Mercyhurst believes that all persons are entitled to equal opportunity in all aspects of involvement with the University. Therefore, all members of the University community are responsible for seeing that no individuals or groups are discriminated against because of differences such as race, color, creed, sex, age, national origin, ancestry, marital status, disability and education. Inquiries concerning Title VI, IX and Section 504 compliance should be directed to the Affirmative Action Officer, Mercyhurst University, Erie, PA 16546.
VISION STATEMENT
Mercyhurst University seeks to be a leading higher educational institution 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 the 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.
### FALL SEMESTER:
**AUGUST 27, 2014 – DECEMBER 18, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>26</td>
<td>TUES</td>
<td>STUDENT CONVOCATION / DEPARTMENT MEETINGS</td>
</tr>
<tr>
<td>27</td>
<td>WED</td>
<td>DAY &amp; EVENING CLASSES BEGIN</td>
</tr>
<tr>
<td>30-31</td>
<td>SAT &amp; SUN</td>
<td>WEEKEND CLASSES BEGIN</td>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>SEPTEMBER</td>
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<tr>
<td>1</td>
<td>MON</td>
<td>LABOR DAY</td>
</tr>
<tr>
<td>3</td>
<td>WED</td>
<td>LAST DAY TO ADD/DROP CLASSES</td>
</tr>
<tr>
<td>4</td>
<td>THURS</td>
<td>MASS OF THE HOLY SPIRIT</td>
</tr>
<tr>
<td>5</td>
<td>FRI</td>
<td>SUMMER INCOMPLETES TO REGISTRAR</td>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>19</td>
<td>WED</td>
<td>SPRING 2015 REGISTRATION BEGINS</td>
</tr>
<tr>
<td>21</td>
<td>FRI</td>
<td>LAST DAY TO DECLARE PASS/FAIL</td>
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<tr>
<td>26-30</td>
<td>WED-SUN</td>
<td>THANKSGIVING BREAK</td>
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<td>BEGINS AFTER 3:00 PM - NO CLASSES</td>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>MON</td>
<td>ALL CLASSES RESUME</td>
</tr>
<tr>
<td>11</td>
<td>THURS</td>
<td>REGULAR CLASSES END</td>
</tr>
<tr>
<td>12</td>
<td>FRI</td>
<td>READING DAY / LAST DAY TO WITHDRAW FROM CLASSES</td>
</tr>
<tr>
<td>13-14</td>
<td>SAT-SUN</td>
<td>WEEKEND CLASSES END</td>
</tr>
<tr>
<td>15-18</td>
<td>MON-FRI</td>
<td>FINALS SEMESTER BREAK BEGINS</td>
</tr>
<tr>
<td>19</td>
<td>FRI</td>
<td>GRADUATION DAY</td>
</tr>
<tr>
<td>23</td>
<td>TUES</td>
<td>GRADING DUE: 9AM TO REGISTRAR</td>
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### SPRING SEMESTER:
**JANUARY 12, 2015 – MAY 9, 2015**

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>12</td>
<td>MON</td>
<td>DAY &amp; EVENING CLASSES BEGIN</td>
</tr>
<tr>
<td>17-18</td>
<td>SAT</td>
<td>WEEKEND CLASSES BEGIN</td>
</tr>
<tr>
<td>19</td>
<td>MON</td>
<td>MARTIN LUTHER KING JR. DAY OBSERVED</td>
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<tr>
<td></td>
<td></td>
<td>NO CLASSES HELD</td>
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<tr>
<td></td>
<td></td>
<td>LAST DAY TO DROP/ADD CLASSES</td>
</tr>
<tr>
<td>26</td>
<td>MON</td>
<td>FALL INCOMPLETES DUE TO REGISTRAR</td>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>7-13</td>
<td>SAT-FRI</td>
<td>MID-TERM BREAK-NO CLASSES</td>
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<tr>
<td>14-15</td>
<td>SAT-SUN</td>
<td>WEEKEND CLASSES RESUME</td>
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<tr>
<td>16</td>
<td>MON</td>
<td>ALL CLASSES RESUME</td>
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<tr>
<td>31</td>
<td>TUES</td>
<td>DAY CLASSES HELD</td>
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<tr>
<td></td>
<td></td>
<td>NO COURSES HELD AFTER 3:00PM</td>
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### FEBRUARY

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<tr>
<td>1-5</td>
<td>WED-SUN</td>
<td>EASTER BREAK/NO CLASSES</td>
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<tr>
<td>6</td>
<td>MON</td>
<td>READING DAY / NO CLASSES</td>
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<tr>
<td></td>
<td></td>
<td>EVENING CLASSES HELD AFTER 3PM</td>
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<tr>
<td>7</td>
<td>TUES</td>
<td>ALL CLASSES RESUME</td>
</tr>
<tr>
<td>15</td>
<td>WED</td>
<td>FALL 2015 REGISTRATION BEGINS</td>
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<tr>
<td>17</td>
<td>FRI</td>
<td>LAST DAY TO DECLARE PASS/FAIL</td>
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### MARCH

