervision of a qualified physical therapist or physical therapist assistant.

The clinical education component of the curriculum requires a total of 640 clinical hours. Clinical sites utilized for clinical education are available throughout the United States and in Canada with the majority of sites in the tristate region. A significant number of clinical facilities within Erie County have committed their support to the program. Clinical sites available represent a wide variety of settings including hospitals, outpatient clinics, rehab centers, nursing homes, sports medicine clinics and pediatric settings. In order to participate in the clinical education courses, students must submit documentation of a recent physical exam (within one year), appropriate immunizations, recent two-step TB test, current CPR certification, completion of a federal and state criminal record check, child abuse clearance, and alcohol and drug screening. Students should be aware that a
felony conviction may affect a graduate’s ability to attain a license or certificate to practice, may restrict options for clinical placements and may impact employability.

Requirements for admission include a high school diploma or GED with a preferred GPA of 2.5 (C+ average), and completion of high school algebra, biology and chemistry with a C or better in each course. Preference is given to applicants with SAT scores at or above 900 (two section total) or a 20 composite ACT score. Applicants may be asked to take a placement test if any of the requirements are in question. Additional requirements that can be completed after a student is accepted include two letters of recommendation from a teacher, supervisor, coach, or other appropriate source, and 20 hours of documented work or volunteer experience in two different physical therapy settings under the supervision of a licensed PT or PTA.

A minimum of 72 credits is required for the completion of this associate degree program. An overall 2.0 GPA is required by the end of the second semester and for graduation. A grade of C+ (80%) or higher is expected in all PTA courses to remain in good standing within the program. Upon successful completion of the program, graduates are required to take the National Physical Therapy Examination in order to practice as a PTA in most states. The National Exam is administered by the Federation of State Boards of Physical Therapy (FSBPT.org).

For more information contact Ms. Janice Haas at jhaas@mercyhurst.edu

REACH Requirements

Freshman Experience (4 credits)
iMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (12 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 2 Expression & Creativity (3 credits)
Prefixes ART, DANC, MUS, THEA, ENG

Category 4 Contexts & Systems (3 credits)
Prefixes ECON, HIST, POLI

Category 5 Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

Physical Therapist Assistant
Required Courses (60 credits)

BIO 240/241 Human Anatomy & Physiology I
Lecture & Lab (4 credits)

BIO 250/251 Human Anatomy & Physiology II
Lecture & Lab (4 credits)

PTA 101 Introduction to Physical Therapy (4 credits)

PTA 103 Healthcare Communication (1 credit)
PTA 104 Introduction to Physical Therapy Lab (1 credit)

PTA 200 Kinesiology (4 credits)
PTA 204 Kinesiology Lab (1 credits)

PTA 205 Pathophysiology (3 credits)
PTA 206 Therapeutic Modalities for PTA (4 credits)
PTA 207 Orthopedic Interventions (4 credits)
PTA 208 Therapeutic Exercise (3 credits)
RESPIRATORY THERAPIST

As the field of Respiratory Therapy continues to grow and expand it is important for students to continue to learn during their educational pursuits and as a professional. The knowledge that is gained in the program is a wonderful foundation to continue to build upon. Throughout the educational experience students will gain the scientific knowledge needed to provide respiratory therapy to patients in need. Along with the knowledge gained the students will also acquire the skills needed for applying that knowledge. Students of the Respiratory Therapy Program are encouraged to become independent and lifelong learners. Students must have the desire to graduate and continue to grow professionally. The overall task of the Respiratory Therapy Program is to provide our students with the theoretical background and the clinical experience necessary to become successful Respiratory Therapists.

Knowledge of the scientific principles underlying cardiopulmonary physiology and pathophysiology, as well as biomedical engineering and technology, enable respiratory therapists to effectively offer preventative care to, as well as assess, educate, and treat patients with cardiopulmonary deficiencies.

In addition to Mercyhurst North East’s standard requirements for admission, which include a high school diploma, a minimum GPA of 2.0, and either an ACT, SAT or MNE Placement Test score, individuals applying for admission to the respiratory therapist program are subject the following standards:

- Applicant must be a high school graduate or GED recipient with minimum overall C average
- Applicant must have completed high school courses in algebra, biology AND chemistry, with a minimum grade of C in each course.
- Preference will be given to applicants with SAT scores at or above 900 section total or a 20 composite score on the ACT test.
- Applicant may be required to take the MUNE Placement Test COMPASS) to determine placement in appropriate English and math courses.

- If an applicant does not meet the required scores to enter into Research and Writing and/or Elementary Algebra, he or she must take preparatory classes. Placement into Research and Writing and Elementary Algebra will enable the student to enter into the two-year track program of study. If preparatory English or Math are required, a three-year track will be recommended.
- The skills test is required for students who achieved below 900 on their SATs (two section total), students who achieved below a 20 on sections of their ACTs, or have never taken the SATs or ACTs, as well as those who have been out of school for several years.
- Applicant must have current CPR certification before the start of the clinical phase of the program.
- Applicant must have a recent physical examination and records of the following immunizations before classes begin: Hepatitis B, 2 step PPD, One time dose of DTAP (between ages 18 and 64), Varicella Immunization (2 injections) or a positive varicella titer, Rubella, Rubella and Mumps titers.
- Drug testing will be required.
- A criminal record check will be required.
- State and federal child abuse clearances will be required.
- Official, final transcripts are required before the start of classes.
- Eight hours of job shadowing is suggested prior to enrolling and can be set up by the program director, if interested.

Clinical sites utilized for clinical education are located in the tristate area, with the majority of the sites in Erie County. Clinical sites available represent a wide variety of settings including hospitals, rehabilitation clinics, extended care facilities and home care agencies.

In order to participate in the clinical education courses, students must submit a recent physical exam (within one year), appropriate immunizations, recent TB test and current CPR certification.

As a health care profession, Respiratory Care is practiced under medical direction across the health care continuum. Critical thinking, patient/environment assessment skills, and evidence-based clinical practice guidelines enable respiratory therapists to develop and implement effective care plans, patient-driven protocols, disease based clinical pathways, and disease management programs. A variety of venues serve as the practice site for this health care profession including, but not limited to: acute care hospitals, sleep disorder centers and diagnostic laboratories, rehabilitation, research and skilled nursing facilities, patients' homes, patient transport systems, physician offices, convalescent and retirement centers, educational institutions, field representatives and wellness centers.
The Respiratory Therapist program is accredited by the:

Commission on Accreditation for Respiratory Care
1248 Harwood Road Bedford, Texas 76021-4244
Phone Number: (817) 283-2835 www.coarc.com

Upon completion of this program, graduates will have been trained to be competent at the Registered Respiratory Therapist level and be eligible to take the NBRC Certification and Registration credentialing examinations. The integrated two-year curriculum consists of a balance of liberal studies, science and technical courses. Within the curriculum, two full time clinical education courses are completed. The clinical education courses provide an opportunity for students to transition from the classroom/lab setting into the clinical environment. Students continue the learning process in various clinical settings under the direct supervision of a qualified respiratory therapist. The clinical education component of the curriculum requires a total of 624 clinical hours.

A minimum of 69 credits is required for the completion of this associate degree program. No grade below an 80% is accepted in any RES course. No grade lower than a C is in any science course that is required in the RT program will be accepted. In order to be eligible for graduation the student must successfully pass the practice Certification and Registry exams.

For more information, contact Ms. Christine Gluvna at cgluvna@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

- Utilize the application of scientific principles for the identification, prevention, remediation, research, and rehabilitation of acute or chronic cardiopulmonary dysfunction thereby producing optimum health and function.
- Review existing data, collect additional data, and recommend obtaining data to evaluate the respiratory status of patients, develop the respiratory care plan, and determine the appropriateness of the prescribed therapy.
- Initiate, conduct, and modify prescribed therapeutic and diagnostic procedures.
- Document necessary information in the patient’s medical record and other forms, and communicate that information to members of the health care team.
- Obtain, assemble, calibrate, and check necessary equipment.
- Use problem solving to identify and correct malfunctions of respiratory care equipment.
- Demonstrate appropriate interpersonal skill to work productively staff and co-workers.
- Accept directives, maintain confidentiality, does not discriminate, and upholds the ethical standards of the profession.

- Demonstrate Basic Life Support and Advanced Life Support techniques during simulation practice and clinical settings.
- List and identify pharmacological agents used to treat cardiopulmonary patients, including indications and contraindications.

REACH Requirements

Freshman Experience (4 credits)
IMU 101 Introduction to Mercyhurst (1 credit)
COMP 120 Research and Writing (3 credits)

Liberal Arts Experience (24 credits)
Each student is required to take the designated amount of credits from each category. Within each category, students may choose courses under the various prefixes or the available courses to fulfill the category requirement.

Category 1 Reason and Faith (3 credits)
Prefixes CTS, PHIL, RLST

Category 3 Analytical Thought (19 credits)
BIO 200/201 Microbiology Lecture & Lab (3+1 credits)
BIO 240/241 Human Anatomy & Physiology I Lecture & Lab (3+1 credits)
BIO 250/251 Human Anatomy & Physiology II Lecture & Lab (3+1 credits)
CHEM 101/102 Chemical Principles Lecture & Lab (3+1 credits)
Math 102 Elementary Algebra (3 credits)
or STAT 109 Introduction to Statistics (3 credits)

Category 5 Humans in Connection (3 credits)
Prefixes ANTH, PSYC, SOC, WL (all world languages prefixes)

Respiratory Therapist Required Courses (41 credits)
RES 101 Introduction to Respiratory Therapy (3 credits)
RES 110 Respiratory Therapy I (3 credits)
RES 111 Respiratory Therapy Care Equipment I (1 credits)
RES 120 Respiratory Therapy II (3 credits)
RES 121 Respiratory Care Equipment II (1 credits)
RES 122 Respiratory Pharmacology (2 credits)
RES 201 Pediatric and Neonatal Respiratory Care (2 credits)
RES 205 Cardiopulmonary Path and Diagnostic Procedures (4 credits)
RES 212 RT Clinical Practicum I (8 credits)
RES 221 RT Clinical Practicum II (11 credits)
RES 223  RT Professional Seminar (3 credits)
CERTIFICATE PROGRAMS

CULINARY ARTS CERTIFICATE

Students enrolled in the Culinary Arts Certificate are held to all standards and policies as the Associate degree programs as outlined in the catalog. The Culinary Arts Certificate is designed to provide students with sufficient skills needed to secure an entry-level position in the restaurant and food preparation areas. Students will gain basic skills in foods, sanitation, and nutrition as well as in purchasing and human resources. Courses in college writing and math provide basic communication and math skills.

Students must maintain a minimum GPA of 2.0 overall, along with a minimum grade of a C in all Culinary CULN and Hospitality Management HRIM courses.

The program is designed to allow the student to enter a new profession or acquire college credits with a minimal time investment as well as providing the opportunity to continue their education if they desire. After completing the Certificate Program, the student may transfer into the Associate Degree Program and courses with a C or better will be applied toward the degree requirements.

SERVICE PRACTICUM REQUIREMENT

A service practicum (50 hours) is required for all students regardless of transfer or class status and must be fulfilled prior to graduation.

For more information contact Ms. Beth Ann Sheldon at bsheldon@mercyhurst.edu

Computer Information Specialist Certificate

Required Courses (30 credits)

- ART 220 Typographic Foundations (3 credits)
- ECON 105 Macroeconomics (3 credits)
- ELECTIVE REACH Course Recommended
- COMP 110 Composition or COMP 120 (3 credits)
- MATH 146 Programming I (3 credits)
- MIS 101 Computer Applications (3 credits)
- MIS 106 Web Management I (3 credits)
- MIS 110 Advanced Computer Apps (3 credits)
- MIS 140 Computer Operations I (3 credits)
- MIS 260 Networks (3 credits)

MASSAGE THERAPY CERTIFICATE

The program integrates theory and hands-on training for a career as a licensed massage therapist. Students will develop the necessary skills to obtain entry level positions in the field in areas such as spas, medical offices, health clubs, cruise ships or even open up their own private practice. This program is an ideal addition to the skill set of a cosmetologist, nurse, physical therapist assistant, or for someone interesting in a trade to help a loved one with chronic pain.
Students will learn how to set up individual treatment plans and apply appropriate massage techniques to promote overall health and wellness. While in the program, students will have supervised clinical instruction designed to develop client-based skill and techniques. Students will fully understand the importance of professional Ethics and encouraged to be part of professional massage therapy organizations. They will be able to sit for the Massage & Bodywork Licensure Exam (MBlex) and upon graduation be able to apply for state licensure.* *obtaining licensure will depend on individual state requirements.

PROGRAM LEARNING OUTCOMES

- Demonstrate client communication, client consent, and client safety skills
- Design an adequate SOAP (Subjective Objective Action Plan) chart notes and treatment plan
- Recognize medical conditions in which massage therapy is contraindicated and/or hazardous to the client
- Apply the knowledge of anatomy, physiology and kinesiology and pathology during a massage therapy session
- Understand the theory and rationale for the various massage techniques learned.
- Demonstrate safe and effective application of general and specialty massage techniques to meet the needs of various situations and people.
- Apply learned knowledge to sit for Massage and Bodywork Licensure Exam (MBlex) given through the Federation of State Massage Therapy Board.
- Apply for State Licensure through the state of Pennsylvania

Massage Therapist Certificate

Required Courses (26 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 101</td>
<td>Introduction to Massage (2 credits)</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Massage Techniques I – Swedish (3 credits)</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Massage Techniques II- Special Populations (3 credits)</td>
</tr>
<tr>
<td>MTH 121</td>
<td>Massage Clinical I (1 credit)</td>
</tr>
<tr>
<td>MTH 131</td>
<td>Massage Clinical II (2 credits)</td>
</tr>
<tr>
<td>MTH 132</td>
<td>Pathology for Massage (2 credits)</td>
</tr>
<tr>
<td>MTH 133</td>
<td>Business Law and Ethics for Massage (2 credits)</td>
</tr>
<tr>
<td>MTH 134</td>
<td>Eastern Massage &amp; Bodywork/Spa (1 credit)</td>
</tr>
<tr>
<td>MTH 141</td>
<td>Massage Clinical III (1 credit)</td>
</tr>
<tr>
<td>MTH 143</td>
<td>Massage Therapy Seminar (1 credit)</td>
</tr>
<tr>
<td>MTH 199</td>
<td>Kinesiology I for Massage Therapist (2 credits)</td>
</tr>
<tr>
<td>MTH 200</td>
<td>Kinesiology II for Massage Therapist (2 credits)</td>
</tr>
<tr>
<td>MTH 240</td>
<td>Anatomy and Physiology I (2 credits)</td>
</tr>
<tr>
<td>MTH 250</td>
<td>Anatomy and Physiology II for Massage Therapist (2 credits)</td>
</tr>
</tbody>
</table>

MEDICAL ASSISTANT CERTIFICATE

Medical assistants are allied health practitioners who are educated to perform both administrative and/or clinical skills in an ambulatory or immediate care setting under the supervision of a licensed physician. The program is designed to prepare students who may wish to pursue a career in Medical Assisting, but may not wish to pursue a two-year degree. It is also designed for those who may want to pursue an additional certificate with the National Health Career Association (NHA). Students will have the opportunity to obtain their CCMA certification (Clinical Medical Assistant) by passing a national examination.

The certificate program will prepare students to perform basic administrative skills including medical office procedures of scheduling appointments, telephone communications, medical records, medical terminology, billing, and insurance coding.

Students will be encouraged to apply the principles of professional and ethical conduct and to become involved with professional organizations. Employment opportunities exist in a variety of health care settings including private physician practices, immediate care offices, group practices, and family medicine centers. The skilled medical assistant is highly valued as a multi-skilled practitioner able to perform a variety of duties in these settings.

Students must successfully complete all administrative and clinical competencies before being placed in the internship. All criteria must be met before graduating, including a minimum 2.0 GPA overall, a minimum grade of 2.0 in all major courses, and successful completion of all performance objectives.

For more information contact Ms. Leslie Reed at lreed@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

The primary goal of the Medical Assisting Program is to prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. As well as:

- Provide appropriate learning opportunities to facilitate the acquisition of the knowledge and technical skills necessary to function as a competent, entry-level Medical Assistant
- Endeavor to instill a sense of medical ethics
- Encourage a sense of commitment to continued professional development
- Students will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care and apply critical thinking skills in performing patient assessment and care.
Students attending on a “not-for-credit” basis may choose to purchase credits earned at a later date by paying the difference between the “not-for-credit” rate and the “for-credit” rate in effect at the time of purchase for passed course(s).

For information please contact the Academy Director, Walter Hale at whale@mercyhurst.edu

PROGRAM LEARNING OUTCOMES:
- Demonstrate basic skills and knowledge of the criminal justice system
- Demonstrate exemplary written and communication interpersonal skills
- Evaluate and apply basic knowledge of legal aspects of police operations
- Demonstrate exemplary problem solving skills
- Understand and demonstrate good investigative technique
- Understand the differences and work effectively with diverse populations
- Exhibit good situational awareness and judgement
- Demonstrate the ability to correctly articulate high stress events
- Demonstrate physical fitness, stamina, and fine motor skills related to the profession

Municipal Police Academy Certificate
Required Courses (22 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUNP 101</td>
<td>Intro to the Police Academy (1 credit)</td>
</tr>
<tr>
<td>MUNP 104</td>
<td>Physical and Emotional Readiness (1 credit)</td>
</tr>
<tr>
<td>MUNP 107</td>
<td>Law and Procedures (4 credits)</td>
</tr>
<tr>
<td>MUNP 110</td>
<td>Patrol Procedures and Operations (3 credits)</td>
</tr>
<tr>
<td>MUNP 115</td>
<td>Criminal Investigations (3 credits)</td>
</tr>
<tr>
<td>MUNP 120</td>
<td>Topics in Criminal Justice (3 credits)</td>
</tr>
<tr>
<td>MUNP 125</td>
<td>Mechanics of Arrest (1 credit)</td>
</tr>
<tr>
<td>MUNP 130</td>
<td>Vehicle Operations and Procedures (1 credit)</td>
</tr>
<tr>
<td>MUNP 135</td>
<td>First Aid and CRP (1 credit)</td>
</tr>
<tr>
<td>MUNP 140</td>
<td>Tactical Self-Defense (4 credits)</td>
</tr>
</tbody>
</table>

OASIS PROGRAM CERTIFICATE

The Oasis Program offers proficiency-based certificates to students with intellectual and developmental disabilities. The program was originally the result of a collaboration between Mercyhurst University and Erie Homes for Children and Adults (EHCA). The program also garnered significant support from the Office of Vocational Rehabilitation (OVR).

MISSION STATEMENT
Consistent with the mission of Mercyhurst, the Oasis Program offers collegiate-based academic and social activities to individuals with intellectual and developmental disabilities in a compassionate and hospitable environment. Students in the Oasis Program are afforded the opportunity to expand their vocational knowledge while participating...
with the university community in a way that brings forth the opportunity to recognize the solidarity that can be found in diversity.

PROGRAM LEARNING OUTCOMES
- Acquisition of skill related to seeking, securing and maintaining gainful employment
- Increase in skills related to self-advocacy and self-determination
- Increase campus and institutional connectedness
- Acquisition of certificate-specific knowledge

ABOUT THE PROGRAM
Students enrolled in the Oasis Program observe and participate in coursework and labs (to varying degrees) alongside peers pursuing similar vocational interests on Mercyhurst University’s North East campus. Assignments and assessments are individualized based on students’ strengths and needs. Students in the program are also provided assistance by peer mentors and student interns.

Progression through the curricula is assessed through a variety of modalities. Direct observation as well as indirect measures of assessment (e.g., analysis of permanent products) are used to provide students with proficiency-based outcomes data.

CONCENTRATIONS

BUSINESS ADMINISTRATION
Students in this program learn the skills that make it possible for them to work in a business or office environment. Students will take classes that will teach them skills related too management, marketing and computer skills.

CULINARY ASSISTANT
Students involved in the culinary assistant concentration will learn skills related to working in a kitchen environment. The ability to follow a recipe, locate and use items and tools in the kitchen, and how to prepare food will all be addressed. Students will also learn about safety and sanitation in the kitchen.

HOSPITALITY MANAGEMENT
Students involved in the hospitality management concentration will learn skills related to working in the “back of the house” within the hospitality field. An introduction and explanation to the field and its many facets will be covered. Students will also complete studies in specific areas related to obtaining employment in the field, such as housekeeping and human resources.

Students enrolled in the Culinary Assistant or the Hospitality Management concentrations of the OASIS program are held to all standards and policies as the Associate degree programs regarding decorum and behaviors in labs and during department functions, events and field trips.

EARLY CHILDHOOD EDUCATION*
Students involved in the early childhood concentration will learn skills related to working in a PreK through grade 4 setting. Students will develop an understanding of developmentally appropriate practices with young children. Students will participate in numerous clinical experiences in a variety of settings. *Students must be able to obtain mandatory Federal and State clearances.

CORE PROFESSIONAL EDUCATION
Students will also complete studies in specific areas related to obtaining employment in the field, résumé development, interviewing techniques, and soft skills related to maintaining employment. Students will also engage in person-centered planning to assist in goal development for personal growth during the program.

The application process for the Oasis Program is separate from the traditional university application process. A personal interview will be scheduled once an applicant has submitted all necessary credentials and has been determined a candidate.

OASIS REQUIRED COURSES
The Oasis Program curricula were developed in order to provide the skills and knowledge deemed necessary in order to obtain employment in a student’s chosen area of concentration. Students will be enrolled in the non-credit Oasis course while they attend the relevant courses in their chosen certificate area.

OASI-091 Oasis Curriculum 1
OASI-092 Oasis Curriculum 2
OASI-093 Oasis Curriculum 3

PRACTICAL NURSE CERTIFICATE PROGRAM
Practical Nursing involves the performance of selected nursing acts in the care of the ill, injured, and infirmed clients across the life span. The performance of selected nursing acts are performed under the supervision of a professional nurse, licensed physician, or licensed dentist, which do not require the specialized skill, judgment, or knowledge required in professional nursing.

The practical nurse is prepared to function as a member of the health-care team by exercising sound nursing judgment based on preparation, knowledge skills, understandings, and past experiences in nursing situations. The practical nurse participates in the planning, implementation, and evaluation of nursing care in settings where nursing takes place.

The practical nurse administers medications, carries out therapeutic treatments, administers immunizations, performs skin testing, performs venipuncture, and
administers approved intravenous fluids, and take verbal orders from the physician. The practical nurse also participates in the development, revision and implantation of policies and procedures designed to insure comfort and safety of patients in collaboration of other health care personnel.

A practical nurse shall adhere to the Standards of Nursing Conduct. The practical nurse will not undertake a specific practice unless the practical nurse has the necessary knowledge preparation, experience, and competence to properly execute the practice. While providing nursing care, the practical nurse will respect the individual’s right to freedom from psychological and physical abuse, will safeguard the patient from incompetent, abusive, or illegal practices. The Practical nurse will safeguard the patient’s dignity, right to privacy and the confidentiality of patient information.

GRADING & ATTENDANCE
In order to be promoted at the end of each term a student must have a grade of 80% in PNG 101 and 83% in PNG 102,103 and 104 or higher in theory and pass clinical.

Additional program policies are addressed in the Practical Nursing Student Handbook which is distributed to the students on admission. Standardized testing is scheduled across the curriculum. A level two or three score demonstrates mastery.

ADVANCED PLACEMENT & TRANSFER
Transfer students from other practical nursing programs will be accepted into terms II, III or IV and must complete at least two terms of the program. Transfer students must meet all of the regular admission requirements plus have successfully completed the first term of an approved program of practical nursing with a GPA of 2.0 or higher and a letter grade of C or higher in each course. In order to transfer into the Mercyhurst University North East Practical Nursing Program an official transcript and a letter of recommendation from the program Director must be submitted. The applicant shall be accepted as a transfer student only if the practical nursing faculty believes such a decision is educationally sound for the applicant. Students currently enrolled at Mercyhurst University North East may apply for admission. Students transferring internally must meet the admission requirements to the program, and must have a GPA of 2.0 and a grade of C or higher in all previous courses.

REQUIREMENTS FOR ADMISSIONS
Requirements for admission include a G.E.D. or high school graduate. High school graduates must have a minimum of 16 units, including 4 units of English, 3 units of Social Studies, 2 units of Mathematics, and 2 units of Science. The University will administer the TEAS test to evaluate reading comprehension, writing, science and math skills. A personal interview will be scheduled once an applicant has submitted all necessary credentials and has been determined a candidate.

Acceptance into the practical nursing program is conditional until receipt and review of required physical examination records, criminal record check, child abuse clearance, Act 73 and drug test.

Upon completion of the practical nursing program graduates are eligible to sit for the National Council Licensure Examination PN (NCLEX-PN) for licensure as a Licensed Practical Nurse. Graduates are prepared to work in various health care settings such as acute care hospitals, long-term care centers, physician offices, and home health. The Pennsylvania State Board of Nursing will not issue a license or certificate to an applicant who has been convicted of a felonious act as identified in the Act of April 14, 1972 (P.L. 233, No. 64) known as the "Controlled Substance, Drug, Device and Cosmetic Act." This program is a non-credit program.

PROGRAM LEARNING OUTCOMES
At the completion of the program, the graduate practical nurse will:
• Incorporate theory from the physical, biological, social, and behavioral sciences when providing nursing care. (RIL), (CRIT), (SOR)
• Communicate effectively with clients, families, significant others, and members of the health care team. (EC), (ER), (IS)
• Prioritize biopsychosocial needs of clients. (SQR), (IS), (ER)
• Utilize the nursing process when providing care to meet identified needs. (EC), (CRIT), (SQR), (IS)
• Apply ethical, moral, and legal standards in keeping with the Practical Nurses Code of Ethics and applicable nursing law. (RIL), (CRIT), (ER)

Practical Nursing Certificate Program

<table>
<thead>
<tr>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
</tr>
<tr>
<td>PNG 101</td>
</tr>
<tr>
<td>PNG 101 C</td>
</tr>
<tr>
<td>Term 2</td>
</tr>
<tr>
<td>PNG 102</td>
</tr>
<tr>
<td>PNG 102 C</td>
</tr>
<tr>
<td>Term 3</td>
</tr>
<tr>
<td>PNG 103</td>
</tr>
<tr>
<td>PNG 103 C</td>
</tr>
<tr>
<td>Term 4</td>
</tr>
<tr>
<td>PNG 104</td>
</tr>
<tr>
<td>PNG 104 C</td>
</tr>
</tbody>
</table>
RETAIL MANAGEMENT CERTIFICATE

In retail, you can follow any passion: food, sports, music or cars. A career in the retail field presents many opportunities for on-the-job training and professional development. The National Retail Federation reports that the retail industry directly and indirectly supports 1 in 4 jobs in Pennsylvania. That’s 1.6 million jobs! Jobs in this field are expected to grow by 11 percent nationwide in the next 10 years.

Students will learn the highly employable, in-demand skills needed to work in retail areas such as sales, customer service, merchandising, human resources, operations, and administration.

Upon completion of the certificate coursework, students are eligible to sit for the National Professional Certification in Retail Management exam. This certification sets you apart and lets employers know you’re motivated and qualified to move into a management or supervisory role.

After completing this program, a student may transfer to one of the two-year or four-year degree programs. Many of the courses with a grade of C or better can be applied toward the degree requirements. Students must have completed 30 credits and earn a minimum grade of 2.0 in each course. Required courses appear below

For more information please contact Mr. Steve Gregg at sgregg@mercyhurst.edu

Retail Management Certificate
Required Courses (30 credits)

- ACCT 101 Principles of Accounting I (3 credits)
- ACCT 102 Principles of Accounting II (3 credits)
  (Prerequisite: ACCT 101)
- COM 110 Oral Communications (3 credits)
- ECON 106 Microeconomics (3 credits)
- MATH 100 Business Math (3 credits)
- MGMT 120 Principles of Management (3 credits)
- MGMT 180 Retail Management I (3 credits)
- MGMT 280 Retail Management II (3 credits)
- MKTG 162 Principles of Integrated Marketing (3 credits)
- MIS 101 Computer Applications (3 credits)

EARLY CHILDHOOD SPECIALIZED CREDENTIAL

In recent years, early childhood education has become widely recognized as important for children’s development and parents look to professionals with training who they can trust. As parents increasingly need assistance during working hours to care for their children, employment of childcare workers is projected to grow 14 percent in the next decade. Because the number of children requiring childcare is expected to grow, demand for childcare workers is expected to grow as well.

PROGRAM LEARNING OUTCOMES
- Demonstrates knowledge of best practices associated with child development, teaching and learning in a PreK – 4 Early Childhood population.
- Create a quality lesson plan.
- Plan for differentiated instruction for students with special needs.

Early Childhood Credential
Required Courses (12 credits)

- EDEC 101 Early Foundations (3 credits)
- EDEC 103 Language & Literacy I (3 credits)
- EDEC 105 Health & Wellness (3 credits)
- ESPE 101 Psych of Diverse Learners (3 credits)
COURSE DESCRIPTIONS

ACCT 101 Principles of Accounting I/Financial Accounting
This course introduces the basics of financial accounting for business enterprises with a focus on accounting for corporations. Topics include the theory of the financial accounting principles that guide the preparation of financial accounting information and the role of accounting in capital markets as well as the ethical standards imposed on accountants. The course provides a thorough review of the accounting cycle and the operating areas of the balance sheet with special focus on how accounting transactions affect the financial statements and analysis of financial statement information.
3 credits
Prerequisite: ACCT 101

ACCT 102 Principles of Accounting II/Managerial Accounting
This course presents accounting information used for internal business management. The focus of the course is using accounting information to better aid in the planning, controlling, and evaluation of company performance. Topics include budgeting, job costing, product pricing, break-even analysis, standard costing, and decision models.
3 credits
Prerequisite: ACCT 101

ACCT 140 Computer Applications in Accounting
This course is designed to familiarize the student with the operation of an accounting system utilizing the microcomputer. Through the use of the computer, the student learns to use an accounting program that journals, posts and prepares financial statements. Emphasis is placed on the analysis and interpretation of the financial statement.
3 credits
Prerequisite: ACCT 101

ACCT 201 Intermediate Accounting I
A detailed examination of the development of specific accounting theories relating to the principles of valuation of the major balance sheet accounts.
3 credits
Prerequisite: ACCT 101

ACCT 202 Intermediate Accounting II
A continuation of Intermediate Accounting I which deals with accounting theories relating to the valuation of the major balance sheet accounts.
3 credits
Prerequisite: ACCT 201

ACCT 230 Tax Accounting
A study of the Internal Revenue Code with primary emphasis on the provisions affecting individual taxpayers. Major topics include identification of items of gross income, business deductions, and qualifications for dependents, itemized deductions, financial status, and computation of taxable income.
3 credits
Prerequisite: ACCT 101

ANTH 112/SOC 112 World Cultures
In this course, the student is exposed to the basic subject matter and methods of modern socio-cultural anthropology. The great diversity of contemporary and recently extinct human culture is examined from a comparative and evolutionary perspective with an emphasis on the differences and similarities between so-called modern state level societies and their less complex antecedents.
3 credits

ART 100 Drawing I
Studio Experience designed to develop perception, skill and creativity. Includes demonstrations, practice, and projects in various techniques from gesture to final form renderings.
3 credits

ART 110 Art Appreciation
A survey of the visual arts including painting, sculpture, and architecture. Includes the study of artists, design, significant art works, and art criticism. For Non-art Majors only.
3 credits

ART 128 Basic Computer Design
This entry-level course introduces students to the basics of Graphic Design. Through various exercises, students will experience three of the basic publishing tools used by designers - Adobe InDesign, Illustrator, and Photoshop.
3 credits

ART 220 Typographic Foundations
This entry-level course introduces students to basic design theories and skills. Students create a variety of exercises and a sample file of professional works to better understand design. Theoretical exercises, typography projects and readings introduce students to lifelong design issues and tasks. Adobe InDesign, Illustrator, and Photoshop are utilized in this course.
3 credits
Prerequisites: Art 100, ART 125

ART 221 Digital Imagery
Photoshop image creation and manipulation is explored. Emphasis, in this term, is proper file creation, learning and utilizing specialized tools, applying proper design theories to computer generated art, and tutorials for special effects. Projects focus on various kinds of photo collage and retouching as it relates to a variety of clients.
3 credits
Prerequisite: ART 220

ASIA 125 Asian Cultures
Studies the cultures of India, China, Korea, and Japan
through an examination of common roots and development in geography, history, arts, and religion.

3 credits

**BADM 250 Entrepreneurship**
This course is designed for those students interested in learning how to start their own business, buy an existing business or function as an entrepreneur in a large company. Topics include developing and evaluating business concepts, preparing a business plan, trademarks and patents and securing financing.

3 credits

**BADM 275 Principles of Operations Management**
This course is an introduction to the field of operations management. The student will be exposed to fundamental principles including demand forecasting, system design, supply chain management, project management, and quality. This course will demonstrate the importance of these topics in both manufacturing and service concerns alike.

3 credits

Prerequisite: MATH 109

**BIO 102 General Biology**
A basic biological study of man, examining human evolution, organ systems, genetics, behavior, and human interaction with the environment. Does not fulfill Biology major requirements.

3 credits

Corequisite: BIO 103

**BIO 103 General Biology Lab**
A basic biological study of man, examining human evolution, organ systems, genetics, behavior, and human interaction with the environment. Does not fulfill Biology major requirements.

1 credit

Corequisite: BIO 102

**BIO 110 Plant Science**
An introduction to the study of plants including their biology and ecology. Topics include basic structure and function of cells and organs, plant growth and development and systematics of higher parts. Emphasis is on the impact of humans on plant life and plant community structure. Does not fulfill Biology major requirements.

3 credits

Corequisite: BIO 111

**BIO 111 Plant Science Lab**
Laboratory and field studies on plant communities and the effects of humans on plant diversity within controlled community structures. Identification of higher plants is stressed as well as identifications of human, ecological, and pathogen caused distress in plant systems.

1 credit

Corequisite: BIO 110

**BIO 120 Human Biology**
A basic biological study of man, examining human evolution, organ systems, genetics, behavior, and human interaction with the environment. Does not fulfill Biology major requirements.

3 credits

Corequisite: BIO 121

**BIO 121. Human Biology Lab**
A laboratory class designed to demonstrate through models, microscopic work, and dissection the information presented in Bio 120.

1 credit

Corequisite: BIO 120

**BIO 142 Cell and Molecular Biology**
Introduction to the biology of prokaryotic and eukaryotic cells, including the structure and function of membranes and organelles, especially mitochondria and chloroplasts. Also included are studies of the molecular structure and function of DNA, with emphasis on the organization of the eukaryotic genome, transcription, and translation.

3 credits

Corequisite: BIO 143

**BIO 143 Cell and Molecular Biology Lab**
Introduction to the physiological and molecular techniques and methodologies for studying cells, organelles, and macromolecules in relation to cellular activities and maintenance of life.

1 credit

Corequisite: BIO 142

**BIO 146 Ecology and Evolutionary Biology of Organisms**
An introduction to Mendelian and population genetics, ecology and evolutionary biology.

3 credits

Corequisite: Bio 147

**BIO 147 Ecology and Evolutionary Biology of Organisms Lab**
A laboratory course that elucidates concepts taught in Bio 144 from a largely experimental perspective.

1 credit

Corequisite: Bio 146

**BIO 200 Microbiology**
The study of bacteria and other microbes with emphasis on their structure and function, ecology, biochemistry, and research methodologies. The course reviews the biology of microbes and their use as biological and medical research tools.

3 credits

Corequisite: BIO 200

**BIO 201 Microbiology Lab**
An examination of microbes in the biosphere. Microbial
collection, culturing, product analysis, aseptic techniques and microscopy are emphasized.

1 credit
Corequisite: BIO 200

BIO 240 Human Anatomy & Physiology I
A study of the structural and functional relationships of cells, tissues, organs, and systems of the human body. Emphasis is placed on the skeletal, muscular, and nervous systems.
3 credits
Corequisite: BIO 241
Prerequisite: BIO 120 or 160

BIO 241 Human Anatomy & Physiology I Lab
A detailed study of human anatomy of the organ systems discussed in BIO 240.
1 credit
Corequisite: BIO 240

BIO 250 Human Anatomy & Physiology II
A continuation of Biology 240, including the circulatory, respiratory, renal, digestive, endocrine, and reproductive systems of the human body.
3 credits
Prerequisite: BIO 240
Corequisite: BIO 251

BIO 251 Human Anatomy & Physiology II Lab
Physiological experimentation designed to illustrate topics covered in BIO 250.
1 credit
Corequisite: BIO 250

BIO 254 Foundations of Pathophysiology
This course examines the foundational basis of human disease, exploring its mechanisms and models, and its relationship to human physiological mechanisms. The course starts with the basics of pathogenesis, and explores the underlying mechanisms and models of disease which include, infectious agents (viruses, bacteria, and parasites), genetics, inflammation, hypersensitivity and autoimmunity, ecological (physical and chemical) agents, neoplasms, fluid and electrolyte disturbances, malnutrition, General Adaptive Syndrome (stress), and the aging process. The prerequisites of Human Anatomy and Physiology I & II (BIO 240 & BIO 250), along with their labs (BIO 241 & BIO 251), are needed to ensure foundational knowledge in the basics of cellular, histological and systemic anatomy and physiology expanded within this course.
4 credits

BIO 294 Parasitology
The study of biology of parasitic and pathogenic microorganisms that cause harm and disease in other organisms, especially plants and animals. The parasites discussed in this course may include fungi, protozoa, viruses, roundworms and flatworms as well as the animals that act as vectors and intermediate hosts in the transmission of these pathogens from host to host.
3 credits

CHEM 101 Chemical Principles
A survey of fundamental chemical principles. Satisfies a liberal studies and core requirement.
3 credits
Corequisite: CHEM 102

CHEM 102 Chemical Principles Lab
Experimental work corequisite to Chemical Principles.
1 credit
Corequisite: CHEM 101

CHEM 111 Chemistry of Life
A study of the principles of inorganic chemistry with an emphasis on principles that apply to diet and health.
3 credits
Corequisite: CHEM 112

CHEM 112 Chemistry of Life Lab
Experimental work corequisite to CHEM 111.
1 credit
Corequisite: CHEM 111

CHEM 123 Bio-Organic Chemistry
This course will focus on the evolving science of life chemistry. The broad subject of biochemistry will be explored from the molecular level covering DNA/RNA and other protein structure, synthesis and function as well as Genome sequencing, enzymes, hemoglobin carbohydrates, and other regulatory systems of the human body.
3 credits

CHEM 124 Bio-Organic Chemistry Lab
The lab will explore the role of RNA/DNA proteins, genomes, carbohydrates and other biochemical functions of the human body.
1 credit
Corequisite: CHEM 123

COM 102 Interpersonal Communication
This course provides an overview of the basic concepts of interpersonal communication in group and dyadic settings. Students will gain knowledge in the communication process, perception, listening, self-disclosure, ethics, nonverbal communication, conflict, power, relationships and dysfunctional communication. Further, students will have the opportunity to think critically about the material presented through an individual journal and through a term project that explores application of theories and concepts to modern day activities.
3 credits

COM 110 Oral Communication
Students learn basic presentation skills including techniques for informative and persuasive speaking. The course
focuses on audience analysis, research skills, organizational principles, writing, delivery and critical analysis of presentations.

3 credits

**COM 160 Film Appreciation**

An analysis of the aesthetic nature of film, its history, and how film has influenced society.

3 credits

**COM 240 Digital Video Production I**

Students are given basic instruction in producing video utilizing computer software. Instruction combines theoretical concepts with practical field experience.

3 credits

**COM 260 Introduction to Social Media**

This course introduces students to technologies which have changed the role of communication professionals. Topics include implementation of the Internet to reach audiences, copyrights issues and impact on media, discussion of new technologies such as animation, streaming, and new digital technologies and formats.