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<tbody>
<tr>
<td>1-5</td>
<td>WED-SUN</td>
<td>EASTER BREAK/NO CLASSES</td>
</tr>
<tr>
<td>6</td>
<td>MON</td>
<td>READING DAY / NO CLASSES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EVENING CLASSES HELD AFTER 3PM</td>
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<tr>
<td>7</td>
<td>TUES</td>
<td>ALL CLASSES RESUME</td>
</tr>
<tr>
<td>15</td>
<td>WED</td>
<td>FALL 2015 REGISTRATION BEGINS</td>
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<tr>
<td>17</td>
<td>FRI</td>
<td>LAST DAY TO DECLARE PASS/FAIL</td>
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### APRIL

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<td>MAY</td>
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<tr>
<td>1</td>
<td>FRI</td>
<td>LAST DAY TO WITHDRAW FROM CLASSES/REGULAR CLASSES END</td>
</tr>
<tr>
<td>2-3</td>
<td>SAT-SUN</td>
<td>WEEKEND CLASSES END</td>
</tr>
<tr>
<td>4-7</td>
<td>MON-THURS</td>
<td>FINAL EXAMS/SEMESTER BREAK BEGINS</td>
</tr>
<tr>
<td>9</td>
<td>SAT</td>
<td>GRADUATION DAY</td>
</tr>
<tr>
<td>12</td>
<td>TUES</td>
<td>GRADING DUE: 9AM TO REGISTRAR</td>
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PROGRAMS OF STUDY AT MCADS

The McAuley College of Associate Degree Studies (MCADS) of Mercyhurst University offers Bachelor, Associate and Certificate degrees at the following locations:

- Booker T. Washington Center (BTW)
- Corry Campus (COR)
- Erie Campus (ECADS)
- North East (NE)

BACHELOR DEGREE PROGRAMS (NE LOCATION ONLY)

- Health Care Science
- RN to BSN

ASSOCIATE OF ARTS

- Early Childhood Education (NE)
- Liberal Arts (BTW, COR & NE)
- Liberal Arts Science (NE)

ASSOCIATE OF SCIENCE

BUSINESS
- Accounting Concentration (ECADS & NE)
- Corporate Support & Security (NE)
- Insurance Concentration (NE)
- Management Concentration (BTW, COR, ECADS & NE)
- New Media Concentration (NE)
- Retail Management Concentration (BTW & NE)
- Sports Management Concentration (NE)
- Viticulture Concentration (NE)

COMPUTER SYSTEMS SUPPORT (NE)

CRIMINAL JUSTICE
- Law Enforcement Concentration (ECADS & NE)
- Law Enforcement with Completion of ACT 120 (NE)

HOSPITALITY MANAGEMENT
- Culinary Arts Concentration (NE)
- Facilities & Property Management (NE)
- Hospitality Management (NE)

MEDICAL LABORATORY TECHNICIAN (NE)

OCCUPATIONAL THERAPY ASSISTANT (NE)

OFFICE MEDICAL MANAGEMENT
- Health Information Management (NE)

PHYSICAL THERAPIST ASSISTANT PROGRAM (NE)

RESPIRATORY THERAPIST (NE)

REGISTERED NURSING (NE)

CERTIFICATE PROGRAMS AT MCADS

- Culinary Arts (NE location only)
- Information Technology Specialist (NE)
- Medical Assistant (BTW)
- Municipal Police Academy (NE)
- Practical Nursing (NE)
- Retail Management (NE & BTW)

SPECIALIZED CREDENTIAL

- Early Childhood Education (BTW & NE)

ACCREDITATION

Mercyhurst University is accredited by:

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West
Philadelphia, PA 19104
Telephone: (267) 284-5000
E-mail: info@msche.org

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

The Medical Laboratory Technician Program is accredited by NAACLS
National Accrediting Agency for Clinical Laboratory Science
5600 N. River Road, Suite 850
Rosemont, IL 60018
Telephone: (773) 714-8880
E-mail: naaclsinfo@naacls.org
Website: www.naacls.org

The Associate of Science in Nursing Program is accredited by Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
Website: www.acenursing.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
Website: 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 Respiratory Therapist Program is accredited by the Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Telephone: (817) 283-2835
Website: www.coarc.com

ASSOCIATIONS/APPROVALS:

Pennsylvania Department of Education
Pennsylvania State Board of Nursing
Three Rivers Academic Consortium
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.

MUNE 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 collegial processes. Most of the courses are applicable to further study in baccalaureate programs at Mercyhurst University or other institutions.

The purpose of MUNE is clear: to enrich and prepare students to successfully manage future academic, 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 near Lake Erie, the North East campus is situated on 84 acres a few blocks from the town center with its traditional architecture and small town atmosphere. The Redemptorist Fathers had previously operated the property for 110 years as St. Mary’s College. The North East campus has thirteen buildings providing an imposing vista. The facilities and resources continue to be expanded and enhanced. They include recently modernized academic/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, lacrosse, baseball and softball. The campus has a full Internet infrastructure that connects it with the Erie campus and to the World Wide Web. Each resident room has at least one Internet connection through the University’s system.