3 credits

**COM 261 Principles of Public Relations**

This course explores how and why organizations communicate with various public to help create, maintain, enhance and change organizational reputations.

3 credits

**COMP 100 Critical and Evaluative Reading**

This course builds the critical thinking skills necessary for reading expository texts. Students will practice active approaches to reading and note-taking, and develop skills in summarizing, analyzing, and evaluating argumentative writing.

3 credits

**COMP 110 Composition**

Offers a practical introduction to academic writing, including instruction on essential components of the argumentative essay such as thesis statements, transitions, and paragraphing. Emphasis is placed on planning and organizing a persuasive argument, writing for an audience, and revising drafts based on feedback.

3 credits

**COMP 120 Research and Writing**

Focuses on developing sustained academic arguments supported with research. The class emphasizes skills in reading, thinking critically, identifying research topics, gathering and assessing both print and electronic sources, and composing well-structured, focused arguments.

3 credits

**CRJS 100 Introduction to Special Needs Populations**

Criminal justice practitioners frequently encounter elements of our populations that have special problems, such as the mentally ill and the mentally challenged. This course examines these types of cases, and provides the student with valuable information concerning the etiology of these disorders, their symptoms, and strategies for effective communication. Also discussed are relevant legal cases in this field of study.

2 credits

**CRJS 101 Justice in America**

This course provides students with an understanding of the criminal justice system in America. An examination of the role of the police, the court systems, and the processes of corrections will be presented which enables students to critically analyze success as well as inherent weaknesses within the administration of justice in our society. Included will be a survey of problems, trends, and jurisdiction of local, state, and federal agencies engaged in the criminal justice process. Students will become familiar with those qualifications and requirements that criminal justice agencies have established for entry-level positions.

3 credits

**CRJS 102 Functions of the Criminal Justice System**

A close examination of the role of the police, courts and corrections personnel in the criminal justice system. Includes a study of crimes and criminals and the way in which society views them.

2 credits

**CRJS 103 Professional Police Relations**

A study of the complexities involved in traditional and contemporary relationships involving the police and the public they serve. Emphasis is placed on the police self-image, public perceptions and considerations that could possibly bring the two closer together.

3 credits

**CRJS 104 Introduction to Corrections**

An introduction to corrections systems and their relationship to the American Criminal Justice System. Students learn the objectives, policies, and procedures of probation, parole, and prisons as well as some of the issues and problems.

3 credits

**CRJS 201 Preliminary Criminal Investigation**

Basic procedures in the investigation of criminal matters. Includes interview procedures, crime scene examinations, development of information, and procedures for solving crimes, surveillance and preparing reports. Case problems will be presented for resolution.

3 credits

**CRJS/SOC 203 Deviant Behavior**

A psychological and sociological examination of pathological behavior. The course will include discussion of deviancy as a problem in both individual adjustment and
social organization.

3 credits

CRJS 204 Introduction to Organized Crime
This course explores the phenomenon of organized criminality in society. Learners will explore the varied factors which can influence the development of this crime. Both economic and social issues of society which influence this activity will be studied. Transnational criminal behavior along with terrorism and their influence on American society will be examined.

3 credits

CRJS/SOC 205 Introduction to Juvenile Justice and Delinquency
This is the foundation course in juvenile justice which provides an overview of the Juvenile Justice System and the study of Juvenile Delinquency. It examines the nature and development of delinquency against the backdrop of normal adolescent development. Research and theory are used to help the student distinguish between typical forms of adolescent exploration and indications of potentially serious delinquency. A variety of sociological, social psychological and psychological theories of delinquency are reviewed.

3 credits

CRJS 207 Police Functions
This course provides an overview of those basic line functions found within state and local law enforcement agencies. Included are patrol procedures and community policing concepts currently being undertaken that enhance those relationships between the police and the community they serve. The role of other operating components found within law enforcement agencies will be explored along with the responsibilities of the services and auxiliary bureaus.

3 credits

Prerequisite: CRJS 101

CRJS 208 Criminal Investigation I
The course presents basic procedures in the investigation of criminal matters. Includes interview procedures, crime scene examinations, development of information, procedures for solving crimes, criminalistics, and the use of forensic sciences.

3 credits

Prerequisites: CRJS 101, CRJS 207

CRJS 209 Legal Procedures
A study of the judicial process and the legal framework encountered by the law enforcement officer as he/she successfully takes the case from arrest to adjudication. Includes both criminal law factors and evidential procedures.

3 credits

CRJS 211 Constitutional Issues in Policing
Course explores purposes/processes of civil/criminal law as shaped and defined by the Constitution. Stress is on the First, Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments.

3 credits

CRJS 212 Police Community Relations
A study of the complexities in traditional and contemporary relationships involving the police and the public they serve. Emphasis is placed on role and police discretion, police self-image, public perceptions, and considerations that could possibly bring the two closer together. Community-oriented policing and crime prevention are also explored.

3 credits

CRJS 214 Introduction to Legal Concepts
This course examines concepts in the areas of constitutional law, criminal procedure, and criminal law as those concepts relate to criminal justice. This course also examines developing legal issues in criminal law.

3 credits

CRJS 222 Human Behavior in Corrections
This course examines the nature of correctional institutions and institutionalization. The scope of study includes perspectives of both the practitioner and prisoner. In addition, the social and political dimensions of corrections policy are examined.

3 credits

Prerequisite: CRJS 104

CRJS 227 Professional Responsibility
The main objective of the course is to provide an understanding of ethical views that relate to criminal justice and the consequences of instituting those views of ethics. Another objective is to examine the idea that humans have a moral sense which connects them to a transcendent source of moral good.

3 credits

CRJS/SOC 230 Criminology
An in-depth analysis of criminal behavior systems, theoretical developments in explaining crime, and research methodology used in Modern American Criminology.

3 credits

Prerequisite: CRJS 101

CRJS 275 Criminal Justice Internship
This course provides actual involvement with the various aspects of law enforcement. Open only to second year students who are recommended by the department and who have at least a 2.5 GPA. Students will also be expected to complete a research paper suggesting a solution to a police problem encountered during the internship experience.

3 credits

CULN 124 Culinary Arts I
This course combines the theoretical and practical learning
experiences to provide the student with a progressive knowledge of culinary skills and cooking principles including knife skills, food selection, and food preparation. Students will learn concepts and application in the following culinary areas, stocks, soups, lead sauces, egg cookery, breakfast foods, vegetables, starches and grains and also identification, selection and utilization of meats, poultry and seafood. The following areas will be presented in this course and emphasized in an ongoing basis throughout the entire two-year course of study: standards of professionalism, sanitation, nutrition and work-place organization (mise-en-place).

3 credits
Corequisites: HRIM 110 and CULN 125

CULN 125 Culinary Arts I Lab
A laboratory approach taken as a corequisite to Culinary Arts I. Regulation uniform required.

3 credits
Corequisites: HRIM 110 and CULN 124

CULN 164 Culinary Arts II
This course introduces students to the bakeshop. The curriculum includes emphasis on bakeshop tools and equipment, weights and measures, as well as types of flours, starch and various fillings. Students will learn concepts and application in the following baking areas; yeast breads, quick breads, cookies, pastries, pies, tarts, dessert sauces, ice cream, frozen desserts and dessert theory. Students will also learn construction and application of cake decorating skills, frostings, fondants, sugar work, and chocolate.

3 credits
Prerequisites: CULN 124 and HRIM 110
Corequisites: CULN 164

CULN 165 Culinary Arts II Lab
A laboratory approach taken as a corequisite to Culinary Arts II. Regulation uniform required.

3 credits
Prerequisites: CULN 125 and HRIM 110-Sanitation and Safety
Corequisites: CULN 164

CULN 197. Introduction to Wines & Spirits
This course will include lecture and practicum on methods of production of dietary beverages, developing skills in sensory analysis and identification of beverages, and in better understanding the relationship of these beverages in food presentation and preparation.

3 credits

CULN 224 Culinary Arts III
This course is designed to develop production and design skills in producing a variety of cold food products and in preparing items appropriate for buffet presentation including appetizers and hors d’oeuvres. The buffet segment enables the advanced student to plan, organize and set up complete buffet presentations and also appetizer receptions. The course will also provide education in quantity food cooking. The course will include classic French culinary technique and history into all curriculum with objective to educate to a higher executive chef and culinary art master level education. Participation in food-related events evenings and weekends is required.

3 credits
Prerequisites: CULN 164 and CULN 165
Corequisites: CULN 225

CULN 225 Culinary Arts III Lab
A laboratory approach taken as a corequisite to Culinary Arts III. Regulation uniform required.

3 credits

CULN 247 Wine & Sensory Science
Introduces wine sensory evaluation including the study of wine styles, sensory testing techniques, and identification of common wine faults, hedonistic wine descriptors, and statistical analysis of trials. Students take part in various sensory evaluation exercises to develop professional wine-tasting skills.

3 credits

CULN 257 Commercial Wine Making
Provides an overview of commercial wine production. Students learn the distinction between white, rosé, and red wines as well as sparkling, fortified and dessert wines. Basic wine chemistry and microbiology, production operations, and common terminology are covered. Winery sanitation theory and methods are introduced.

3 credits

CULN 264 Culinary Arts IV
TA capstone course that develops an understanding of the underlying concepts and management skills necessary for the successful operation of a restaurant style food service operation. Course will also integrate the theory and cooking technique of regional and international cuisines into the curriculum and will be reflected into the menu planning and execution of the meal. Participation in food-related events evenings and weekends is required.

3 credits
Prerequisites: CULN 224 and CULN 225
Corequisites: CULN 265

CULN 265 Culinary Arts IV Lab
A laboratory approach taken as a corequisite to Culinary Arts III. Regulation uniform required.

3 credits
Corequisite: CULN 264

CULN 272 Culinary Externship
This is an on-the-job training and learning experience in a culinary facility providing the student with the opportunity to gain additional knowledge of the industry. An externship must total 400 hours. Registration fee required.

Non-credit
This course introduces the student to the field of early childhood care and education. An overview of the field will include: history, developmental and learning theory and research; the social, emotional, physical, cognitive, language and creative development of young children; how early childhood professionals and early childhood programs meet the needs of young children and their families, as well as recognize the critical relationships that must be developed; types and organization of early childhood programs; characteristics of quality early care and education, including the critical importance of play and developmentally appropriate practices; current issues of the profession; cultural awareness; and the importance of ethical and professional conduct in the field. Activities (initial lesson planning), materials and standards used in the early childhood profession are introduced.

3 credits

DANC 100 Dance Appreciation
This course is an introduction to dance as a creative discipline and cultural expression that reflect the pressures of the historical and sociopolitical context from which it emerges. Course work consists of lecture, discussion, films, papers, group assignments, presentations, and includes attendance at live concerts. Participation in movement experiences may include jazz, ballet, modern/contemporary, musical theater, social dance techniques and choreographic exploration. Intended for non-dance majors.

3 credits

ECON 105 Macroeconomics
A study of mixed capitalism in aggregate form designed to provide the student with a knowledge of the American economic system. Topics include the causes of recession, unemployment, inflation and the uses of fiscal and monetary policies.

3 credits

ECON 106 Microeconomics
A course emphasizing the economic activities of individual consumers and producers. Topic coverage includes demand-supply analysis, the costs of production and price and output determination by the market structure.

3 credits

ECON 260 Environmental Economics and Policy
The primary goal of this course is to enhance the student’s understanding and ability to critically assess contemporary environmental policy. It aims at equipping students with the economic methods and tools used to analyze environmental issues, combining theoretical analysis with discussions on specific environmental policies as applied to water and air pollution, energy issues, climate change, and human health issues. Analytical techniques for estimating the effects of proposed programs are examined. Strengths and weaknesses of benefit-cost analysis in the regulatory process are explored in the context of political economy. Current environmental policy is evaluated.

3 credits

EDEC 101 Early Foundations
This course introduces the student to the field of early childhood education. It covers the following: history, developmental and learning theory and research; the social, emotional, physical, cognitive, language and creative development of young children; how early childhood professionals and early childhood programs meet the needs of young children and their families, as well as recognize the critical relationships that must be developed; types and organization of early childhood programs; characteristics of quality early care and education, including the critical importance of play and developmentally appropriate practices; current issues of the profession; cultural awareness; and the importance of ethical and professional conduct in the field. Activities (initial lesson planning), materials and standards used in the early childhood profession are introduced.

3 credits

EDEC 103 Language & Literacy I
This course provides a solid foundation in the theoretical and pedagogical underpinnings of best practices that support language and literacy acquisition from birth through the early primary grades, with a special focus on how language contributes to literacy attainment. The use of children’s literature (picture book genre) in the language arts curriculum receives special attention. There is also a focus on the development of the skills of speaking, listening, writing, reading, and viewing, essential components of literacy. Students will utilize several checklists to evaluate children’s speech and language learning and conduct appropriate literacy assessments on children and programs. The importance of family literacy partnerships and the significance of meeting the needs of second language learners and bilingual children will be addressed. Knowledge regarding content, instructional strategies, age-appropriate materials, and technology for intentional teaching will be discussed and practiced. Completion of clinical experience is required.

3 credits

EDEC 105 Health & Wellness
This course focuses on promotion and maintenance of physical activity, health, safety, and nutrition of young children. It provides an overview of the basic principles and best practices of physical education, health, safety, and nutrition utilized in early childhood and primary-aged settings caring for children from birth to age nine. The course works is informed by the following: National Health Education Standards; National Association for Sport and Physical Education (NASPE) standards; NAEYC health and safety accreditation standards; Pennsylvania Learning Standards; DPW regulations. Topics covered include: Physical-Education: recognition of the importance of physical education and the goal of life-long physical fitness; knowledge about and ability to provide physical education and movement activities aimed at promoting increased motor development and competence-use of standards, lesson and activity planning; strategies used to encourage children and families to foster life-long habits of health and

80
well-being; the impact of inactivity on all domains of development; and cooperative versus competitive games and the value of both. Health and Safety: learning about the critical importance of health and safety issues in care and education facilities; obtaining knowledge about common childhood illnesses and communicable diseases; preventive health and safety measures; record keeping, supervision and reporting (including mandated child abuse reporting); arrangement and maintenance of indoor and outdoor equipment; knowledge about basic first aid and emergency procedures; and identification of dangers specific to developmental stages and individual needs. Nutrition: developing an understanding of the use of the food pyramid for identifying the nutritional needs of young children and for planning nutritional and culturally sensitive snacks and meals; discussing nutrition related issues such as obesity, diabetes, and fatty liver disease.

3 credits

EDEC 201 Reading Methods
This course is a research-based, practical course designed to enable the early childhood education major to obtain the skills needed to effectively teach reading in grades Pre-K to 4. In addition to giving the pre-service teacher experience through readings, writing intensive activities, class discussion, hands-on activities, technology exposure, demonstration lessons and practicums, the students will demonstrate increased proficiency in their own reading skills, including knowledge of phonic generalizations. Clinical required.

4 credits
Prerequisites: EDEC 101, EDEC 103, ESPE 101

EDEC 203 Language and Literacy II
This course is a research-based, practical course designed to enable the early childhood education major to obtain the skills needed to effectively teach the language arts curriculum in grades K to 4. In addition to giving the pre-service teacher experience through readings, writing intensive activities, class discussion, hands-on activities, technology exposure, demonstration lessons and clinical, the students will demonstrate increased proficiency in their own language arts skills. The focus of this course is to help the student become proficient in the instruction of language arts (reading, writing, speaking, listening, viewing and visually representing), using an integrated approach to teaching the principal curricular skills of reading, writing, listening, speaking, spelling, grammar, and handwriting. Clinical required.

4 credits
Prerequisites: EDEC 101, EDEC 103, EDEC 201, ESPE 101

EDEC 205 Math Methods
This course is designed to review mathematical content, present and explore methodology and instructional materials for a contemporary elementary mathematics program. It stresses the use of knowledge obtained from learning theory, various selecting, preparing, organizing and finally presenting mathematical content for elementary children. Clinical required.

4 credits
Prerequisite: ESPE 101

EDEC 207 Observation and Assessment
This course focuses on the importance of assessment that is done through the techniques of observation, recording, and documentation. Authentic assessment, the documentation of children's learning in naturalistic settings via non-numeric instruments, will be stressed. Students will learn about different methods and tools for recording observations as they complete a clinical in a local early childhood program. Using observations as a method of understanding and assessing children's development and learning, as well as transforming the collected data into curricula and individual education plans, will be addressed. The importance of professional ethical behavior will also be a topic of discussion. Clinical required.

3 credits
Pre-requisites: EDEC 101, EDEC 103, ESPE 101

EDEC 273 Systems, Policies & Practices
This seminar course will help candidates learn to identify with and conduct themselves as members of the profession, with an emphasis on familiarizing candidates with the urgent practices/topics in the field, areas of professionalism, and family/community collaboration partnerships. Candidates will enroll in this seminar concurrent with EDEC 274.

2 credits
Co-requisite: EDEC 274

EDEC 274 Clinical 1
This course involves two full-days a week in the field in which the student will observe the classroom teacher, tutor individual children, teaches children in small and large group settings, and assists the teacher in appropriate teaching/learning experiences in grades PreK to 4. In addition to classroom experience, the student will demonstrate proficiency of planning, writing, and implementing lesson plans and develop skills in classroom management techniques.

4 credits

EDUC 210 Comparative Issues in Education
The emphasis of this course is to help students develop into teachers who become reflective practitioners. A case study approach, seminar-type discussion, and numerous writing assignments will be used to involve students in the day-to-day activities that are part of teaching practice. The course will explore the social, cultural, political, historical, and philosophical contexts of schools, and use the perspective gained from this study to consider present day educational issues. Students will also begin construction of their teaching portfolio by writing a statement of their philosophy of education. A clinical during regular school hours is required.
ESPE 101 Psychology of Diverse Learners
This course provides an overview of the psychology of learning, motivation, growth and development, personality dynamics, and social adjustment with emphasis on the diversity of learners in today's classrooms.

3 credits
Prerequisites: ESPE 101, sophomore level and above. Must have state mandated clearances Acts 34,114, and 151

ESPE 201 Inclusive Practices PreK-8
This course addresses issues related to the inclusion of students with disabilities into general education classrooms and programs through policy, research, and practice. Participants will be given an opportunity to explore and develop their personal philosophy toward inclusion and collaboration in schools and communities. Participants will learn tools for collaboration, instructional strategies, assessment, and curriculum design, which will allow them to educate students with exceptionalities in the general education classroom dealing with grades Pre-K through 8. Clinical I required.

3 credits
Prerequisite: ESPE 101

ESPE 203 Behavior Theories & Practices
This course focuses on the provision of support to students with emotional and behavior needs in academic settings. The central theme will focus on the development of assessment-based interventions that address interfering behavior, academic learning problems, and/or difficulties in interpersonal relationships. Evidence-based approaches as well as practices required by the Individuals with Disabilities Education Act (IDEA) will be emphasized. Clinical I Required.

3 credits
Prerequisite: ESPE 101

ENG 140 Western Classics
A study of major writers of the Western World from ancient to modern times, with attention given to their individual achievement and to their contribution to Western literary and cultural development.

3 credits
Prerequisite: ENG 120

ENG 144 World Classics
An opportunity to read deeply into literary traditions and to make connections and distinctions between different traditions in non-western literatures, including selections from South America, the Caribbean, Africa, the Middle East, India, and Asia.

3 credits
Prerequisite: ENG 120

ENG 150 British Classics
A study of major writers in the history of England, with attention given to their individual achievement and to their contribution to English literary and cultural development. Authors may include Chaucer, Shakespeare, Milton, Wordsworth, and others.

3 credits
Prerequisites: ENG 120.

ENG 155 American Classics
A survey of major writers, established within the traditional canon of American literature, with attention given to their individual achievement and to their contribution to American literary and cultural development. Authors may include Franklin, Emerson, Dickinson, Hawthorne, Twain, Frost, Hemingway, and others.

3 credits
Prerequisites: ENG 120

ENG 200 Literary Studies
This course focuses on the analysis and interpretation of various literary genres, exploring how language is used to enlighten, influence, and entertain readers. This class will involve reading, writing, and researching, as well as analyzing the course themes of identity, gender, and class in a number of texts.

3 credits

ENVS 100 Environmental Problem Solving
A course designed for students considering a science major or interested in environmental issues, providing a survey of topics in environmental science including the ecosystem concept, risks and economics of pollution, and specific environmental pollution, air pollution, toxic wastes, pesticides, and energy resources. -A HELM Course-

3 credits
Corequisite: ENVS 101

ENVS 101 Environmental Problem Solving Lab
Basic field and laboratory investigation into environmental problems of local concern, providing an introduction to the scientific method and the techniques used by biologist, geologist and chemist in environmental investigations. -A HELM Course-

1 credit
Corequisite: ENVS 100

FIN 220 Introduction to Financial Planning
An overview of the practices and processes of the professional financial planning employed in the financial services industries. An introduction to emerging regulatory environment, capital accumulation methods, risk management, income tax and investment management.

3 credits

FIN 280 Financial Management
Financial data are evaluated as a method of providing information to managerial decision-makers. Topics include a definition of the finance function, ratio analysis,
forecasting, planning and control, capital budgeting, asset management, and leverage.

3 credits
Prerequisites: ACCT 101, ACCT102, ECON 105

FNU 131 Introduction to Nutrition
This course is designed for students who are not health science majors and focuses on consumer issues related to foods and nutrition. In discussing the role of nutrients in health promotion and disease prevention, it includes critical information which will help consumers sort out nutrition advice, concepts, principles, and strategies which will enable consumers to personalize their food choices; and questions that people often ask; i.e., vegetarianism, diets for athletes, “good” foods and “bad” foods, safety of food supply, and fad diets.

3 credits
Prerequisite: ACCT 101, HRIM 201

FPM 209 Housekeeping Operations & Management
An overview of the housekeeping department functions and the cost analysis of effective staffing and operations in the maintenance of a physical plant. This course offers a variety of methods and specific activities to orient participants to the essentials of cost effective quality management with regard to the housekeeping functions.

3 credits
Prerequisite: ACCT 101, HRIM 201

HCM 302 Leadership, Professionalism and Ethics
A broad understanding of leadership theory, principles, constructs, variables and measures will build the foundation for developing strategies to navigate the complexities of healthcare organizations. Regardless of employment position, all members of the healthcare team are at one time or another responsible for interaction with individuals, groups, families and other members of the healthcare team. This course will utilize case studies to shed light on behavioral nuances utilized by effective leaders as well as discussion points for studying applied ethical behaviors of leaders. This course will also allow the student to create a leadership plan for their own development. Self-awareness and reflection of one’s own personality, leadership persona and learning style is integral to developing the necessary knowledge, skills and abilities to transform and adapt as necessary in a complex organizational structure.

4 credits
Prerequisite: ACCT 101, HRIM 201

HCM 303 Principles of Management and Finance
The healthcare industry is a business like any other, but is also subject to legislation and is heavily regulated. Healthcare professionals who step into leadership roles need to understand how their organization is structured and how financial management is related to that structure. The knowledge of the organizational environment is vital to the overall success of that organization. Who are the key players in the healthcare industry? Who buys services? Who sells them? Who pays for them? What legal bodies make regulations that affect what health care organizations can do? The health care leader focuses on the primary goal of providing adequate clinical care for patients while competing for limited resources. It is important that managers and executives determine the resources they will need and be able to articulate those needs convincingly to get their share of resources from a limited total amount available to the whole organization. Healthcare leaders are expected to understand and use financial and forecasting tools to develop and justify budgets and to minimize the cost of staff and supplies. Having a strong financial management framework to build on a clinical based knowledge and skill prepares those who want to fill manager or leadership positions.

3 credits
Prerequisite: ACCT 101, HRIM 201

HCM 304 Human Resource Management
The healthcare leader needs to know how to leverage the human resources available to achieve organizational goals. Proper management of human resources is critical in providing high quality health care. General knowledge of the human resources of an organization in terms of size, composition and distribution is key to achieving high standards in health care. Consideration of the needs of that workforce in terms of training, migration, geographical and cultural factors will aid the leader to make appropriate recommendations to the organization’s administration. Topics explored will include: human resource prediction and planning, job analysis and design, position description writing, recruitment, selection, performance evaluation systems, compensation, development, labor mapping, labor-management relations, education and training. Case studies will be discussed to provide a general understanding of the legal aspects involved with management of human resources.

3 credits
Prerequisite: ACCT 101, HRIM 201

HCM 305 Research & Evidence Based Practice
How horrific is it that we live in a time where widespread patient errors are associated with significant preventable morbidity and mortality. Major issues that are related to the quality of patient care are hitting the headlines daily. Largely this can be attributed to traditional “silos” of provider based care whereas within healthcare organizations, teams operate separately, often making decisions without complete information about a patient from other teams. Evidence-based practice (EBP) is a powerful tool for healthcare providers. It is crucial that leaders be able to locate, interpret, evaluate and apply the relevant and necessary research to the care of the individual patient. It is equally valuable that providers be able to communicate effectively about this research to patients, colleagues and other professionals in order to deliver the highest quality of care. The foundations and applications of EBP should set the standard on how the healthcare team makes decisions about patient care. We will develop the predominant model of Inter-professional Collaborative Practice (ICP) as it provides the bedrocks for the approach to
EBP providing an integrated and cohesive solution to the needs of the client, family or population.

4 credits

HCM 306 Professionals as Educators
Whether taking on a student as a preceptor in a clinical setting, training or orienting a new employee, writing a SOP manual, providing safety training, educating patients, families or communities there is little doubt that healthcare providers function as educators. The demands of the healthcare industry call for leaders to maintain a high degree of clinical skills and yet because of workforce shortages there is an added responsibility to take on the role of the educator as well. This course focuses on the role of the health professional as an educator of patients, clients, staff, and students in both clinical and classroom settings. We will explore topics in teaching and learning techniques as well as strategies, learning styles, and teaching plans. Students will learn to effectively educate patients, students, and colleagues throughout the course of their careers. Topics such as adult literacy, teaching and learning of motor skills, and the impact of learner characteristics on the learning process will be explored. Examples related to healthcare practice are woven throughout this course and case studies will be discussed to demonstrate how to apply theory to practice.

3 credits

HCM 400/ NURS 400 Health Promotion & Prevention
This course focuses on enhancing the health status, outcomes and quality of life of a community by promoting healthy attitudes, behaviors and interventions at the individual, group or population level. Healthy People 2020 provides the framework to study the goals, objectives and priorities of population-based health promotion, risk reduction, social engagement and environmental concerns. Health promotion program planning, intervention and evaluation is emphasized.

3 credits

HCM 401 Informatics
The Health Information Technology for Economic and Clinical Health Act (HITECH) (Pub.L. 111–5, §2.A.III & B.4) (a part of the 2009 stimulus package) set meaningful use of interoperable EHR adoption in the health care system as a critical national goal and incentivized EHR adoption (CDC (Jun 3, 2011), "Introduction". Meaningful Use. CDC. Retrieved 31 October 2011). The foundational precept being that electronic medical records can help improve the quality of medical care given to patients. However, some unintended consequences have occurred including major security breaches, legal issues and privacy concerns are further driving legislation and control of health information. Under data protection legislation, responsibility for patient records (irrespective of the form they are kept in) is always on the creator and custodian of the record, usually a health care practice or facility. The physical medical records are the property of the medical provider (or facility) that prepares them. This course is an inter-professional approach that will provide a broad understanding of the legality, liability and ethics that go with providing best practices in health information management will provide a good foundation for students who work within these contexts.

3 credits

HCM 402/NURS 402 The Multicultural & Global Perspectives of Health Care
This course examines the varied and multiple factors that influence the health status, disease trajectories and life expectancy of our world’s population. This course will analyze health status, beliefs, behaviors and practices primarily from a socio-cultural perspective. The structure of the healthcare system and the influence of the healthcare policy of governments as well as national and international agencies are discussed. The global impact of communicable disease(s), environmental concerns/causes and/or natural and man-made disasters is presented.

3 credits

HCM 403 Health Science Statistics
Operationalization of data is required of leaders in the healthcare industry. A general understanding of biostatistics – which will combine math and reasoning will help guide evidence based practice to drive quality in health care settings. Successful students will develop a new set of reasoning skills with which they will become better prepared to make healthcare decisions for clients, families and communities. This course will explore hand calculations as well as many software pack-ages for statistical analyses.

3 credits

HCM 406 Preceptorship
This course provides the student with the experience of collaborating with a content expert in a leadership role in a health care area of interest. The student will integrate and apply concepts, theories and principles from prior learning in a health care setting that matches his/her long term interest and professional goals. Students may a select mentor/coach from a variety of areas that may include management and leadership, practice, education, research, health care policy and/or ethics, safety and quality improvement, informatics and tele-health, and forensics. Focus is on developing a professional identity and competencies through systematic inquiry, synthesis of prior knowledge, experiential learning, and peer relationships. The student assumes responsibility for her/his learning by writing and achieving specific, achievable learning goals. Focused on current health care issues, the student is partnered with a leader in his/her field for the purpose of project management. This is a student-driven but leader-guided approach to theory application in a clinical setting.

3 credits

HIM 300 Health Information Technology
Introduces students to the fundamentals of the health care delivery stem, health information management, quality
improvement in healthcare and health information systems based on the core competencies defined by AHIMA of what students need to know.

3 credits

HIM 101 ICD & CPT Coding I
This course will introduce students to the proper use of medical coding for medical diagnoses and procedures. Students will understand how healthcare code sets are used by physicians and providers to turn diseases and injuries into alphanumeric numbers universally for reporting purposes and medical billing purposes. Students will learn correct billing and coding terminology to communicate effectively in the healthcare environment.

3 credits

HIM 202 Electronic Health Records
This course introduces students to computerized health information systems with emphasis on electronic health care records (EHR). Students will learn how to perform a variety of important tasks that are vital in every medical office. EHR software will be utilized to create patient records, import health history records, and read and interpret patient files.

3 credits

HIM 203 Health Insurance and Reimbursement
This course introduces students to medical insurances and handling of claims for various types of third-party carriers including managed care, workers compensation, Tricare, Medicare, and Medicaid. Students will understand proper use of applying participating providers' adjustments, compliance issues, EOBs and clean claim submissions.

3 credits

HIS 101 US History to 1865
This course is a broad survey examining American history from the start of the first European settlements in North America in the seventeenth century to the end of the Civil War. Over the course of the term students will explore the important social, political, economic, and cultural issues that emerged from Europe's colonization of the New World, and how these developments shaped the founding, and early formative history of the United States.

3 credits

HIS 102 US History Since 1865
This course broadly examines the major political, social, economic, and cultural trends in America from the end of the Civil War through the end of the Cold War. Particular emphasis is placed on the factors that contributed to the rise of the United States as a political and economic world power, and how those developments broadly shaped the course of American society.

3 credits

HIS 145 European History to the Renaissance
This course examines the genesis of the ancient civilizations that centered on the Mediterranean, their collapse and replacement by feudal kingdoms, and the origins of the great powers of 20th Century Europe. Particular attention is devoted to understanding the dynamics of long term success and failure, and the interaction of religious and political institutions.

3 credits

HIS 146 European History since the Renaissance
This course traces the transformation of Western Society from an agrarian society with firmly entrenched and rigid notions about class, gender, and religion to a modern, industrialized and predominately urban society. The emphasis is on the political, economic, social and intellectual forces that were active in this turbulent transformation.

3 credits

HIS 170 World History I: Agriculture to Zheng He
This course presents a broad survey of the ideological, economic, political, social, and cultural historical forces at work in shaping our global past, examining the manners in which human societies have organized themselves to meet the challenges of rising human populations, demands on natural resources, contacts with diverse cultures and values, and new ideas and ideologies. We will concentrate on human societies from the experiments with agriculture (ca. 10,000 BCE) to the voyages of Zheng He and Columbus (ca. 1500 CE).

3 credits

HIS 171 World History II: Zheng He to the Atomic Age
In this course students examine the major issues that have shaped the human experience from the age of exploration and discovery (1500) to the present. We examine the major social and cultural conflicts, major political developments, and analyze the interactions between diverse peoples and societies around the world and the ways that religion, gender, and violence influenced their development. This course is an examination of critical events throughout world history that have shaped our present society.

3 credits

HIS 220 America Since 1945
In this course students examine the social, economic, political, and cultural forces that have shaped the United States since World War II. We explore the politics and Cold War culture of the 1950s, American foreign policy throughout the period – especially Vietnam – as well as the social change movements of the 1960s, the sobering and transformative events of the 1970s, the subsequent enduring imprint on the American political and economic landscape left by the “Reagan Revolution,” and the rise of lone-superpower militarism since the end of the Cold War. In many ways, this course is a critical examination of the roots of contemporary America.
HRIM 100 Introduction to the Hospitality Industry
HRIM 100 is designed to familiarize the student with the history of the hospitality industry, the many components that make up the hospitality industry, hospitality industry trends, the support services to the hospitality industry, and the services required by customers. Hospitality industry divisions and career paths will be highlighted. Minimal travel fees may be associated with the course. Pre-requisite: HM majors, freshmen and sophomores interested in exploring the HM major, or by permission.
3 credits

HRIM 101 Applied Service Methodology
This course is designed to give a hands-on introduction to front of the house restaurant operations. This lab, covers topics such as Host/Hostess Training, Waiter/Waitress Training, American/French/Russian service, front of the house tableware/equipment, and buffets/banquets. This course should be completed during the student’s freshman year. For a transfer student, it should be completed as soon as possible upon transferring. Lab Fee. Uniform required.
3 credits

HRIM 110 Sanitation & Safety
This course will expose the student to the basic principles of sanitation and safety as they apply to the food service industry. Upon successful completion of the course, each student will receive a certificate from the National Registry of Food Safety Professionals signifying that he/she is NRFSP certified. Must be a declared HM major.
2 credits

HRIM 175 Hospitality Engineering
HRIM 175 is a practical study into hospitality facility engineering. This course will analyze and focus on facility engineering management, the engineering systems, the maintenance requirements, the sustainability requirements, and the sanitation requirements of the hospitality facility. HRIM 175 will build a manager build strong working relationships with repair personnel, maintenance personnel, architects, contractors, equipment suppliers and health authorities. The effect of facility maintenance and hospitality guests will be highlighted and emphasized.
3 credits

HRIM 201 Hotel Rooms Management
The emphasis of HRIM 201 is to introduce the hospitality student to the fundamentals and operation of the hotel rooms division from a managerial perspective. This management perspective will include the analysis and focus on how the different departments (Housekeeping, Front Office, Accounting, Sales & Marketing, and Human Resources Etc.) within the hotel interact and why coordination, communication, recordkeeping and management are so important to the success of the most profitable division of the hotel.
3 credits
Prerequisite: ACCT 101

HRIM 212 Purchasing for the Hospitality Industry
This course takes a managerial approach to the purchasing function; it studies purchasing objectives, department organization, cost controls, and supervision. It also provides product information on food and non-food items used in the hospitality and other related industries.
3 credits

HRIM 223 Human Resource Management
This course provides an introduction to organizational behavior, selection and placement of personnel, work analysis, and design. Management basics with regard to regularly applied and accepted practices are discussed.
3 credits

HRIM 234 Intro to Food Service Management
HRIM 234 will overview the history and analyze the activities
required for successful commercial food preparation/production. The course will emphasize the activities of food selection, food preparation, commercial equipment operation and sanitation. Also, HRIM 234 and will provide students with basic culinary skills, food science principles, and the social, professional and technical aspects of commercial food preparation in meeting the objective of preparing the student for an advanced level of food service production and management.

3 credits
Corequisite: HRIM 110, HRIM 235

HRIM 235 Intro to Food Service Management Lab
Lab time emphasizes techniques discussed in lecture. Professional attire required of all hospitality students. Lab Fee.

1 credit
Corequisite: HRIM 234

HRIM 275 Hotel/ Restaurant Internship
This is an individual work-study experience in a hospitality facility. The student is provided with training and on-the-job learning. Coordinated and supervised by the Career services Department.

3 credits

ID 100 Design Basics
Students will explore the elements and principles of design in a studio format. Emphasis will be placed on the artistic creation and analysis of design composition that are grounded in design fundamentals. Two-dimensional and three-dimensional interpretations and expressions will be explored as they pertain to the elements of line, shape, form, mass, texture, space, light, color, and motion, the principles of emphasis, balance, scale, proportion, rhythm, unity, variety, harmony, and visual perception and design theory.

3 credits

ID 105 Technical Graphics I
This course will introduce students to the fundamentals of architectural drawing and drafting and model making. Students will acquire skill in the use of drafting equipment and the application of architectural symbols.

3 credits

ID 107 Introduction to Interior Design
Students are provided with an introduction to the profession of interior design and acquire beginning studio experiences in a wide range of design practices and methodologies. Students explore the history of interior design, design process, design theory, the elements and principles of design, the relationship of interiors to the built structure, space planning, and the relationship of color, light, and materials to interior environments. This course emphasizes aesthetic, functional, and sustainable qualities of the built environment and explores the profession's social responsibility and role in environmental concerns.

3 credits

ID 111 Interior Design Studio I Residential
This studio will emphasize the development of space planning and problem-solving skills related to single and multifamily dwellings. Studio experiences will be taught in the theory of the design process and an understanding of design research involving physical, social, and psychological factors and reflect a concern for the aesthetic qualities of the built environment. Specific in-depth emphasis will be placed on the study of design for private special populations.

3 credits

Prerequisite: ID 105

ID 231 Human Factors Design
The course emphasizes how human performance and behavior are influenced by work, play and living environments. Integration between the design professions and the behavioral sciences is examined in relation to the man-made environment.

3 credits

ID 130 Digital Graphics Interior Design
This course is an overview of basic Adobe Creative Suite Design and it's functions-focusing on Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Bridge, and design principles. It is the goal of this course to show the student the process of putting graphic layout pieces together using the correct software for the correct part of the process. Students learn the differences between vector and raster images, basic typography, font usage, layout principles, e-publishing processes and functions using Adobe Acrobat. This course culminates in producing monograms/logos using Illustrator, photo editing, color correction, cropping and other photo functions using Photoshop and producing layout boards, personal stationary and displays using InDesign.

3 credits

ID 200 Building Technology
This course surveys residential and commercial building structural systems. Technical information is presented regarding mechanical systems (electrical, plumbing, heating and ventilation, etc.). The role of government regulation, building contractors and subcontractors in relation to the construction process is examined.

3 credits

ID 205 Technical Graphics II
In conjunction with CADD instruction and use of the drafting software, students prepare interior construction drawing based on industry accepted conventions.

3 credits

Prerequisite: ID 105

ID 210 Interior Design Graphics
Professional methods of preparing visual presentations of
the design process and of interior design projects are examined. Students acquire skills in color and black and white rendering techniques.

3 credits

ID 211 Interior Design Studio II Corporate/Industrial
This studio will emphasize the development of space planning and problem-solving skills related to corporate offices and manufacturing facilities. Studio experiences will be taught in the theory of the design process and an understanding of design research involving physical, social, and psychological factors and reflect a concern for the aesthetic qualities of the built environment. Emphasis will be placed on the study of design for corporate and industrial interiors such as: offices, financial institutions, factories, manufacturing plants, laboratories, garages, warehouses, and workshops.

3 credits

ID 220 History of Interior Design and Architecture I
The history of furniture and architectural design is traced from antiquity to modern times. Sociocultural, political, and economic factors are considered in relation to their influence on design motifs, styles, and trends.

3 credits

ID 221 History of Interior Design and Architecture II
Contemporary interior design is surveyed from the end of the 19th century to the present day. Specific designers and movements are studied and sociocultural influences on motifs, styles, and trends are considered.

3 credits

ID 230 Materials, Systems, and Assemblies I
This course provides a study of the materials, systems, assemblies, and products used in interior environments. Product performance, regulations, standards, and performance testing are explored. Special emphasis is placed on product and material specification.