There are computer laboratories and the Ridge library with computers that provide basic resources in word processing, spread sheets and data bases with web browsers permitting full contact with the Erie campus library, Hammermill, and its resources including online scholarly materials and access to the web-based catalogue for the University’s library collection - available within a day to the students at MUNE.

A special dining hall and three instructional kitchens support the culinary arts instruction. Laboratory and classroom space are well equipped to support programming of all our allied health majors. Basic science laboratories for instruction and research in anatomy, physiology and microbiology as well as a bookstore Miller Hall. The Admission Office is located on the first floor of Neumann Hall on the North East campus.

In late 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 used for the practical nursing, the municipal police training programs and the RN to BSN completion program.

A number of classes are also 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 recently renamed the Bruce and Arlene Smith Education Center.

Even more growth was seen in the fall of 2008 with the opening of a new residence hall and the addition of three new majors: respiratory therapy, occupational therapy assistant and medical laboratory technician. The Hirtzel Human Anatomy and Forensic Anthropology Laboratory, a $1.2 million mega-lab, opened in the fall of 2009. The lab provides an unprecedented learning opportunity for science and nursing students on both the Erie and North East campuses while taking its place among the best-equipped forensic labs in the country.

Since 2009 enrollment, registered nurses can now earn a bachelor of science in nursing at MUNE through the school’s approved R.N. to B.S.N. completion program.

A number of milestones have occurred throughout the years. In 2011 MUNE celebrated its 20th anniversary, the very 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, while the attached garage is under construction. The garage will be our new Hilton Hotel laboratory and will allow students in our Hospitality Management Program hands on experience in an actual hotel room and laundry facility. Plans for the remainder of the estate are under consideration.

In early 2013, the College was awarded University status. This status initiated the new McAuley College of Associate Degrees which includes the campuses of North East, Booker T. Washington Center and Corry. Later that year, Erie CADS was established in 2013 as an alternative way for working professional to earn an associate degree. As such, the program was 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. Many of these classes are held in conjunction with our adult college.

Fall of 2014 will launch the new Bachelor of Science Health Care Science degree. This new 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 Therapy Assistant, or Occupational Therapy Assistant and have passed their licensure exam can complete their bachelor’s degree in two years.

The Bachelor of Science in Health Care Science is designed for the working professional so it is offered in the evenings and weekends. Additionally, many of the courses are designated as enhanced, with a portion of the coursework being completed online. Enhanced courses are a blend of traditional and online courses providing a more convenient option for working professionals without the loss of interactions between students and faculty that are a key component to learning.
New concentrations and certificates were also launched in the fall of 2014. These include the concentrations of Viticulture and Retail Management in Business, Facilities and Property Management in Hospitality, and one year certifications/credentials in Retail Management and Early Childhood Education. Additionally, the Associate of Arts in Early Education was resurrected after a reconfiguration of 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.

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 will be 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.

Other resources include the addition of tutors for students attending Mercyhurst University at the Booker T. Washington Center and new programs. New programs added fall 2014 include college prep courses offered collaboratively with GECAC for students needing an extra boost Students needing additional assistance prior to beginning college courses, a certificate and concentration in business for retail management as well as a specialized credential in early education.

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

In selecting a student for admission, the McAuley College of Associate Degree Studies of Mercyhurst University 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’s Admission policy is free of discrimination on the grounds of race, creed, color, sex, or national origin.

The primary admission requirement for the McAuley College of Associate Degree Studies (MCADS) 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 McAuley College of Associate Degree Studies basic skills placement examination, and a personal interview. For those applying to one of our Allied Health Programs, a TEAS test may also be required.

Associate degree program requirements vary. Most programs require a minimum grade point average of 1.75 in high school or equivalent G.E.D. scores, and the successful completion of the MCADS basic skills placement examination.

Our more selective programs, particularly the Allied Health programs, may require at least a 2.5 GPA and some prerequisite coursework. On occasion, the basic skills placement examination requirement is waived.

HOW TO APPLY

• A potential student must file a completed McAuley College of Associate Degree Studies application form with the Admission Office.
• A non-refundable $25 fee must accompany the completed paper application. You may apply free charge via the Internet at http://northeast.mercyhurst.edu, or by sending an application to:

Admission Office
Mercyhurst University-The North East Campus
16 West 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 Admission 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 Admission Office.
• It is the responsibility of all applicants to see that all supporting documents are sent in a timely manner.
STUDENT LIFE

While students will invest a great deal of time and effort in 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 University-The North East Campus 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, 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 Sigma Alpha Pi Honor Society.

Mercyhurst University-The North East Campus has a variety of Recognized Student Clubs/Organizations (RSOC) that students can join. Every fall semester, the Division of Student Life launches the Annual RSOC 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 Therapy Assistant Club, Psychology Club, Respiratory Therapy Assistant 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 an SSCO that is not represented, Student Government will assist you with that process. Visit the campus website at caMpsUsNEws for more details.