3 credits

LBST 299 Liberal Arts Capstone Course
Students will make sense of their unique interdisciplinary learning and make connections between these seemingly disparate courses and subjects and their life experiences. In addition, they will prepare for the next steps of transfer to a four-year school and/or their future careers. Students should schedule for this course after earning a minimum of 41 credits.

1 credit

MATH 099 Basic Mathematics
This course emphasizes the acquisition and development of basic mathematical, geometric and algebraic skills. This course involves teaching the skills of problem solving; the skills for interpreting data involving graphs and tables; and the skills for working with basic algebra. Credits do not count toward graduation.

3 credits

MATH 100 Business Mathematics
This course emphasizes the acquisition and development of basic mathematical, geometric and algebraic skills. This course involves teaching the skills of problem solving related to percentages, proportions, rates, and averages; the skills for interpreting data involving graphs and tables, and skills for working with basic algebra.

3 credits

MATH 102 Elementary Algebra
The course deals with the fundamental operations of algebra and the applications of these operations. Number systems, fractions, linear equations, linear inequalities, graphs, exponents and polynomial expressions are studied. No student with two or more years of secondary mathematics should take this course. Does not meet the mathematics requirement for 4 year degree.

3 credits

MATH 111 College Algebra
A course in algebra fundamentals. Topics include set relations, functions, exponents and radicals, equations, inequalities, polynomial and rational functions, exponential functions, logarithmic functions, and graphing techniques.

3 credits

Prerequisite: MATH 102 or equivalent

MATH 112 Trigonometry and Functions
This course will include a further exploration of functions, followed by additional topics in trigonometry. A student may take MATH 112 without taking MATH 111. The student must have knowledge of the topics listed in MATH 111.

3 credits

Prerequisite: MATH 111 or equivalent

MATH 118 Mathematics for the Natural Sciences
This course has been designed for students who wish to take calculus, but who are not prepared for college calculus based on our mathematics placement exam and department recommendation. Topics will include fundamental concepts of college algebra, pre-calculus, and a preparation for calculus. More specifically, the topics will include factoring, integer and rational exponents, simplifying algebraic expressions, function notation, polynomial and rational functions. While many of the topics covered are similar to those in typical college pre-calculus courses, there is more theoretical coverage and emphasis, a faster pace is maintained, a greater depth of understanding is required, and additional material on applications is taught.

4 credits

Prerequisite: MATH 112 or EQUIVALENT

MATH 146 Programming I
An introduction to computer programming, with an emphasis on the development of good programming habits and skills utilizing a modern object-oriented language. Topics will include programming basics such as loops, decisions, structures, functions, arrays, objects, classes, and inheritance. Satisfies the core requirement in mathematics.

3 credits

**MGMT 120 Principles of Management**
An introduction designed to provide a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

3 credits

**MED 101 Medical Office Clinical Procedures**
An introduction designed to provide a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

3 credits

**MED 102 Medical Office Clinical Procedures Lab**
An introduction designed to provide a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

1 credit

**MED 103 Medical Office Diagnostic Procedures**
An introduction designed to provide a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

3 credits

**MED 273 Medical Assistant Internship**
The student will complete a practical internship (200 hours) during the last semester. A medical assistant work setting is required. In addition, weekly logs must be submitted to the internship coordinator and a ten-page final paper is required upon internship completion. Students will be evaluated jointly by the internship coordinator and the employer/supervisor on successful completion of the internship and professional and ethical conduct.

200 Hours

**MGMT 110 Introduction to Viticulture**
This course is designed to introduce students to the process of winemaking, from harvesting the grapes to making the wine and learning how to appreciate each batch. Among the subject covered will be cultural history and geography of North East, PA, plant taxonomy and anatomy, wine producing regions, viticulture cycles, general winemaking operations and important factors influencing wine styles. There is a wine tasting portion of the class where students will learn to distinguish wines and how to read a wine label.

3 credits

**MGMT 120 Principles of Management**
An introduction designed to provide a basic understanding of the principles, concepts and functions of management: planning, organizing, leading and controlling with an emphasis on managing and being managed.

3 credits

**MGMT 180 Retail Management I**
Retail Management I will be a required class for a concentration in Retail Management as well as a certificate in Retail Management. This course is an introduction to management techniques needed to operate a retail establishment. It addresses strategic goals, as well as the requirements of daily operation from the standpoint of the specific decisions a retail manager makes. The retail management course addresses buying, marketing, merchandising, inventory control, and personnel. The course will introduce technology and trends in retail.

3 credits

**MGMT 201 Spring Vineyard Operations**
This field course is designed to provide experience for students when it comes to the spring maintenance of a commercial vineyard. The focus will be on vineyard maintenance for maximum health and productivity of vines, it will also include studying fermentation management as well as winery safety, equipment and sanitation.

3 credits

Prerequisite: MGMT 110. Corequisite: MGMT 202

**MGMT 202 Summer Vineyard Operations**
This field course is designed to provide experience for students when it comes to the summer maintenance of a commercial vineyard. The focus will be on vineyard maintenance for maximum health and productivity of vines.

3 credits

Prerequisite: MGMT 110

**MGMT 206 Human Resource Management**
Examination of the basic personnel processes involved in the selection, development and maintenance of human resources. Emphasis on managerial and legal requirements.

3 credits

**MGMT 226 Human Behavior in Organizations**
A study of the individual as a functioning member of groups and organizations. Topics include organizational culture, motivation, group dynamics, communication, leadership, and conflict.

3 credits

Pre-requisite: MGMT 120

**MGMT 280 Retail Management II**
This class focuses on the broad spectrum of retailers, both large and small. Key issues including strategic planning, financial planning, site selection and management will be presented and analyzed.

3 credits

**MIS 101 Computer Applications**
This introductory computer course provides students with a working knowledge of computer terminology, and the computer itself. Topics also include Microsoft Office, Word,
and Excel, Access and Power-Point and their applications in business.

3 credits

MIS 106 Web Management I
This course introduces the student to the basics of a web page creation using current markup standards. Students will design, maintain, and upgrade webpages, using both text editors and design programs.

3 credits

MIS 110 Advanced Computer Applications
This course focuses on the use of spreadsheets and databases to manage information. Topics studied include systems analysis, basic database design, and applications development using Microsoft Excel and Access.

3 credits
Prerequisite: Word and Excel basics

MIS 140 Computer Operations
This course introduces the basics of computer architecture and how the software enables it to function. Students will gain knowledge and skill in installing and configuring computer hardware components including drives, motherboards, memory, network communications interfaces, printers and other peripherals. Students will install and evaluate software. Students will use software utilities to do diagnostics, perform backups, and utilities for security and virus detection.

3 credits

MIS 202 Microcomputer Operations II
This course builds upon the skill developed in MIS 140. Students will advance their knowledge of computer architecture, hardware components, network/communication interfaces, and diagnostics. Students will be actively involved in the application of concepts learned.

3 credits
Prerequisite: MIS 140

MIS 207 Web Management IV
This course focuses on the tools and technologies available for web development. Students will develop, design and implement interactive websites. Applies to associate degree only. This course does not count as a major course for a four year degree.

3 credits

MIS 252 Smartphone App Programming
The rapid development and adoption of smartphone technology in our society presents a tremendous opportunity for the development of smartphone applications. The phrase "There is an app for that" is now a commonplace.

3 credits

MIS 260 Networks

This is a study of the theory and utilization of computer networks. Topics include network hardware components, network standards from ISO-OSI and IEEE, networking protocols: channel access methods, Ethernet, and TCP/IP, Internet tools, peer to peer networking, network management, and network routing and virtual circuits. Network software utilized in the course will include latest Microsoft server/client software and Linux.

3 credits
Prerequisite: MIS 101, MIS 140

MIS 279 Intro to Internet Programming: JavaScript
This course is designed to provide a guide for the beginning programmer to develop web applications using the Javascript programming language. Students will focus on sound programming concepts and syntax.

4 credits

MIS 280 Introduction to Internet Programming
In this course, students will learn the fundamentals of XHTML and CSS. The students will build websites with these two technologies, adhering to W3C standards. The separation of presentation from content will be a major theme of the course. Basic topics include the markup and styling of text, lists, tables, forms, and images, and CSS layout as well. Certain advanced topics, such as CSS frameworks, designing to a grid, CSS3, HTML5 and web graphics may also be covered.

4 credits

MLT 111. Clinical Laboratory I
This course will be an introductory level course designed to teach the basic functions of the clinical laboratory. It will cover laboratory operations, quality assessment, specimen collection, handling, preparation, Complete Urinalysis, Body Fluids analysis and Basic Hematology principles and techniques.

3 credits

MLT 112. Clinical Laboratory II
This course will introduce the student to the basic laboratory concepts and laboratory test procedures used in the clinical laboratory with an emphasis on Coagulation (hemostasis), Immunology, and basic Blood Banking principles and techniques. The theory and procedures for common manual lab tests such as rheumatoid factor, heterophile antibodies and HCG are also included in this course.

3 credits

MLT 150 Clinical Microbiology
This course is designed to prepare the student to gain in-depth understanding of bacterial pathogens and the testing used to identify these organisms in the clinical lab. Normal flora of the human body will be discussed, as well as characteristics of theses genera of microbial flora. Bacterial pathogens will be explored using an organ system approach, with focus being on proper specimen collection and testing.
Didactic and hands-on laboratory exercises will serve to introduce to the student to these topics, as well as microbiology laboratory safety, aseptic technique, biochemical, immunological and molecular testing techniques.

4 credits

MLT 160 Clinical Chemistry
This course is designed to be introductory to the field of Clinical Chemistry that is the field of Chemistry concerned with testing of human derived specimens for the purpose of healthcare. We will explore topics including basic principles and practices of clinical chemistry including specimen requirements, specimen collection, lab supplies, reagents, method evaluation, quality management, and statistics. We will delve into analytical techniques used in the contemporary clinical chemistry lab including spectrophotometry, photometry, electrochemistry, electrophoresis, chromatography, mass spectrometry, proteomics, and osmometry. We will also explore the principles of chemical automation, Immunoassay, Molecular (Nucleic Acid Based) techniques, and Point of Care testing. In the second half of the course, we will further expand topics including basic principles and practices of clinical chemistry including lab safety, specimen requirements, specimen collection, lab supplies, reagents, method evaluation, quality management, and statistics. We will work on polishing those hands-on skills necessary to be a successful entry level MLT. We will cover the topics of body chemistry to include electrolytes, blood gases, pH, buffer systems, trace elements, porphyrins and hemoglobin. We will learn the laboratory role involved with each of the organ systems such as hormones: pituitary, adrenal, gonadal, and thyroid, calcium homeostasis, liver function, renal function, pancreatic function, gastrointestinal function, and body fluid analysis. We will also learn about specialty areas of the clinical lab to include: therapeutic drug monitoring, toxicology, and tumor markers. Students should develop a mastery of skills necessary to enter the clinical rotations at various laboratories.

4 credits

MLT 220 Clinical Hematology
This course designed to prepare the student to gain a general understanding of and apply hematology principles and applications for use in laboratory medicine. A course on the formation and maturation of blood cells, basic laboratory hematologic techniques and disorders of erythrocytes, leukocytes, plasma, and hemostasis.

3 credits

MLT 225 Serology/Blood Banking
This course designed to prepare the student to gain a general understanding of and apply serology and blood banking principles in the study of clinical serology and blood bank. This is a course on immune mechanisms, classification of immunologic phenomena in clinical medicine. Topics will include human blood grouping, compatibility testing, and blood component therapy.

9 credits

MLT 250 Clinical Laboratory Seminar
Clinical Laboratory Seminar builds upon the knowledge base the student possesses from passing all the MLT classes up to this point. It provides an opportunity for self-exploration of special topics of interest to the student with which they will gain a broader understanding of laboratory medicine.

3 credits

MLT 251 Clinical Laboratory Externship
This course is primarily a fieldwork externship in which the student will rotate through various clinical laboratory settings in which they will be able to gain valuable hand-on experience. This course is designed to be very individualized and the students will be accountable for their own objectives based learning. The Clinical laboratory externship will emphasize the basic laboratory principles upon which the students can build a broader understanding of laboratory medicine.

9 credits

MKTG 162 Principles of Integrated Marketing
A broad study of the field of marketing from a managerial and analytical perspective. Emphasis is on demand analysis, need satisfaction, strategic planning, product development, distribution channels, promotions, and price determination.

3 credits

MTH 101 Introduction to Massage
This course presents a general orientation of the massage therapy profession. It is designed to provide a strong foundation on which to build the theory and principles of therapeutic massage. The course introduces theory and practical experience in a supervised classroom setting. An overview of the massage industry is presented from ancient to modern times. Educational and legal aspects of the industry are introduced as well as ethics and scope of practice. Effects, benefits, indications and contraindications of massage are defined. Throughout the course physiological and emotional effects of touch are described. Common ethical issues related to massage are role-played and ways to professionally and effectively resolve the issues are presented. The quality and characteristics of professional boundaries are identified. The course emphasizes the importance of establishing and maintaining respectful boundaries with clientele.

2 credits

MTH 110 Massage Techniques I – Swedish
This course presents a solid foundation for the hands-on skills of the massage therapy profession. Students will identify and apply principles and protocols for classic (Swedish) massage and bodywork sessions. Demonstrations of safe and effective use of massage equipment and
supplies are reviewed throughout the course. Techniques that are within the scope of training and practice of massage and bodywork disciplines are defined, demonstrated, and practiced. Students will apply standard precautions and appropriate methods of sanitation and personal hygiene. The course stresses the importance of self-care, physical fitness, centering, focusing, grounding, breathing, and body mechanics necessary for safe and effective performance of massage and bodywork sessions.

3 credits

**MTH 120 Massage Techniques II- Special Populations**
Therapeutic massage and/or bodywork is beneficial for nearly everyone, male or female, infant or geriatric, active athletes or sedentary individuals. This course focuses on certain segments of the population that can benefit from special considerations during therapeutic massage and/or bodywork sessions. Benefits, indications and contraindications for children and the elderly are identified. Sports massage, pregnancy massage, and infant massage are described and demonstrated. The course introduces massage for clients with disabilities and massage for the critically ill. CPR certification is offered in this course and sanitation and safety practices are identified and demonstrated for each population presented.

3 credits

**MTH 121 Massage Clinical I**
This course begins the first of three clinical rotations where students are demonstrating proficiency in clinical procedures, to include, but not limited to; intake interviews, SOAP charting, palpation skills, and formulating an individual treatment plan. Students apply principles and protocols for classic (Swedish) massage and bodywork sessions. Techniques that are within the scope of training and practice of massage and bodywork disciplines are put to practice.

1 credit

**MTH 131 Massage Clinical II**
The on-site clinical practicum continues in this course enabling the students to gain confidence and practical experience while under the supervision of the massage instructor. The students will apply appropriate procedures and techniques on clients with special needs and various pathological conditions. Students will continue to palpate and explore various bony landmarks, muscle origins, insertions and actions of the human body. Throughout the course professionalism, communication skills, bookkeeping and office management are emphasized. Students will reflect on clinical experience through journaling and group discussion.

1 credit

**MTH 132 Pathology for Massage**
This course expands on the knowledge emphasized in anatomy and physiology I and II. Each body system is reviewed and their related pathologies are examined to determine indications and contraindications for massage and bodywork treatment. Causes and patterns of disease and imbalance are explored. Students will discover the etiology, signs, symptoms and standard treatment approaches for various pathological conditions. Case histories are introduced and students recognize how therapeutic massage influences the healing processes of the body. Healthcare and bodywork terminology is practiced to communicate treatment findings and therapeutic results.

2 credits

**MTH 133 Business Law and Ethics for Massage**
Ethical concerns and business success strategies for owning and operating a massage business will be emphasized throughout this course. Effective methods for time management, client scheduling and maintenance of the work environment are identified. The course outlines basic aspects of legal agreements, contracts, employment agreements, and professional insurance. The elements of effective job search and marketing materials are identified. Students will formulate a business plan outline. Federal, state and local regulations are defined throughout the semester as they pertain to massage therapy and bodywork practice.

2 credits

**MTH 134 Eastern Massage & Bodywork**
As early as 3000 B.C. massage has been a major component in eastern medical arts. This course introduces the philosophies of Asian medicine and bodywork. Students will compare and study the techniques practiced in China, Japan, and India. The course explores causes and patterns of disease according to eastern theory. Energy Work, Traditional Chinese Medicine, Shiatsu, Reflexology, and Ayurveda Principles are the focus of the course.

1 credit

**MTH 141 Massage Clinical III**
This hands-on course enables the students to master professional skills while under the supervision of the massage instructor. The students will apply appropriate procedures and techniques on clients with special needs and various pathological conditions. Students will master palpation skills while incorporating neuromuscular and deep tissue techniques into their routines. Professionalism, communication skills, bookkeeping and office management are among the various business skills mastered throughout the practicum. Students will reflect on clinical experience through journaling and group discussion.

1 credit

**MTH 143 Massage Therapy Seminar**
During this seminar students will be able to assess their strengths and weaknesses by completing various practice exams relevant to the content contained on the massage board exam. This course focuses on four major content areas; Anatomy, Physiology, and Kinesiology; Massage Therapy and Bodywork Theory, Assessment, and Practice;
Clinical Pathology and Recognition of Various Conditions; Professional Standards, Ethics, and Business Practices. Throughout the seminar students will have the opportunity to visit various professional massage settings and hear from professionals in the field as well as medical professionals associated with the massage profession.

1 credit

MTH 199 Kinesiology I for Massage Therapist
Throughout this course students will explore the mechanical and physiological aspects of human movement as it introduces the students to kinesiology principles and practices. This course introduces the students to muscular structure and movement of the upper body. Palpation skills are developed while identifying the origins, insertions, and actions of muscles of the human body. Students will develop verbal, visual and placatory literacy in order to confidently assess tissue conditions and provide safe and effective therapeutic massage and bodywork sessions.

2 credits

MTH 200 Kinesiology II for Massage Therapist
Throughout this course students will identify the mechanical and physiological aspects of human movement as it further explores kinesiology principles and practices. This course introduces the students to muscular structure and movement of the lower body. Palpation skills are developed while identifying the origins, insertions, and actions of muscles of the human body. Students will master verbal, visual and placatory literacy in order to confidently assess tissue conditions and provide safe and effective therapeutic massage and bodywork sessions.

2 credits

MTH 240 Anatomy and Physiology for Massage Therapist
This course identifies the anatomy and physiology of the cells, tissues, skeletal, muscular, and integumentary systems. The pathways of blood and lymph are traced while exploring the circulatory and respiratory structures of the human organism. It is one of a two part series that explores the anatomical organization and physiological principles of the human body. The course includes a hands-on lab experience to locate and identify the structures and functions of the nervous, endocrine, reproductive, digestive and urinary systems.

2 credits

MUNP 101: Introduction to the Police Academy: This course examines the Pennsylvania Act 120 and the authority of the Municipal Police Education and Training Commission and the Pennsylvania legal system. It further examines the history of modern law enforcement, contemporary issues in police community relations and ethics.

1 credit

MUNP 104: Physical and Emotional Readiness: This course provides concepts in Physical Fitness, Emotional Health /Stress Management. This course also includes the Academy physical fitness requirements.

1 credit

MUNP 107: Law and Procedures: This course examines concepts in the areas of constitutional law, criminal procedure, criminal law and motor vehicle law as those concepts relate to criminal justice. This course also examines developing legal issues in criminal law.

4 credits

MUNP 110: Patrol Procedures and Operations: This course provides an overview of those basic line functions found within municipal law enforcement agencies. Included are patrol procedures and community policing concepts currently being undertaken that enhance those relationships between the police and the community they serve. The role of other operating components found within law enforcement agencies will be explored along with the responsibilities of the services and auxiliary bureaus.

3 credits

MUNP 115: Criminal Investigations: The course presents basic procedures in the investigation of criminal matters. Includes interview procedures, crime scene examinations, development of information, procedures for solving crimes, criminalistics, and the use of forensic sciences.

3 credits

MUNP 120: Topics in Criminal Justice: This course explores the most important topics encountered in contemporary policing. This includes but are not limited to criminal activity, controlled substances, cultural diversity, handling juveniles and more.

3 credits

MUNP 125: Mechanics of Arrest: A study of the judicial process and the legal framework encountered by the law enforcement which develops a basic understanding and application of the physical process of arrest, officer discretion in arrest/non-arrest situation, risk factors and...
NURS 135 Nursing I/II
This course assists the student to fulfill his/her potential as a nursing major by reviewing ideas, strategies and skills that lead to success in a college setting. The student will be introduced to various ideas and resources that will assist in educational success, such as study skills, time and stress management and test taking strategies. Also included in this course is medication administration of non-parenteral medications. This course also introduces the student to the role of the professional nurse by discussing topics such as patient safety, nursing process and patient centered care. Included is a review of the concepts of the nursing curriculum and the core values of Mercyhurst University as they relate to the profession of nursing.
5 credits

NURS 140 Nursing II
This course introduces the part-time student to the role of the professional nurse by discussing topics such as patient safety, nursing process and patient centered care. Also included in this course is a review of the concepts of the nursing curriculum and the core values of Mercyhurst University as they relate to the profession of nursing.
3 credits

NURS 150/151 Nursing III (Lecture & Lab)
This course introduces basic physiological and biopsychosocial concepts with an emphasis on the older adult. Students learn to safely assess and perform fundamental nursing procedures and practice these skills in caring for an individual older adult in a variety of settings.
6 credits

NURS 155 Pharmacology
This course focuses on the nursing process as it relates to medication therapy. General characteristics of major classifications of medications are discussed. Specific information regarding action, dosage, side effects, adverse reactions and contraindications of selected medications within each classification is addressed. Students will be introduced to key points related to the role of the nurse in patient teaching regarding medications.
4 credits

NURS 209 PN TO RN Role Transitions
This course is designed to assist the Licensed Practical Nurse to successfully transition to the role of Registered Nurse. The conceptual framework of the Associate Degree Nursing Program is discussed. The student compares and contrasts the differences in responsibilities of the Registered Nurse and PN. The nursing process is presented as framework for registered nurse practice. Physical exam skills are presented in detail. Critical thinking skills are developed through theory, discussion, simulations and clinical practice activities. The student learns appropriate leadership and management techniques inherent to the role of a registered nurse. Clinical activities taken place in simulated tab and an
acute care facility.
4 credits

NURS 210 PN TO RN Role Transitions Clinical lab
The clinical experiences designed to complement the theory presented in Nursing 209. Clinical activities take place in a simulated place and an acute care facility.
0 credits

NURS 230/231 Nursing IV Lecture & Lab
This course is designed to assist the student in the development of skills and knowledge necessary to provide patient centered care to those patients with common acute and chronic illnesses. The student will provide safe care for at least one patient each clinical week across the lifespan experiencing medical, surgical, and/or mental health conditions or illness. The student will integrate evidence based practice to promote health and wellness. Clinical opportunities may include ambulatory care and acute care settings as well as simulated lab experiences.
12 credits

NURS 230A/231A Nursing IV-A Lecture & Lab
This course is designed to assist the part-time student in the development of skills and knowledge necessary to provide patient centered care to those patients with common acute and chronic illnesses and/or in a maternal/child health setting. The student will provide safe care for at least one patient each clinical week across the lifespan experiencing medical, surgical conditions or illness. The student will integrate evidence based practice to promote health and wellness. Clinical opportunities may include ambulatory care and acute care settings as well as simulated lab experiences.
6 credits

NURS 230B/231B Nursing IV-B Lecture & Lab
This course is designed to assist the part-time student in the development of skills and knowledge necessary to provide patient centered care to those patients with common acute and chronic illnesses. The student will provide safe care for at least one patient each clinical week across the lifespan experiencing medical and/or surgical conditions or illness. The student will integrate evidence based practice to promote health and wellness. Clinical opportunities may include ambulatory care and acute care settings as well as simulated lab experiences.
6 credits

NURS 240A/241A Nursing V-A Lecture & Lab
This course is designed to facilitate the transition from nursing student to professional nurse. The student will refine clinical judgment in the safe care of patients with acute mental illness and complex medical surgical illnesses. The clinical experience takes place in simulation lab, acute/long term care settings.
7 credits

NURS 240B/BIO 241B Nursing V-B Lecture & Lab
This course is designed to facilitate the transition from nursing student to professional nurse. It emphasizes refining clinical judgment in the safe care of critically ill patients with multi system involvement. The student will enhance professional nursing skills of management, leadership and communication in lab and clinical experiences and/or in a capstone experience with a registered nurse mentor. The clinical experience takes place in simulation lab, acute/long term care settings.
7 credits

NURS 300 Professional Advancement
This nursing course promotes the professional advancement of the Associate degree or Diploma-prepared Registered Nurse. This course introduces the student to the learning outcomes of the BSN completion program and to the professional nursing and academic resources needed to meet these outcomes. Assisting the student to enhance written communication skills (scholarly writing) is a priority in this nursing course. The development of the nursing knowledge, skills and attitudes needed to advance as a professional nurse is emphasized.
3 credits

NURS 301 Research & Evidence-Based Nursing Practice
This course focuses on the integration of appropriate theoretical perspectives as well as scholarly and research evidence into the care of individuals, families and populations across the lifespan. Strategies for the identification, retrieval and appraisal of the various levels of information are examined. The ethical and empirical implications of the scientific method and both quantitative and qualitative research designs are discussed. Evidence-based practice models are compared as an approach to guide the adoption of best clinical practice in a variety of healthcare settings.
4 credits

NURS 302 Introduction to Nursing Informatics
This course introduces the student to the use of information technology (IT) in healthcare and the management of information pertinent to nursing. Included is a brief history and evolution of health information technology; selected concepts, theories and models related to healthcare information systems; current IT systems and their uses; and trends in healthcare informatics. Knowledge and skill in computer basics and information literacy, as well as electronic learning (e-learning) will be highlighted.
3 credits

NURS 303 Ethics in Nursing: The Experience of Chronic Illness
This course considers the illness experience of individuals and their families, across cultures, as they live with, and sometimes die from, chronic disease. While the focus will be on the older adult’s experience with mental illness, powerlessness, chronic pain, loss, social isolation, the need
for caregivers, and diminished quality of life, this course will also examine family caregiving and the care of the chronically ill child. The impact of chronic disease on the U.S. healthcare delivery system will be analyzed along with ethical issues at end-of-life.

3 credits

NURS 400/HCS 400 Health Promotion & Prevention
This course focuses on enhancing the health status, outcomes and quality of life of a community by promoting healthy attitudes, behaviors and interventions at the individual, group or population level. Healthy People 2020 provides the framework to study the goals, objectives and priorities of population-based health promotion, risk reduction, social engagement and environmental concerns. Health promotion program planning, intervention and evaluation is emphasized.

3 credits

NURS 401 Nursing in the Community
This course integrates nursing knowledge and public health principles and focuses on the promotion and the protection of the health and the well-being of the community. The prevention of disease is addressed by gaining an in-depth understanding of the effect of the bio-psycho-cultural, socio-economic, political and environmental determinants of health status and outcomes. Surveillance, case management, and profit/non-profit health initiatives are examined as strategies for reducing the burden of disease and impacting the health of individuals, groups and communities.

6 credits

NURS 402/HCS 402 The Multicultural & Global Perspectives of Health Care
This course examines the varied and multiple factors that influence the health status, disease trajectories and life expectancy of our world’s population. This course will analyze health status, beliefs, behaviors and practices primarily from a socio-cultural perspective. The structure of the healthcare system and the influence of the healthcare policy of governments as well as national and international agencies are discussed. The global impact of communicable disease(s), environmental concerns/causes and/or natural and man-made disasters is presented.

3 credits

NURS 404 Leadership in Nursing
This course focuses on the leadership and management of professional nursing care/services within a diverse and ever-changing health care environment. Emphasis is placed on developing the professional nurse roles of manager, leader, advocate, communicator, change-agent, and coordinator of care and resources. Evidence-based professional nursing practices and their impact on patient care outcomes are stressed. As a member of the interdisciplinary healthcare team, the contributions of nursing to quality patient care at the individual or group level, is highlighted.

6 credits

OASI 091 OASIS Curriculum 1
This curriculum provides students with introductory materials related to their certificate area. Basic terminology and concepts are presented in order to work toward skill acquisition. Social skills and basic job expectations are introduced during the first curriculum.

0 credits

OASI 092 OASIS Curriculum 2
This curriculum provides students with a more in-depth look at skills and knowledge related to their certificate area. Skill fluency and problem solving are addressed. There is also a more intensive focus on skills related to obtaining employment. Specifically, students develop a resume and complete training with regard to interview skills.

0 credits

Prerequisites: Successful Completion of OASI-091

OASI 093 OASIS Curriculum 3
An individual work experience in a facility related to the chosen certificate. The student is provided training and on-the-job learning (coordinated and supervised by OASIS Program staff).

0 credits

Prerequisites: Successful Completion of OASI-091 & OASI-092, Program Permission

OTA 101 Intro to Occupational Therapy
This course introduces the student to the profession of occupational therapy (OT) and the role of the occupational therapy assistant (OTA) as a health care provider and member of a treatment team. The history, philosophy and major theories of occupational therapy are presented. Areas of practice, ethics and current trends of the health care delivery as they relate to OT are presented.

3 credits

OTA 102 Conditions in Occupational Therapy
This course presents the concepts the human body’s response to the major diseases that an OTA will encounter in the clinical setting. Major disease states and processes, traumatic injury and congenital conditions that affect the specific systems of the human body. The course will include the major diagnosis per system, diagnostic procedures, the general characteristics of the patient, and their prognosis. The overall intent of this is to ready the OTA to enter the clinic with an understanding of disease, and the way that these diseases will effect a person’s occupational performance. Medical terminology is covered in this course.

3 credits

Prerequisite: OTA 101, BIO 240/241, 250/251 Corequisite: OTA 250/251

OTA 201 Psychosocial/Mental Health
This course will provide the student with an understanding of the role of occupational therapy within the mental health/psychosocial practice area. The student will be presented with diagnosis, symptoms, medications, and OTA remediation of dysfunction in this area. OTA practice theories and models commonly utilized in mental health practice areas are studied in this course.

3 credits
Prerequisite: BIO 240/241, BIO 250/251, PSYC 101, PSYC 211, SOC 108, OTA 101, OTA 102, OTA 105/106
Corequisite: OTA 211, OTA 206

OTA 203 Pediatrics
This course will provide the occupational therapy assistant student with knowledge of the roles and responsibilities of the occupational therapy assistant with the 0-21 year old population, with the focus on infants, pre-school and school aged individuals. Through lecture and lab experiences, the student will gain a basic understanding of diagnosis groups, evaluation, therapeutic interventions and techniques, and frames of reference that apply for work with this population.

3 credits
Pre-requisite: BIO 240, 241, BIO 250, 251, OTA 101, 210, 211, 202, 212, PSYC 101, 211, HDFR 110
Corequisite: OTA 213

OTA 205 Professional Issues
This course will provide the OTA student with a knowledge of professional issues, healthcare related research endeavors, licensure and certification, legislative initiatives and legal issues, practice domain concerns, and the roles and responsibilities that reflect the current arena of healthcare for the entry-level OTA. Participates will choose topics to present in the course and be responsible for leading discussion.

3 credits
Pre-requisite: BIO 240, 241, BIO 250, 251, OTA 101, 210, 211, 202, 212, PSYC 101, 211, HDFR 110

OTA 206 OTA Level I Fieldwork: Psychosocial/Mental Health
Level I Fieldwork is designed to be an integral part of didactic coursework through directed observations and participation in selected settings. Level I Fieldwork shall be supervised by qualified personnel which include, but are not limited to registered occupational therapists, certificate occupational therapy assistants, speech pathologists, teachers, activity directors, physical therapists, social workers, nurses, recreational therapists.

1 credit
Prerequisite: BIO 240/241, BIO 250/251, OTA 101, 210, 211, SOC 108, OTA 102, OTA 105/106
Corequisite: OTA 201, OTA 211

OTA 207 Principles & Skills: Intervention Skills for Adult Physical Disabilities
This course will provide the OTA student with an overview of the roles and responsibilities of the OTA when working with the adult population. Through lecture, discussion, assignments and observational experiences, the OTA student will gain an understanding of diagnosis groups, evaluations, therapeutic activities, skills and frames of reference in working with adults up through the aging process.

4 credits
Prerequisite: BIO 240/241, BIO 250/251, PSYC 101, PSYC 211, SOC 108, OTA 101, OTA 102, OTA 105/106, OTA 201, OTA 211, OTA 206
Corequisite: OTA 208, OTA 209

OTA 208 Principles & Skills: Intervention Skills for Adult Physical Disabilities Lab
OTA 208 Lab will provide opportunities for practical application of skills presented in OTA 207. OTA Principles and Skills: Intervention Skills for Adult Physical Disabilities.

1 credit
Prerequisite: BIO 240/241, BIO 250/251, PSYC 101, PSYC 211, SOC 108, OTA 101, OTA 102, OTA 105/106, OTA 201, OTA 211, OTA 206
Corequisite: OTA 207, OTA 209

OTA 209 OTA Level I Fieldwork: Physical Disabilities Fieldwork
Level I Fieldwork is designed to be an integral part of didactic coursework through directed observations and participation in selected settings. Level I Fieldwork shall be supervised by qualified personnel which include, but are not limited to licensed occupational therapists, certified occupational therapy assistants, speech pathologists, teachers, activity directors, physical therapists, social workers, nurses, recreational therapists.

1 credit
Prerequisite: BIO 240/241, BIO 250/251, PSYC 101, PSYC 211, SOC 108, OTA 101, OTA 102, OTA 105/106, OTA 201, OTA 211, OTA 206
Corequisite: OTA 207, OTA 208

OTA 210 Analysis of Human Movement
This course focuses on kinesiology, the study of human motion from the perspective of the OTA. This includes the study and evaluation of joints motion and muscle function. Students learn to palpate joints, bony prominences, and muscles as well as to test muscle strength and range of motion. Analysis of biomechanics in the context of functional movement is also included.

3 credits
Pre-requisite: OTA 101, BIO 240/BIO 241, BIO 250/251

OTA 211 Psychosocial/Mental Health Lab
The student will, through lab experiences, gain basic skills in a logical and sequential manner in which to conduct group activities with a variety of clients.

1 credit
Prerequisite: BIO 240/241, 250/251 and PSYC 101, PSYC 211, SOC 108, OTA 101, OTA 102, OTA 105, OTA 106
Corequisite: OTA 201, OTA 206

OTA 213 Pediatrics Lab
The student will through lab experience learn evaluation, therapeutic interventions and techniques, and frames of reference that apply for intervention with this population.
1 credit
Prerequisite: OTA 101, BIO 240/241, 250/251 and PSYC 101, 211.
Corequisite: OTA 203

OTA 220 OTA Level II Fieldwork
Fieldwork II placements represent the culmination of academic preparation in order to prepare the OTA student for an entry level position within the profession. This course will involve 8 weeks of fulltime equivalent hours. This is the first of two different and distinct settings to provide the student with a broader sense of the scope and domain of the OT profession.
6 credits
Prerequisite: Successful completion of all required classroom, lab, and level 1 fieldwork curriculum.

OTA 223 OTA Level II Fieldwork
Fieldwork II placements represent the culmination of academic preparation in order to prepare the OTA student for an entry level position within the profession. This course will involve 8 weeks of fulltime equivalent hours. This is the second of two different and distinct settings to provide the student with a broader sense of the scope and domain of the OT profession.
6 credits
Prerequisite: Successful completion of all required classroom, lab, and level 1 fieldwork curriculum.

PHIL 100 Philosophical Inquiry
An introduction to philosophy through study of the principles of sound argument, the nature of philosophical perplexity, and selected topics in the theory of knowledge, ethics, metaphysics and the philosophy of religion. Lecture and discussion.
3 credits

PHIL 401 Applied Ethics
An advanced examination and evaluation of selected contemporary and broadly relevant social issues through the framework of philosophical ethics, providing seniors the opportunity to unify and apply their acquired knowledge and skills in a way that both transcends and informs their professional goals while emphasizing personal and civic responsibility. Lecture and discussion.
3 credits

PHIL 405 Ethics & the Professions
An examination of the unique ethical dilemmas encountered in professional practice in a wide range of professions, including business, law, education, journalism, science, medicine and healthcare, and politics and government. Critical scrutiny is given to the specialized norms and values that govern professionals in their institutional practices, as well as to those points at which professional ethics conforms to and conflicts with the more general norms of social morality. Additional issues for examination include professional autonomy and self-regulation, the social status and responsibilities of professional expertise, and the unique opportunities for social service provided by professions. Lecture and discussion.
3 credits

POLI 100 American Government
Introductory course in Political Science stressing how policy-making is done at the national level. Beginning with the Constitution, an introduction is given to the three main branches of the U.S government. Attention is also given to the elections, economics, political parties, interest groups, and the federal system.
3 credits

POLI 241 Comparative Politics: Asia
A comparative study of a variety of political systems emphasizing Asia. Survey of topics/problems related to economic development, democratization, government structure and foreign relations with the United States. Specific countries examined include China, Japan, India, Indonesia and South Korea.
3 credits

PNG 101 Practical Nursing 101
This course is an introduction to anatomy, physiology, and normal nutrition. Basic concepts of chemistry and physics are reviewed. Knowledge of the normal structural and functional units of the body serves as the basis for the application of principles in providing safe, effective nursing care. This initial module is designed to prepare the student to provide care across the life span and along the health-illness continuum through understanding of the etiology of illness, the body’s response to illness, and common methods of disease prevention. This module focuses on the development of an understanding of the nursing process as it relates to acquiring skills to meet simple nursing needs of adult clients. Students learn to apply knowledge of asepsis and universal precautions, body mechanics, basic nutrition and diet therapy, fluid and electrolyte balance, documentation, basic assessment skills, and CPR.

Basic psychological and social concepts as well as fundamental concepts of ethics and legal responsibilities involved in nursing are introduced. Interpersonal relationships and communication skills are stressed along with aspects of personal and vocational growth. The current health care delivery system as it relates to values, influences, changes, and challenges in the areas of personal and community health are discussed, along with the role of the practical nurse in the delivery of care. Clinical experience will be in the acute care and long term care settings.
In order to be promoted at the end of each term a student must have a grade of 80% or higher in theory and pass clinical.

Additional program policies are addressed in the Practical Nursing Student Handbook which is distributed to the students on admission. Standardized testing is scheduled across the curriculum. A level two or three score demonstrates curriculum mastery.

399 Hrs

PNG 101-C Practical Nursing I Clinical
This course is the initial clinical course assigned to provide care across the life span and along the health-illness continuum. The focus of this course is on understanding the nursing process as it relates to acquiring skills to meet simple nursing needs of adult clients while applying knowledge of asepsis, universal precautions, body mechanics, basic nutrition, documentation and basic assessment skills. Clinical experience will be in the acute or long term care setting.

161 Clinical Hrs
Prerequisites: None
Corequisite: PNG 101 48 Lab Hours

PNG 102- Practical Nursing 102 Adult Conditions of Illness Term II
This course introduces students to those skills needed to provide nursing care to adult clients with moderately complex nursing needs related to elimination, selected emergencies, perioperative care, and death and dying. Students are introduced to pharmacology, drug calculations, and medication administration. This course introduces students to the care required by adult clients with more complex medical-surgical conditions. Psychosocial and developmental needs of adult clients are discussed.

Students apply the nursing process in caring for patients with diseases of the respiratory, genitourinary, and gastrointestinal systems. Content related to diet modifications, drug therapy, and disease management for these specific diseases is integrated. Information about health care agencies that focus on various conditions discussed in this course, as well as related information on disease prevention, health screenings, health promotion, and patient education is included. Principles of Oncology, Geriatrics, and rehabilitation are presented.

399 Hrs

PNG 102-C - Practical Nursing II Clinical
This course is the second clinical course designed to introduce students to those skills needed to provide nursing care to adult clients with moderately complex nursing needs. Clinical experience will be in acute care settings, long term care settings, rehabilitation, and community-based programs.