STUDENT LIFE

**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. Commuters resist attending events or participating in the co-currucular 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 nights, 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 on all the Mercyhurst campuses can use the entire EMTA system free of charge simply by showing a Mercyhurst University ID. For a complete list of routes and offerings, visit: ride-the-e.com/routes_and_fares
COMMUTER CONNECTIONS PROGRAM

Commuter Connections pairs first-year commuter students with "seasoned" second-year students, called Commuter Assistants (CAs), who provide support, advice, and camaraderie during the new students' first year. CAs work hard to ensure that first-year commuter students adjust to life at Mercyhurst University and have positive and constructive college experiences.

CAs 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. CAs can be easily reached and are accessible to answer questions that commuter students may have. CAs 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 friends and extend support systems.
- **Support and guidance** from Student Life.

RESIDENCE LIFE

The Office of Residence Life & Student Conduct is an integral part of the educational mission of the University. The residence life team strives to provide a living environment that encourages students to grow socially, culturally, and emotionally as well as academically.

A live-in staff assists and guides new students when faced with a wide range of concerns from maintenance needs and room changes to issues of roommate conflicts, University policy enforcement, and adjustment to residential life.

Leading the live-in team are the **Resident Directors (RD)**, master's-level professionals who oversee the halls, supervise the staff, lead community building and developmental efforts, and review violations of the Student Conduct Code. Completing the residence life team are **Resident Assistants (RA)**, students with upperclassman standing who maintain a close enduring contact with their residents. RAs are trained to serve as role models and to help new students adjust to campus life.

RDs work with the RAs to manage the day-to-day affairs and activities for the residents. The team organizes activities throughout the year to relieve stress and build community among the residential students. In coping with new responsibilities and decisions, new students often worry in silence or follow the cues of inexperienced peers. Throughout their first year, new students can more readily solve problems and make wise choices by talking with their RD and/or RA.

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. Residential housing at Mercyhurst University-The North East Campus is substance free, even if students are of legal drinking age. Students found in violation of the policy face the possibility of fines, community restitutions, 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.
**Home Away From Home**

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. The Residence Life staff seeks to provide a living environment that enables students to grow socially, culturally, and emotionally, while they grow academically.

**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 floors, 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. 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, living room, kitchen, storage closet, linen closet and 1.5 bath. 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 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, health forms and the housing deposit. 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 or 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.

**Reasons students consider counseling:**

- “I find myself putting off studying until the last minute and feeling stressed out.”
- “I feel really anxious before and during tests.”

**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@merc丫hurst.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 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. 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

Depending on the student's academic major and course scheduling, a full-time student typically takes 30 credits (ten courses) each year. Usually students take 15 credits in each semester.

(Note: Freshman typically take 31 credits their first year because they are required to take the 1-credit FYI course). Below is a chart of typical costs based on enrollment.

FULL-TIME STUDENT

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7,700</td>
<td>$7,700</td>
<td>$15,400.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$750</td>
<td>$750</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Commuter Total</td>
<td>$8,450</td>
<td>$8,450</td>
<td>$16,900.00</td>
</tr>
</tbody>
</table>

For Residents, add the tuition and fees and the following:

Room & Board
- Dorm Room: $2,375
- Board: $2,275

Resident Total: $13,100

PART-TIME STUDENT (3/4 TIME)

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,850</td>
<td>$4,850</td>
<td>$9,700.00</td>
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<tr>
<td>Fees</td>
<td>$600</td>
<td>$600</td>
<td>$1,200.00</td>
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<tr>
<td>Commuter Total</td>
<td>$5,450</td>
<td>$5,450</td>
<td>$10,900.00</td>
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HALF-TIME STUDENT (1/2 TIME)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$3,100</td>
<td>$3,100</td>
<td>$6,200.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$450</td>
<td>$450</td>
<td>$900.00</td>
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<tr>
<td>Commuter Total</td>
<td>$3,550</td>
<td>$3,550</td>
<td>$7,100.00</td>
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</table>

LESS THAN HALF-TIME STUDENT (1-5 CREDITS)

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<th>FALL</th>
<th>SPRING</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,550</td>
<td>$1,550</td>
<td>$3,100.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$200</td>
<td>$200</td>
<td>$400.00</td>
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<tr>
<td>Commuter Total</td>
<td>$1,750</td>
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MERCYHURST CORRY & BTW

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<th>SPRING</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$7,350</td>
<td>$7,350</td>
<td>$14,700.00</td>
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<tr>
<td>Registration Fee</td>
<td>$65</td>
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<td>$130.00</td>
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<td>Total</td>
<td>$7,415</td>
<td>$7,415</td>
<td>$14,830.00</td>
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C.A.D.S AT ERIE

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<th></th>
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<th>SPRING</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$7,350</td>
<td>$7,350</td>
<td>$14,700.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$200</td>
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<td>$400.00</td>
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<tr>
<td>Registration Fee</td>
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<td>$65</td>
<td>$130.00</td>
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<tr>
<td>Total</td>
<td>$7,615</td>
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<td>$15,230.00</td>
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LPN PROGRAM

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<tbody>
<tr>
<td>Tuition</td>
<td>$4,225</td>
<td>$4,225</td>
<td>$4,225</td>
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<tr>
<td>Program Premium</td>
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<td>$1,350</td>
<td>$4,050.00</td>
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<tr>
<td>Total</td>
<td>$5,575</td>
<td>$5,575</td>
<td>$5,575</td>
<td>$16,725.00</td>
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</table>

MUNICIPAL POLICE ACADEMY

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$8,450</td>
<td>(College Credit Program Fees Tuition)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (21 weeks)</td>
<td>$5,100</td>
<td>(Certificate Program Fees Tuition)</td>
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</table>

TUITION COSTS (PER 3 CREDIT COURSE)

<p>| | | | | |</p>
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<tr>
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<tbody>
<tr>
<td>Mercyhurst Corry</td>
<td>$1,470.00</td>
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<tr>
<td>Mercyhurst at Booker T. Washington</td>
<td>$1,470.00</td>
<td></td>
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<tr>
<td>Mercyhurst at C.A.D.S at Erie</td>
<td>$1,470.00</td>
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<tr>
<td>High School</td>
<td>$315.00</td>
<td></td>
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<tr>
<td>Proficiency Exam</td>
<td>$489.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Audit</td>
<td>$489.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Experience Learning</td>
<td>$489.00</td>
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<td></td>
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<tr>
<td>Mercyhurst Prep</td>
<td>$228.00</td>
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<tr>
<td>CLEP</td>
<td>$252.00</td>
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REQUIRED FEE SCHEDULE (PER TERM)

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<tr>
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<tbody>
<tr>
<td>Full-Time</td>
<td>$750.00</td>
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<tr>
<td>Part-Time (3/4)</td>
<td>$600.00</td>
<td></td>
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<tr>
<td>Half-Time</td>
<td>$400.00</td>
<td></td>
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<tr>
<td>Less than Half-Time</td>
<td>$200.00</td>
<td></td>
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<tr>
<td>Summer</td>
<td>$200.00</td>
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PROGRAM PREMIUM (PER TERM)

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<tbody>
<tr>
<td>Culinary</td>
<td>$1,500.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Part-Time RN or BSN</td>
<td>$375.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Registered Nurse</td>
<td>$1,350.00</td>
<td></td>
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<tr>
<td>PTA</td>
<td>$1,450.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sciences</td>
<td>$650.00</td>
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</tbody>
</table>
The student’s first bill is accompanied by a TMS brochure that contains the answers to most questions. For more information about the plan or how to calculate monthly payments, contact TMS directly at 1-888-713-7234, or visit www.afford.com.

Students incur a legal obligation to pay for tuition and fees when registering for classes. If payment is not made or satisfactory payment arrangements are not made, students are put on Business Office Hold.

Business Office Hold prevents students from registering for classes for the forthcoming semester. In addition, issuance of an official Academic Transcript is not permitted. The University also has the right to deregister a student for the semester for non-payment. Also, failure to make satisfactory payment arrangements to pay the student bill in a timely fashion may subject a student’s account being placed with a collection agency. When accounts are forwarded to a collection agency, students may not attend Mercyhurst until the prior balance due to the University, as well as, collection costs associated with the account are paid in full.

If check payment is made and funds do not clear, in addition to the $150 late fee, the student will be charged the cost of the bank fee associated with insufficient funds. In this instance, the student will be contacted and given one week to make payment to Mercyhurst in the form of a certified check or money order. Legal action may be taken against a person who repeatedly submits check payments that do not clear.

**TUITION & FEE REFUND POLICY DUE TO TOTAL WITHDRAWAL**

Students who wish to withdraw from the University must complete a Cease Enrollment Form, which is available in the Office of Academic Affairs, and obtain the necessary signed approvals from their Academic Success Coach, the Office of Student Financial Services, the Office of Residence Life, and the Office of Academic Affairs. 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.

**Period of Withdrawal During a Term**

<table>
<thead>
<tr>
<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 day 8)</td>
</tr>
<tr>
<td>Calendar days 9 – 15</td>
</tr>
<tr>
<td>Calendar days 16 – 22</td>
</tr>
<tr>
<td>Calendar day 23 -29</td>
</tr>
<tr>
<td>Calendar day 30 and after</td>
</tr>
</tbody>
</table>
Refunds for room and meal plans will be refunded 100% through day 8. Refunds for room and meal plans will be refunded 100% through 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 day of the semester.

The tuition refund policy for pre-summer, summer sessions, J-term only, 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 schedules for these special sessions/programs are available in the Office of Student Financial Services.