191 Clinical Hrs

Prerequisites: PNG 101, PNG 101-C
Corequisite: PNG 102 Clinical-210 hours

PNG 103- Practical Nursing III Adult Conditions of Illness II
This course is a continuation of nursing care for adults with diseases of the cardiovascular, endocrine, musculoskeletal, neurological, and integumentary systems. Mental health conditions are discussed. Content related to diet modifications, drug therapy, and disease management for these specific diseases is integrated. Information about healthcare agencies that focus on various conditions discussed in the course, as well as related information on disease prevention, health screenings, health promotion, and patient education is included. The course includes theory and clinical experience in the application of nursing care to adult clients, including the geriatric client, progressing from the simple to the more complex medical and surgical diseases and disorders of the various body systems. Integrated into this course are dietary modifications and the medications used in treating the various conditions. The course also emphasizes the psychosocial and developmental needs of clients as they relate to nursing care. Community health agencies are presented as they relate to various disorders. Basic principles of planning of client care are introduced with a discussion of the leadership and incidental teaching role of the practical nurse.

399 Hrs

PNG 103-C-Practical Nursing III Lab
This course is a continuation of nursing care for adults with more complex medical and surgical diseases and disorders including adults with mental health conditions. Clinical experience will be in acute care settings and mental health services.

233 Clinical Hrs
Prerequisites: PNG 101, PNG 101C, PNG 102, PNG 102C
Corequisite: PNG 103

PNG 104- Practical Nursing IV Maternal/ Child Health Nursing Term IV
Maternity nursing focuses on the care of the mother during the prenatal, labor and delivery, postpartum periods, and the care of the newborn following delivery. The concepts and principles of normal growth and development for the neonate and newborn periods are explored, and include the physical, emotional, psychosexual, mental and social development of the infant. Clinical experience focuses on care of the mother during the prenatal, labor and delivery, postpartum period and care of the newborn following delivery.

Pediatric nursing presents an overview of sociology and effects of family life and the environment on the child. The concepts and principles of normal growth and development for the infant to adolescent are explored and include the physical, emotional, psychosexual, mental, and social development. Conditions of illness are presented within the
developmental framework focusing on the etiology, predisposing factors, pathophysiology, disease prevention, early detection, clinical manifestations, diagnostic tests, change in body image, prognosis, complications, applicable nursing diagnoses, treatment, and patient education.

399 Hrs

PNG 104-C - Practical Nursing IV Clinical
This course is the final clinical course which focuses on maternal child health nursing and advanced medical surgical nursing. Acute care, long term care and community band programs are utilized to provide student with a diverse clinical experience.

247 Clinical Hrs
Prerequisites: PNG 101, PNG 101C, PNG 102, PNG 102C, PNG 103,
Corequisite: PNG 104 with a discussion of the leadership and incidental teaching role of the practical nurse.

PSYC 101 Introduction to Psychology
A general introduction to the science of behavior and mental processes. Topics considered include learning, memory, perception, motivation, personality, psychopathology, and social interaction.

3 credits.

PSYC 211 Abnormal Psychology
The major forms of psychopathology that appear in childhood and adult life. Topics include the symptomatology of mental disorders; their etiology from psychological, biological and sociocultural perspectives; and issues pertaining to diagnosis, treatment, ethics, and the legal system.

3 credits.
Pre-requisite: PSYC 101

PSYC 235 Sport Psychology
This course examines the application of psychological principles to sports and to athletes of all levels. Topics include: performance enhancement (i.e., mental imagery; self-talk), promoting well-being (i.e., the "recreational athlete"), psychopathology in sport and exercise (i.e., eating disorders), working with special populations (i.e., children, elite athletes, college athletes), and education and training for a career in sport psychology (i.e., graduate training; relevant work experience).

3 credits
Pre-requisite: PSYC 101

PTA 101 Introduction to Physical Therapy
This course presents a general orientation to the profession of physical therapy (PT) and the role of the physical therapist assistant (PTA) as part of the treatment team. The course includes the historical background, professional ethics and development of the profession of PT. Documentation and medical terminology introduced earlier will be revisited. The student will gain an appreciation of the psychosocial issues and cultural diversity in healthcare, as well as the physical and mechanical principles relative to body function.

Topics of instruction include application techniques for the following interventions and data collection skills: vital signs, basic first aid, positioning, massage, muscle testing, range of motion assessment, reflex testing, sensation testing, flexibility testing, body mechanics, and transfer and gait training with assistive devices. Emphasis will be on interventions of particular significance to the PTA.

4 credits
Prerequisite: BIO 240/241 PTA 200/204
Corequisite: PTA 104

PTA 103 Healthcare Communication
This course presents communication strategies and skills essential in today's health care environment. Emphasis is placed on medical terminology, professionalism, communication and documentation in the medical record.

1 credit

PTA 104 Introduction to Physical Therapy Lab
This lab is designed to provide physical demonstration, instruction and practice of interventions presented in the lecture. Students will learn application techniques for the following topics: vital signs, basic first aid, positioning, massage, muscle testing, flexibility testing, body mechanics, and transfer and gait training with assistive devices. Emphasis will be on interventions of particular significance to the PTA. Students must complete competency skills testing for each of the topics studied.

1 credit
Prerequisite: Bio 240/241, PTA 200/204
Corequisite: PTA 101

PTA 200 Kinesiology
This course focuses on the study of human motion, including principles of body mechanics and anatomy in relation to human movement. The course begins with an introduction to physical principles that relate to human motion in preparation for more complex biomechanics. Additional topics include systems review, joint structure and function, gait and postural analysis. Strong emphasis is placed on movement analysis and knowledge of musculoskeletal anatomy.

4 credits
Pre-requisite: Acceptance to PTA program.
Co-requisite: BIO 240/241, PTA 204

PTA 204 Kinesiology Lab
Kinesiology lab is designed to assist students in understanding information presented in PTA 200. Emphasis is placed on identification and palpation of body structures using skeletal models and human subjects. The student will also gain experience with postural assessment and gait analysis under normal conditions.

1 credit
PTA 205 Pathophysiology
This course examines the medical, surgical, and multisystem conditions commonly encountered in physical therapy. The disease process, abnormal physiology, diagnostic procedures and medical interventions associated with these clinical conditions will be presented. Emphasis will be on conditions of particular significance to the PTA.
3 credits
Prerequisites: BIO 240/241, PTA 200

PTA 206 Therapeutic Modalities for the PTA
In this course students will learn theory and application of various physical agents used in physical therapy treatments. Content covered will prepare the students with the knowledge of indications, contraindications, special precautions and implementation of modalities such as: superficial heat and cold, hydrotherapy, traction, short wave diathermy, ultrasound, light therapy, ultraviolet, external compression, and electrical simulation currents.
4 credits
Prerequisites: PTA 101/104 & PTA 208 /218

PTA 207 Orthopedics for the PTA
This course provides a sound knowledge base of common orthopedic disorders and disease processes seen in physical therapy practice. The scientific rationale for physical therapy interventions used in the management of orthopedic injuries will be emphasized. Orthopedic special tests and joint mobilizations will be introduced.
4 credits
Prerequisites: BIO 240/241, PTA 200 /204

PTA 208 Therapeutic Exercise
This course examines the anatomy and physiology of exercise and the principles and application of exercise to pathologic conditions. Exercise techniques used to enhance strength, power, flexibility, endurance, postural control, balance, circulation and coordination are discussed. Development of exercise programs to correct specific postural abnormalities, muscle weakness and joint limitations are emphasized.
3 credits
Prerequisites: PTA 101/104 & PTA 207

PTA 209 General Rehabilitation
This course will present numerous specialty areas including vascular disorders, amputations, prosthetics, orthotics, burns, and cardiopulmonary diagnoses. Students will learn specific intervention strategies and data collection skills associated with rehabilitation.
3 credits
Prerequisites: PTA 208/218

PTA 210 Neourorehab
This course will cover specialty areas specific to neurological dysfunction. Areas of discussion include pediatrics, traumatic brain injury, spinal cord injury, stroke, neuromuscular disorders, Parkinson’s and pediatric conditions. Treatment techniques specific to the care of individuals with neurologic conditions will be presented.
4 credits
Prerequisites: PTA 208/218

PTA 211 PTA Clinical Education I
This first clinical rotation is a part time, introductory clinical experience. A minimum of 80 hours will be completed at a facility emphasizing general medical and orthopedic diagnoses. This experience is structured to provide the student with the opportunity to develop their skills in patient care under the direct supervision of a qualified physical therapist assistant and/or physical therapist. The student will have the opportunity to gradually integrate information learned in previous and concurrent courses into a health care setting.
4 credits
Prerequisite: PTA 208/218
Corequisite: PTA 210

PTA 212 PTA Clinical Education II
In the second clinical affiliation, the student will continue to gain exposure to physical therapy practice under the direct supervision of a qualified physical therapist or physical therapist assistant. A minimum of 280 hours will be completed in any type of physical therapy setting. This experience is structured to provide the student with the opportunity to refine their skills in direct patient care and to demonstrate competency in the management of patients with more complex problems.
5 credits
Prerequisite: PTA 211

PTA 213 Clinical Education III
This is the final clinical experience. A minimum of 280 hours will be completed in any type of physical therapy setting. The student will continue to gain exposure to physical therapy practice under the direct supervision of a qualified physical therapist or physical therapist assistant. This experience is structured to provide the student with the opportunity to further refine their skills in direct patient care, develop advanced skills, and to move toward entry level performance. The student will be challenged in problem solving and critical thinking.
5 credits
Prerequisite: PTA 211/212

PTA 214 Professional Issues Seminar
This seminar provides a forum for the discussion of professional issues in physical therapy and health care. Emphasis placed on continued preparation for the National Physical Therapy Examination and future employment. Comprehensive examinations are provided to assess competency and readiness for the National Exam.
2 credits
Prerequisites: PTA 211
Corequisites: PTA 212

PTA 216 Therapeutic Modalities for PTA Lab
This lab will provide demonstration, instruction and practice of hands-on application of the modalities discussed in the lecture. Knowledge of indications, contraindications and precautions will be reinforced. Students will gain a better understanding and appreciation for application techniques, parameter adjustments and patient monitoring. Students must complete competency skills testing for each of the physical agents studied.
1 credit
Prerequisites: PTA 101/104, PTA 208/218

PTA 217 Orthopedics Interventions Lab
This lab based course continues building on the foundation begun in the 1st year PTA courses and allows for integration of material on orthopedic pathologies, biomechanics, treatment techniques, and patient and clinic dynamics in order to prepare students for their clinical rotations in outpatient physical therapy facilities. The course will include use of scenarios, problem solving, discussion board, and proficiency in patient progression to verify student mastery of material.
1 credit
Prerequisite: PTA 207, PTA 208/218
Corequisite: PTA 206, 216

PTA 218 Therapeutic Exercise Lab
This lab is designed to provide physical demonstration, instruction and practice of exercise techniques presented in the lecture. Hands-on application of therapeutic exercise interventions used to enhance strength, power, flexibility, endurance, postural control, balance, circulation and coordination are practiced. Students must complete competency skills testing for each of the topics studied.
1 credit
Prerequisite: PTA 101/104 & PTA 207
Corequisite: PTA 208

PTA 219 Neurorehab Lab
This lab is designed as a companion course for PTA 209 and 210 with emphasis on application of various interventions and data collection techniques in relation to patients with more complex diagnoses.
1 credit

RES 101 Introduction to Respiratory Therapy
This course is designed to familiarize the student with the history of respiratory therapy as a profession, medical and legal ethics, medical terminology, medical records, communication and safety in health care environments, the basics of breathing, laws of motion, characteristics of fluids, types of forces, and effects of temperature on fluids.
3 credits
Prerequisite(s): MATH 102, BIO 240, BIO 241, CHEM 111, CHEM 112

RES 110 Respiratory Therapy I
This course is designed to cover various therapeutic procedures used in respiratory therapy. The indications, side effects, hazards and basis of application will be stressed. This includes but is not limited to: aerosol and humidity therapy, oxygen therapy, chest percussion, hyperinflation therapy, suctioning, and arterial blood gas sampling.
3 credits
Prerequisites: RES 101
Corequisites: RES 110, RES 122

RES 111 Respiratory Care Equipment I
A course relating the equipment used in respiratory therapy to treat the pathological conditions of patients. This course will allow students to practice and apply topics discussed in RES 110.
1 credit
Prerequisites: RES 101
Corequisites: RES 110, RES 122

RES 120 Respiratory Therapy II
A continuation of RES 110 Respiratory Therapy 1, this course consists of the theory of how to treat patients in the critical care setting. Emphasis will be placed on mechanical ventilation, artificial airway care, emergency/trauma situations and analyzing arterial blood gas results.
3 credits
Prerequisites: RES 101, RES 110, RES 111, RES 122.
Corequisites: RES 121, RES 205, RES 212

RES 121 Respiratory Care Equipment II
A continuation of RES 111, Respiratory Care Equipment 1, this course will allow students to apply knowledge gained in RES 120. Emphasis will be placed on mechanical ventilation, their operation and application to patient care.
1 credit
Prerequisites: RES 101, RES 110, RES 111, RES 122.
Corequisites: RES 120, RES 205, RES 212

RES 122 Respiratory Pharmacology
The study of respiratory pharmacology with an emphasis placed on the properties of medications and their effects on the patient. Safe and effective use of medications by the respiratory therapist will be stressed.
2 credits
Prerequisites: RES 101
Corequisites: RES 110, RES 111

RES 201 Pediatric and Neonatal Respiratory Care
This course is a study of the diagnosis and treatment of pediatric and neonatal patients. Emphasis will be placed on diseases unique to pediatric and neonatal patients as well as mechanical ventilation for these patients.
2 credits
Prerequisites: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisites: RES 223, RES 221
RES 205 Cardiopulmonary Pathology and Diagnostic Procedures
This course is the study of the nature and the cause of pathological conditions in patients, as well as, the noninvasive and invasive monitoring and testing techniques used in treatment and diagnosis of cardiopulmonary disease. Emphasis will be placed on recognizing clinical signs and symptoms of the disease, including any changes in normal laboratory values, pulmonary function tests, chest x rays, and EKGs. This course will also contain a lab component to allow for practice and performance of diagnostic testing methods.
4 credits
Prerequisites: RES 101, RES 110, RES 111, RES 122
Corequisites: RES 120, RES 121, RES 221

RES 212 RT Clinical Practicum
A clinical externship in which students work under supervision in affected institutions for two days a week. The students will apply therapeutic and diagnostic procedures. Included are general fluid therapies, home care and pulmonary rehabilitation.
8 credits
Prerequisite(s): RES 101, RES 110, RES 111, RES 122
Corequisites: RES 120, RES 121, RES 205

RES-221 RT Clinical Practicum II
A continuation of the practical clinical application of therapies and equipment in respiratory therapy. Emphasis will be placed on critical care patients including advanced therapeutic and diagnostic procedures used by respiratory therapists. Also included in this course will be practice CRT and RRT (both written and clinical simulation components), these exams must be passed successfully for completion of the Respiratory Therapy Program. This clinical externship will be 4 days a week.
11 credits
Prerequisite: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisite: RES 201, RES 223

RES-223 RT Professional Seminar
A course providing physician and Respiratory Care Practitioner insights into medical topics related to respiratory therapy with an emphasis on communication. This course will also include the study of current issues in respiratory therapy including pulmonary rehabilitation and sleep medicine. Case study analysis will be done to further enhance the understanding of diagnosis and treatment of patients. NBRC credentialing exam review and preparation for taking the exam upon graduation will also be a focus of this course.
3 credits
Prerequisite: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisite: RES 201, RES 221

RLST 100 Introduction to Religious Studies
The purpose of this introductory course is to provide students with the foundational skills of the academic study of religion in order to apply them to an increased understanding of the role of religion in contemporary society. The course presents a broad overview that will provide students with a foundation for topical courses in the Religious Studies Department as well as the ability to engage religion thoughtfully and knowledgeably in other disciplines.
3 credits

RLST 240 Medical Ethics
Medical Ethics is a discipline that examines the issues of health care, distribution of medical resources, death, suffering, and overall wellbeing. In order to examine the issues relevant to medical ethics, we will focus on the contributions made by contemporary social thinkers, classical ethical theorist, and contemporary theologians and ethicists. This course will require you to examine the role of medical care professionals in the medical systems and their ethical and professional obligations to their patients, employers, and the larger society.
3 credits

RLST 115 World Religions
An inquiry into the history of religions by focusing on several world religious traditions and their claims about Ultimate Reality, the purpose of human life, the meaning of suffering and alienation, the importance and role of social organization, and ethics.
3 credits

RLST 405 Social Ethics
Social ethics provides an introduction to influential ethical frameworks in order to move toward personal ethical engagements with a variety of social issues. As a senior capstone course, students engage and apply multidisciplinary perspectives on social realities and ethical arguments for the development of well-reasoned ethical perspectives.
3 credits

SECM 107 Keyboarding I
An intensive course designed to develop typing speed of at least 35 wpm for three minutes with three or fewer errors. Course includes basic business document, formatting and speed/accuracy-building.
1 credit

SECM 108 Keyboarding II
A course designed for the application of typewriting operations and production skills. Course content includes business correspondence, statistical communications, employment communications, duplicating/copy procedures, and English grammar. Emphasis is placed on composition at the typewriter and proofreading skills. A minimum of 45 wpm for five minutes with five or fewer errors must be
achieved.

1 credit
Prerequisite: SECM 107

SECM 111 Medical Terminology
This is a three-credit course intended to assist those studying in the fields of health sciences. It is a programmed learning course which teaches a word-building system for defining, using, spelling, and pronouncing medical words. Students will be presented medical terms in relation to medical specialties. This will provide students with an immediate window into how the healthcare world is organized—around medical specialties, and not by organ systems.

3 credits

SECM 275 Health Information Management
Concentration Internship
The student will complete a practical internship (200 hours) during the last term. A health information management work setting is required. In addition, weekly logs must be submitted to the internship coordinator and a ten-page final paper is required upon internship completion. Students will be evaluated jointly by the instructor and employer/supervisor on successful completion of the internship and professional and ethical conduct.

3 credits

SMGT 121 Sport Management Lab I - Sport Officiating
With the assistance of the NFHS and the PIAA, students will learn the fundamentals of officiating for sports. The class will emphasize game day procedure; dealing with fans, coaches, parents, and players; and enforcing the rules of the game. Upon completion of this course, students have the opportunity to be certified by the NFHS and the PIAA if they pass a sport specific exam.

1 credit

SMGT 122 Sport Management Lab II - CPR, First Aid, and Concussion Training
This course will consist of a comprehensive overview of health and safety in sport. The students will work with the NFHS and the American Red Cross to be certified in CPR, first aid, and concussion training. This course will also examine risks such as heat illness, sudden cardiac arrest, and more.

1 credit

SMGT 123 Sport Management Lab III - Strength and Conditioning
This course will give the students the opportunity to learn and apply the best principles and practices used in strength and conditioning. Upon completion of the class, students will have the opportunity to be certified by the NFHS in strength and conditioning.

1 credit

SMGT 150 Coaching Techniques
This course will get our students prepared for a coaching position after graduation. It will cover the most commonly used fundamentals of coaching. The students will examine the building blocks of becoming a better sport coach while also investigating contemporary issues and problems with coaching. The course will focus on youth and interscholastic sport. Upon completion of this course, students will have the opportunity to be certified in Fundamentals of Coaching through the NFHS. Students will spend 10-15 hours working with coaches at MNE.

3 credits

SMGT 211 Personal Fitness Trainer Certification.
This course prepares students in the Business Sport Management concentration to take a Personal Fitness Trainer certification exam. Students study both the human muscular and skeletal systems. Detailed exercise regimens are developed according to the needs of the exercise participant. Typical needs include weight loss, strength building, and recovery from injury.

3 credits

SMKT 102 Introduction to the Sport Industry
This course is designed to provide students with an understanding of the areas of potential career opportunities within the sport industry. Students will be given both an overview of major sport industry segments and an introduction to issues and examples currently affecting the sport industry.