**INSTITUTIONAL AND STATE GRANT/ SCHOLARSHIP FINANCIAL AID REFUND POLICY DUE TO TOTAL WITHDRAWAL (CEASE ENROLLMENT)**

Adjustments to institutional and/or state grant/scholarships follow the University’s policy on refunds for tuition, room, and board (refer to the Tuition, Room and Board 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.

**FEDERAL (TITLE IV) FINANCIAL AID REFUND POLICY DUE TO TOTAL WITHDRAWAL (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. 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 the University’s institutional refund policy for tuition, room and board. The schedules vary by start and end dates of each semester and each academic program.

**FINANCIAL AID POLICIES**

Students have the following rights and responsibilities:

- Access to complete information regarding fees, payment and refund policies.
- Confidentiality of all personal and family financial information.
- Reconsideration of student aid eligibility through an appeal to the Office of SFS.
- To advise the Office of SFS of any additional financial aid received that is not indicated on the Mercyhurst Financial Aid Policy.
- To follow application filing deadlines and to submit all required and other information pertaining to the financial aid application process within 21 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 & DEADLINES**

To apply for federal, state, and institutional (Mercyhurst) financial aid, the student must complete and submit a Free Application for Federal Student Aid (FAFSA) each academic year. Students can submit the FAFSA electronically (online) using FAFSA on the Web (http://www.fafsa.ed.gov). To file electronically, the student (and parent if dependent) will need a U.S. Department of Education (USDE) PIN. Students and (parents) may apply for one at http://www.pin.ed.gov. The PIN serves as the student’s identifier to let access to personal information in various US Department of Education (USDE) systems.

A student’s Financial Aid Package is based on full-time enrollment, and SFS uses the student’s enrollment status on the 1st day after drop/add, which is usually the 10th calendar day after the start of the trimester, to determine financial aid eligibility.

If a student drops a course after drop/add, there will be no recalculations of aid or tuition refunds. Whether a student chooses to withdraw from one course or withdraw from the University completely, it is important that the student contact the Office of Student Financial Services for advice regarding financial aid and billing. If the student is not properly enrolled at the time the funds are awarded and disbursed, this could jeopardize receipt of particular types of aid.
Students who have questions about the FAFSA on the Web can speak with a customer service representative by calling 1-800-801-0576. Assistance for students with hearing disabilities is available by dialing the Web TDD number, 1-800-511-5806.

Although students can file the FAFSA anytime after January 1 prior to the forthcoming academic year in which they plan to attend, the 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. To apply for financial aid at Mercyhurst, include Mercyhurst’s institutional code, 003297, in the college choice section of the FAFSA.

Students may file the FAFSA after the deadline of March 15 and submit any required documentation after June 15; however, there are specific deadlines associated with each student aid program.

**SFS SCHEDULES & DEADLINES**

**DECEMBER**
Freshmen scholarship award offers begin.

**JANUARY**
Free Application for Federal Student Aid (FAFSA) available for filing by going to www.FAFSA.ed.gov.

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

Tuition bills are sent to students registered for spring semester.

SAP appeals for the spring semester must be submitted to the Financial Aid Satisfactory Academic Progress Committee by January 1st.

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

**FEBRUARY**
Financial Aid Packaging begins for freshman, transfer students, and first-time graduate students who have filed a FAFSA.

Student Aid Reports (SAR) start arriving in the mail Mercyhurst University must be chosen as the institution of choice (school code 003297) on the SAR.

**MARCH**
FAFSA preferred filing deadline for forthcoming academic year is March 15; Mercyhurst University must be chosen as the institution of choice (school code 003297) in the college choice section of the FAFSA.

**APRIL**
Loan exit counseling is completed by student-loan borrowers expecting to graduate after spring semester.

Summer Financial Aid applications are available in the SFS office and online at www.mercyhurst.edu/financial-aid/forms.

**MAY**
- Admission tuition deposits due May 1.
- FAFSA filing deadline for PHEAA Grant applicants is May 1.
- Returning student records reviewed for Satisfactory Academic Progress (SAP) after spring semester grades are posted.

**SFS SCHEDULES & DEADLINES**

**JUNE**
New students (and parents) attend Summer Orientations.

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

2014 Federal Income Tax Returns and any other requested information must be submitted to the Office of SFS by June 15 to complete the federal financial aid verification process.

Summer Financial Aid applications deadline is June 16.

**JULY**
New students (and parents) attend Summer Orientations.

Tuition bills are sent to registered students for fall semester.

Loan exit counseling is completed by student-loan borrowers expecting to graduate after summer semester.

**AUGUST/SEPTEMBER**
New students (and parents) attend Summer Orientations.

Appeals due to the Academic Progress by August 13.

**FINANCIAL AID PACKAGING**

Helping students afford a Mercyhurst education is important to the University. Although the primary responsibility for college education rests with a student's family, there are several sources that can help reduce the expense of an education at Mercyhurst. The federal government, state government, and Mercyhurst all provide various forms of assistance vehicles to help the student and the family finance the student's education at Mercyhurst. Detail on specific student aid programs available to students is 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 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 & board, transportation allowance, books & supplies allowance, and miscellaneous educational expenses. Please refer to the 2014 - 2015 Student Financial Services Policy and Procedures Guide for examples of COA budgets.

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. It is the amount that the student and his/her family are expected to contribute toward the expense of an education.

FINANCIAL NEED

Financial Need refers to the Cost of Attendance (COA) minus the Expected Family Contribution (EFC). Demonstrated Financial Need. 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. 

\[(\text{COA} - \text{EFC} = \text{need})\]

determines a student’s eligibility for need-based financial assistance. It is the amount that the student and his/her family are expected to contribute toward the expense of an education.

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.

If there are other circumstances that affect the amount that the student and family are expected to 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 monetary 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 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 student’s FAFSA will be reprocessed. This may result in a revision of the Financial Aid Package.

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.

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 June 15 prior to the academic year.

Failure to reply to requests for information after three requests will result in cancellation of any financial aid offers. Students may still submit documents after the June 15 deadline, but 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 sections specific requirements regarding enrollment status. In general, SFS uses the following undergraduate enrollment criteria to determine eligibility for the financial aid programs it administers:

CREDITS ENROLLMENT STATUS CLASSIFICATION

| 12 + credits | Full time |
| 9-7 credits   | Three-quarter time |
| 6-8 credits   | Half-time |
| 1-5 credits   | Less than half time |

A student’s Financial Aid Package is based on full-time enrollment, and SFS uses your enrollment status on the 8th day of each term to determine your financial aid eligibility. If the student does not have full-time status, he/she may lose eligibility for some financial aid programs and others may be reduced, accordingly.
COST OF ATTENDANCE (COA)

Eligibility for federal and state grants, as well as some Mercyhurst 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 ACG, Federal SMART Grant, 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 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 grants or scholarships are adjusted before federal, state or external sources.

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

MERCYHURST SCHOLARSHIP & GRANTS

Most scholarship and grant programs require that students be enrolled full time and maintain a minimum Grade Point Average (GPA). Most scholarships are renewable, but some are not. In order for students to continue receiving renewable scholarships, they must continue to meet the scholarship criteria as described in detail below or as described in a separate communication sent directly to the student with the award. 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 also makes available scholarships and grants based on financial need. Students are required to file a FAFSA annually to continue to receive Mercyhurst need-based scholarships and grants.

Note: The following information on the student aid programs is current as of the publication date of this academic catalog. Mercyhurst 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 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.

NORTH EAST GRANT (NEAID)- 2-year scholarship awarded to freshmen and transfer students attending the North East Campus demonstrating financial need.

North East Athletic Aid (NEATH)- This grant will be given to North East scholarship athletes. Award amounts will be determined by the athletic coach in conjunction with the Director of Admissions or the Assistant Director of SFS

Booker T. Washington Aid (BTAID)- 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 Resident Grant (MNER)- Students residing in Mercyhurst North East housing may be awarded this need-based scholarship to help subsidize the cost of living on campus.

North East Nursing Alumni Grant (NEALM)- This scholarship can be awarded to students who graduated from the Mercyhurst North East ASN program who choose to enroll at Mercyhurst in the BSN program. Awards may be given up to $500 per semester.

Allied Health Partnership Grant (AHPG)- $500 per semester institutional grant available to employees of Mercyhurst’s Allied Health Partners. The grant is available regardless of credit load. (see website for participating partners)

ENDOWED, RESTRICTED & FOUNDATION SCHOLARSHIPS

There are several dozens of 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 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
-Mercyhurst North East Scholarship Endowment
-Professor Amalia Morelli Endowed Scholarship
-Mercyhurst North East Student Government Scholarship
-Saint Vincent Health System Nursing Scholarship
-Sisters of Mercy Endowed Scholarship
FEDERAL NEED BASED GRANTS

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. In addition to any other requirements, the student must also be a U.S. citizen or an eligible non-citizen and have a high-school diploma or GED, or demonstrate the ability to benefit from the program offered. Dollar amounts awarded depend on the student’s reported Cost of Attendance (COA), Estimated Family Contribution (EFC), 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 OPPORTUNITY GRANT (SEOG)
Undergraduate students are eligible to receive SEOG if Pell-eligible, pursuing his/her first undergraduate degree, and demonstrate “exceptional financial need,” typically equated with a $0 Estimated Family Contribution (EFC) as indicated on the student’s Student Aid Report (SAR). Students may be enrolled part-time or full-time to receive SEOG. Because funding is limited, priority is given to applicants meeting the March 15 FAFSA filing deadline.

Most scholarship and grant programs require that students be enrolled full time and maintain a minimum Grade Point Average (GPA). Most scholarships are renewable, but some are not. In order for students to continue receiving renewable scholarships, they must continue to meet the scholarship criteria as described in detail below or as described in a separate communication sent directly to the student with the award. Students must also meet the minimum standards specified in the Satisfactory Academic Progress Policy for Financial Aid.