3 credits

SMKT 201 Sport Marketing & Promotion
This course applies basic marketing principles to the sport industry. An examination of the bilateral marketing environment currently existing in business will be provided. Included in this course will be tactics, strategies, and examples of sport industry organizations use of marketing in addition to a discussion of how leagues, teams, and athletes are used as marketing tools by other industries.

3 credits

SMKT 203 Legal Aspects of Sport
This course is an introduction to the legal principles involved in sport settings. Students will be provided an overview of tort law, including intentional torts, negligence, and product liability. Constitutional law issues will be discussed, particularly as they concern athletic eligibility, athletes’ rights, gender discrimination and drug testing issues. Additionally, the topic of contracts in sport will be discussed.

3 credits

SOC 100 Introduction to Sociology
An introduction to the scientific study of human societies and human group behavior through the presentation of major concepts in the field and exposure to selective classic and contemporary studies undertaken by sociologists.

3 credits
SOC 101 Contemporary Social Problems
This course is designed to provide a context for students to critically explore selected social problems from a sociological perspective. The contributions of opposing ideologies and ideas, and a critique of research related to the phenomena, will be utilized to facilitate understanding. Alternative modes of intervention will be discussed.
3 credits

SOC 108 Human Growth and Development
A survey of the processes and outcomes of development from conception through death, emphasizing the interaction between individual potential and the social and natural environments. Consideration of theoretical perspectives, relevant research, and issues such as childrearing, family life, schooling, sexuality, sex-role stereotyping, and myths of maturity and aging.
3 credits

SOC 112/ANTH 112 World Cultures
In this course, the student is exposed to the basic subject matter and methods of modern socio-cultural anthropology. The great diversity of contemporary and recently extinct human culture is examined from a comparative and evolutionary perspective with an emphasis on the differences and similarities between so-called modern state level societies and their less complex antecedents.
3 credits

SOC/CRJS 203 Deviant Behavior
A psychological and sociological examination of pathological behavior. Deviancy will be discussed as a problem in both individual adjustment and in social organization.
3 credits

SOC 214 Grief and Loss
This course explores the complex process of grieving as a result of loss. While a large focus will be on death and dying, other losses such as divorce, job loss, and loss of physical health will be discussed. Cultural variations and common rituals will be address.
3 credits

SPAN 125 Latin American Cultures
Historical and cultural development of Latin America. Lectures, class discussions, and reports examine the most significant aspects of political, literary, social and artistic life. The course is conducted in English.
3 credits

STAT 109 Statistics
This course is an introduction to the uses of statistics and probability as decision and problem solving tools. Topics included are: measures of central tendency; variability; probability; counting, binomial distribution; normal distribution; confidence intervals correlation and regression; hypothesis testing, statistical inference, sampling techniques and experimental design.
3 credits

THEA 101 Theater Appreciation
An introduction to the live performance experience through the study of the various elements of theatre and performance, the history of theatre from ancient Greeks to modern times, and dramatic literature.
3 credits
Officer of the Board

Richard A. Lanzillo '83
Chair of the Board

Joseph G. NeCastro '78
Vice Chair and Treasurer

Sister JoAnne K. Courneen, RSM '64
Vice Chair

Rosemary D. Durkin '77
Secretary

Board of Trustees Voting Membership

Sister Mary Ann Bader, RSM '73
Terrence W. Cavanaugh
Sister JoAnne K. Courneen, RSM '64
Mary Ellen Dahlkemper '73
David J. Dausey '97
Rosemary D. Durkin '77
Stephen J. Fiedler '85
Sister Jane Gerety, RSM
Joanne Hosey-McGurk
Shannon B. Holley '17
Andrea T. Jeffress
B. Scott Kern
Lev J. Kubiak '88
John H. Langer '94
Richard A. Lanzillo '83
William G. Lewis
Brian M. Lilly
Robert D. MacKinlay, Jr. '99
Yvonne J. Maher ’93
Robert Mazza
Desmond J. McDonald
John A. Munch ’91
Joseph G. NeCastro ’78
Margaret M. Pietraszek ’68
Ellen H. Ryan ’64
Mark J. Salvia ’82
John W. Saxon ’89
Melanie R. Titzel ’80
P. Kelly Thompkins ’78
Michael T. Victor
Patrick J. Weschler ’78
Peter J. Zaphiris

Trustee Emeriti (non-voting)

A. James Freeman
Elizabeth M. Greenleaf ’52
Myron Jones
George R. Metcalf
Bruce H. Raimy
Kathleen C. Rohm
William C. Sennett
Msgr. L. Thomas Snyderwine
Jane L. Theuerkauf
Barrett C. Walker
# ADMINISTRATION

## PRESIDENT'S CABINET

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>MICHAEL T. VICTOR, J.D., LL.D.</td>
<td></td>
</tr>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>DAVID J. DAUSEY, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Vice President for Student Life</td>
<td>LAURA ZIRKLE, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>CALEB M. PIFER, B.S.</td>
<td></td>
</tr>
<tr>
<td>Vice President of Finance and Administration</td>
<td>DAVID P. MYRON, CPA, C.G.M.A.</td>
<td></td>
</tr>
<tr>
<td>Vice President for Enrollment</td>
<td>JOSEPH E. HOWARD, M.S.</td>
<td></td>
</tr>
<tr>
<td>General Counsel and Vice President for Legal Affairs</td>
<td>MERRY BOLLHEIMER, J.D.</td>
<td></td>
</tr>
<tr>
<td>Director of Executive Office Projects &amp; Events</td>
<td>BETSY FRANK, B.A.</td>
<td></td>
</tr>
<tr>
<td>Executive Director of Operations</td>
<td>KAREN MEYER, B.S.</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>MICHELE WHEATON, M.S.</td>
<td></td>
</tr>
<tr>
<td>Director of University Libraries and Online Learning</td>
<td>DARC R. JONES, M.S.L.S.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>ANDREA BARNETT, M.A.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>HEIDI HOSEY-MCGURK, PH.D.</td>
<td></td>
</tr>
</tbody>
</table>

## ACADEMIC AFFAIRS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>DAVID J. DAUSEY, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Executive Director of Operations</td>
<td>KAREN MEYER, B.S.</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>MICHELE WHEATON, M.S.</td>
<td></td>
</tr>
<tr>
<td>Director of Administrative Services</td>
<td>SHANNON HAAS, B.A. &amp; B.S.</td>
<td></td>
</tr>
</tbody>
</table>

## COLLEGE ADMINISTRATION

### Hafenmaier College of Humanities, Arts and Social Sciences

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>LEANNE ROBERTS, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>GERARD A. TOBIN, PH.D.</td>
<td></td>
</tr>
</tbody>
</table>

### Ridge College of Intelligence Studies and Applied Sciences

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>JAMES G. BRECKENRIDGE, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>RANDY S. CLEMONS, PH.D.</td>
<td></td>
</tr>
</tbody>
</table>

### Walker College of Business

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>MARY B. BRECKENRIDGE, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>AMY DOOLAN, PH.D.</td>
<td></td>
</tr>
</tbody>
</table>

### Zurn College of Natural and Health Sciences

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>MICHAEL A. ELNITSKY, PH.D.</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td>AMY D. PARENTE, PH.D.</td>
<td></td>
</tr>
</tbody>
</table>
MERCYHURST NORTH EAST ADMINISTRATION

GARY BROWN, PH.D.
Chief Operating Officer

DAVID C. HYLAND, PH.D.
Associate Vice President for Academic Affairs

JACQUILYN FINK, B.A.
Director of Administrative Services

COURTNEY RENNER, M.S.
Administrative Assistant for Academic Affairs

ART AMANN, ED.D.
Director of Public Safety Institute

NATALIE BRITT, A.S.
Coordinator of Academic Records & Graduation

STEVEN GREGG, M.S.
Director of Programming at the Booker T. Washington Center & Corry

BRIAN DEWEY, A.A.
Athletic Director & Head Softball Coach

BARRY NUHFER, M.S.
Director of Computing Services

MICHELLE SIMPSON, M.S.
Director of Student Life

PENELLOPE WISE, B.A.
Associate Director Ridge Library & Electronic Reserve Librarian

JACOB HORDYCH, B.S.
Assistant Athletic Director/ SID Women's Soccer Coach

RACHEL PACHOLKE, B.A.
Assistant Director of Student Life/ Head Women's Volleyball Coach

PATRICIA SULLIVAN, M.Ed.
Music Director

Coordinator of Auxiliary Services

ACADEMIC SUCCESS CENTER

LORI KRAUSE, M.A.
Coordinator of Academic Success Center

LAURIE BAKER, M.S.
Assessment Specialist & Academic Success Coach

KAREN DONNELLY, M.A.
Perkins Coordinator, Special Populations Coordinator & Academic Success Coach

KARA SHELDON-HOMER, M.A.
Peer Tutoring and Writing Center Coordinator

MATHEW WISE, M.S.
Director of Learning Differences & Academic Success Coach

VALERIE LUEBKE, B.A.
Career, Internship & Placement Coordinator, Academic Success Coach

DOUG GIFFORD, M.A.
Vocational Counselor & Academic Success Coach

JAMES CONROY, M.S.
Oasis Program Director

ADMISSIONS & FRONT OFFICE

ADAM GRADY, M.S.
Director of Admissions

KATHY HILL, B.A.
Assistant Director of Admissions

AMANDA BRAMWELL, B.A.
Admissions Counselor

MELISSA BUTTAFARO, M.S.
Admissions Counselor

DENISE ROTH, M.S.
Administrative Assistant

ATHLETICS

AARON COOPER, B.S.
Wrestling Coach

BRANDON CRUM, M.S.
Head Baseball Coach

BRIAN DEWEY, A.A.
Head Softball Coach/ Assistant Athletic Director

Director of Transportation
JACOB HORDYCH, B.S.
Assistant AD/Head Women’s Soccer Coach

ERIC MICCIO
Head Lacrosse Coach

RACHEL PACHOLKE, B.A.
Assistant Director of Student Life/Head Volleyball Coach

DAN POE, B.A.
Head Men’s Soccer Coach/Fitness Center Director

SHANNON PULLIUM
Head Men’s Basketball Coach

HALLI REID
Aquatics Center Director

AMY SENEFELDER, M.B.A.
Head Women’s Basketball Coach

JULIA SLEPKO
Head Athletic Trainer

STUDENT FINANCIAL SERVICES

KELLY KEENER-LIOCANO, B.S.
Assistant Director Student Financial Services

LINDA WATKINS
Student Financial Services Representative

ALLISON HART, B.A.
Financial Aid Counselor

FACULTY

DEBBIE BRINKER
Director of Clinical Education Respiratory Therapist Program Instructor of Respiratory Therapy
B.S. Edinboro University

PAT DOYLE
Instructor of English
B.F.A. Penn State Behrend
M.A. Gannon University

KARI DUNDORE-SHROUT
Director Liberal Arts-Science & Health Studies Department & Assistant Professor of Biology
B.S. Juniata College
M.Ed. Edinboro University

DENNIS DUNNE
Instructor of Culinary Arts
B.A. Gannon University

DAWN EARP
Instructor/ Academic Fieldwork Coordinator of Occupational Therapy Assistant Program
A.S. Clarion University
L.P.N. Venango County Technical

AMY ERICKSON
Director and Instructor of Medical Lab Technician Program
B.S. Penn State Behrend
M.S. SUNY Fredonia

AUDREY G. FORBES-CARDINALI
Assistant Professor of Biology
B.S. Queens University
M.S. Syracuse University
D.C. NY Chiropractic College
TERRI FRY
Instructor of Practical Nursing
B.S.N. Lubbock Christian University
M.S.N. West Texas A & M University

MARY GAVACS
Director of Occupational Therapy Assistant Program Assistant Professor of Occupational Therapy
B.S. State University of New York at Buffalo
M.Ed. Pennsylvania State University

CHRISTINE GLUVNA
Director of Respiratory Therapy Program & Instructor of Respiratory Therapy
B.S. Gannon University

BOB GREEN
Instructor of Viticulture
B.S. Penn State University

JANICE HAAS
Director Physical Therapist Assistant Program Assistant Professor in Physical Therapy
A.S. Lehigh County Community College
B.A. Mercyhurst College
M.S. Mercyhurst College

KARYN HODGINS
Instructor of Practical Nursing
B.S.N. Edinboro University
M.S.N. Western Governor’s University

STEPHEN KANICKI
Assistant Professor of Computer Science
A.A.S. Jamestown Community College
B.S. State University College at Buffalo
M.S. Rochester Institute of Technology

CANDICE KISKADDEN
Instructor of Nursing, RN-BSN Program
B.S.N. Penn State University
M.S.N. Edinboro University

DEBORAH KRAUSE
Instructor of Nursing
B.S.N. Edinboro University
M.S.N. University of Phoenix

JACOB LANYON
Director and Assistant Professor of Liberal Arts
B.A. Edinboro University
M.A. Edinboro University

JESSICA LAW
Instructor of Culinary
A.S. Indiana University of Pennsylvania
HAIPING LIU
Instructor of Nursing
B.S.N. Shandong University
M.S.N. University of Minnesota

ELIZABETH LUCAS
Instructor of Nursing
B.S.N. Duquesne University
M.S.N. Drexel University

KELLY LUCORE
Biology Instructor
B.A. Edinboro University
M.S. Edinboro University

MARY ANN LUBIEJEWSKI
Assistant Professor of Nursing
B.S.N. Edinboro University of Pennsylvania
M.S.N. Edinboro University of Pennsylvania

TRICIA MAHONEY
Instructor of Physical Therapy
B.A. Mercyhurst University
M.H.S. Krannert School of Physical Therapy

CLAUDIA MATZ
Instructor of English
B.A. Edinboro University
M.A. Gannon University

MICHAEL MEYER
Instructor of Nursing
B.S.N. Ohio University
M.S.N. Chamberlain College

MARION MONAHAN
Director of Practical Nursing & Instructor of Practical Nursing
R.N. Sewickley Valley Hospital School of Nursing
M.Ed. Indiana University of Pennsylvania

NICOLE MOORE
Instructor of Nursing
A.S.N. Mercyhurst University
B.S. Mercyhurst University
M.S.N. Sacred Heart University

KAREN MORAHAN
Assistant Professor, RN-BSN Program
B.S.N. Dominican College
M.S.N. University of Maryland at Baltimore
Ph.D. Capella University
KERI NOTHUM, LMT
Director Massage Therapy Program
LMT, NCTMB Great Lakes Institute of Technology

LAURIE PEYRONEL
Instructor of Nursing
B.A. Edinboro University of Pennsylvania
M.S.N. Gannon University

PATRICIA PULITO
Assistant Professor of Nursing
A.S., B.S.N. State University of New York
M.S.N. Gannon University

LESLIE REED
Director of Medical Certificate Program & Instructor of Business
B.S. Gannon University
M.A. Edinboro University

RANDALL RINKE
Director of Business, Computer System Support & Mathematics
Assistant Professor of Business
B.A. Mercyhurst College
M.B.A. Gannon University

SYLVIA RUMBERGER
Instructor of Practical Nursing
B.S.N. Villa Maria College

BETH ANN SHELDON
Director of Hospitality Management Department & Assistant Professor of HM
Registered Dietitian
B.S. Mercyhurst University
M.ED. Pennsylvania State University

RAYMOND SOBINA
Program Director and Assistant Professor of Criminal Justice/Sociology
B.A. Gannon University
M.S. Youngstown State University

JESSICA SPANOGLE
Instructor of Business
B.S. Gannon University
M.B.A. Gannon University

JUDITH STANLEY
Director of RN to BSN Program
Assistant Professor of Nursing
B.A. SUNY at Buffalo
B.S.N. & M.S.N. D'Youville College
D.H.Sc. Nova Southeastern University
MICHAEL SZYMANOWSKI
Instructor of Mathematics
B.S. Penn State University
M.A. Gannon University

MARIALAINE WAGNER
Instructor of Medical Laboratory Technician Program
B.S. Slippery Rock University

PETER YAKSICK
Assistant Professor of Criminal Justice
B.A. & M.A. Edinboro University of Pennsylvania
M.S. Johns Hopkins University
M.A. Columbia University
D.Ed. Morgan State University
INDEX

Academic Affairs, 32
Academic Honesty, 39
Academic Requirements, 32
Academic Services, 26
Academic Standards & Grades, 33
Academic Success Center, 27
Academic Success Coaches, 28
Admissions Criteria, 8
Admissions Staff, 109
Application Procedures, 8

Associate Degree Programs @ MCADS
- Business Administration-Accounting, 44
- Business Administration-Management, 46
- Business Administration-Social Media, 47
- Business Administration-Sport Management, 48
- Business Administration-Viticulture, 49
- Computer Systems Support, 49
- Criminal Justice-Law Enforcement, 50
-- Criminal Justice-Municipal Police Academy, 51
- Early Childhood Education, 51
- Health Studies, 52
- Hospitality Management, 52
- Hospitality Management-Culinary Arts, 54
- Liberal Arts, 55
- LPN to ASN Articulation Agreement, 62
- Medical Laboratory Technician, 56
- Nursing, 58
- Nursing-Full-time, 60
- Nursing-Part-time, 60
- Occupational Therapy Assistant, 62
- Physical Therapy Assistant, 63
- Respiratory Therapist, 65

Athletic Staff, 109
Auditing a Course, 35

Bachelor Degree Programs @ MCADS
- Bachelor of Science in Health Care Science, 41
- Registered Nurse to Bachelor of Science in Nursing, 42

Board of Trustees, 106
Calendar, Academic, 4
Campus Ministry, 11
Career Services, 29

Certificate Programs @ MCADS
- Culinary Arts Certificate, 68
- Computer Information Specialist Certificate, 68
- Massage Therapy Certificate, 68
- Medical Assistant Certificate, 69
- Municipal Police Academy Certificate, 70
- Oasis Program, 70
- Practical Nurse Certificate Program, 71
- Retail Management Certificate, 73

Cease Enrollment (Voluntary Withdrawal), 36
Class Attendance Policy, 36
Commuter Services, 9
Commuter Connections Program, 10
Confidentiality of Student Records (FERPA), 36
Copyright Violations, 39
Counseling/Wellness Services, 11
Course Descriptions-MCADS, 74
Course Overload, 36
Course Withdrawal, 36

Credential-Early Childhood, 73

Dean’s List, 33
Enhanced Courses, 33
Enrollment Status, 19
Faculty, 110
Fees, 13
Financial Aid Application Process, 17
Financial Aid Policies, 17
Full-time Student Status, 19
Grade Appeals, 38
Graduation Honors/Awards, 33
Health Services, 11
History, 6
Honors Program, 33
Incomplete Grades, 36
Independent Study, 39
Internships & Externships, 30
Late Payment Fee, 14
Late Registration, 36
Learning Differences Services, 30
Library, Ridge, 27
Life Experience Credit, 37
LPN to ASN Articulation-Associate Degree, 62
Mercyhurst University Administration, 108
Online & Blended Courses, 32
Pass-Fail Option, 36
Peer Tutoring Services, 30
Perkins Program, 23
Probation & Suspension, 34
Programs of Study, 5
Proficiency Exam, 37
REACH Curriculum, 32
Refund Policy, 15
Registration Process, 35
Repeated Courses, 37
Residence Life, 10
Room & Board Charges, 13
Satisfactory Academic Progress, 24
Schedule Changes, 36

School of Health Professions & Public Health
- Bachelor of Science in Health Care Management, 41
- Registered Nurse to Bachelor of Science in Nursing, 42
- Associate of Science Medical Laboratory Technician, 56
- Associate of Science Nursing, 58
- Associate of Science Occupational Therapy Assistant, 62
- Associate of Science Physical Therapist Assistant, 63
- Associate of Science Respiratory Therapist, 65
- Certificate in Practical Nursing, 71

Student Life, 9
Student Financial Services, 13
Student Government, 9
Student Grievance Procedure, 37
Suspension Policy, 34
Table of Contents, 3
Transcripts, 36
Tuition & Fees, 13
Tutoring, 33
Unpaid Bills, 14
Withdrawal from Course, 36
Withdrawal (Voluntary/Involuntary), 36
Writing Center, 30