STATE GRANTS, SCHOLARSHIP AND OTHER PROGRAMS

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AUTHORITY GRANT (PHEAA)
Students can receive a PHEAA grant if he/she is an undergraduate enrolled at least half time pursuing an associate or bachelor degree, demonstrate financial need, do not have a first bachelor’s degree, and are a legal residents 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.

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.

MONTGOMERY GI BILL
This is a government program; contact the local U.S. Department of Veterans Affairs representative for more detailed information and assistance applying.

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 CHAFFEE 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 Chaffee 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: http://www.pheaa.org/specialprograms/etg_application.pdf or call 1-800-831-0797.

LOAN PROGRAMS

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 loans 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 the student files the FAFSA.

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 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.
Federal Perkins loans are usually awarded between the range of $1,000 and $2,000 annually. Students awarded a Federal Perkins loan will be required to sign electronically a Federal Perkins Master Promissory Note (MPN) and complete on-line 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 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 halftime. 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 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.

**FEDERAL DIRECT LOAN**

Federal Direct Loans are low-interest loans from the U.S. Department of Education that are administered by Mercyhurst 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 Loans replace the Federal Stafford Loans, which were formerly known as Federal Guaranteed Student Loans. Because the funding for these loans comes straight from the US Department of Education, students do not have to find a lender to borrow through this program. Students should disregard any offers they may receive about the Federal Stafford Loan program through private lenders. Since Mercyhurst University is a Federal Direct Lending institution students may not use a private lender to apply for a Federal Stafford Loan.

**FEDERAL DIRECT LOAN INTERESTS & FEES**

In addition to interest, all Federal Direct Loans have a 1.0% origination fee. This fee reduces the amount that disburses to students accounts. For example, if a student borrows $3,500 for the academic year, $35.00 will be deducted from the loan amount and paid directly to the U.S. Department of Education.

**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 qualifies for a Federal Direct Loan, it will be included in the student’s Financial Aid Award Letter. Below is a current listing of Mercyhurst 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 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 PIN to sign the MPN electronically. After the student signs the MPN, electronic notification will be sent to Mercyhurst University. Mercyhurst 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. It concludes with a 15-question quiz.

Entrance Counseling can be completed at www.studentloans.gov. The student will need the U.S. Department of Education PIN to successfully complete Entrance Counseling. After Entrance Counseling is completed, the results will be sent electronically to Mercyhurst 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 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 LIMITS**

The federal government sets limits on the amount of money a student can borrow. Mercyhurst University awards students who have filed the FAFSA the maximum amount eligible under such limits. The annual limit applies to the most a student can borrow in one academic year, while the aggregate limit applies to the maximum a student can borrow in a lifetime.
Independent students and dependent students whose parents are unable to borrow a PLUS loan are eligible for additional Federal Direct Unsubsidized Loan.

Below is a chart of annual and aggregate loan limits for Federal Direct Loans:

**FEDERAL DIRECT LOAN ANNUAL LIMITS**
(combined Subsidized & unsubsidized loans)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Annual Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$5,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
</tr>
<tr>
<td>Junior, Senior &amp; Post-Baccalaureate</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

**INDEPENDENT & DEPENDENT WITH PLUS DENIAL**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Annual Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$10,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$12,500</td>
</tr>
<tr>
<td>Junior, Senior &amp; Post-Baccalaureate (excluding Teacher Certification)</td>
<td>$12,500</td>
</tr>
<tr>
<td>Post-Baccalaureate Teacher Certification</td>
<td>$12,500</td>
</tr>
<tr>
<td>Graduate</td>
<td>$20,500</td>
</tr>
</tbody>
</table>

**FEDERAL DIRECT LOAN LIFE TIME LIMITS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lifetime Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Dependent</td>
<td>$31,500</td>
</tr>
<tr>
<td>Undergraduate Independent</td>
<td>$57,500</td>
</tr>
<tr>
<td>Graduate</td>
<td>$13,850</td>
</tr>
</tbody>
</table>

**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 PIN 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.

Because the funding for Federal Direct PLUS loans comes straight from the US Department of Education, students and parents do not have to find a lender to borrow through this program. Students and parent should disregard any offers they may receive about the Federal PLUS Loan program offered through private lenders. Since Mercyhurst University is a Federal Direct Lending institution, parents may not use a private lender to apply for a Federal PLUS Loan.

**PLUS INTEREST & FEES**

The interest rate is a fixed 7.21% and is charged on the loan from the time the loan funds are disbursed until it is paid in full. In addition to interest, the Federal PLUS Loan has 4.29% origination fee. This fee reduces the amount that disburse to the student’s account. For example, if $5000 is borrowed under the Federal Direct PLUS Loan program, $214.00 will be deducted from the student’s loan amount and paid directly to the U.S. Department of Education.

**HOW TO APPLY TO A FEDERAL DIRECT PLUS LOAN**

To apply for a Federal Direct Loan, the student must complete the FAFSA. In addition, parent borrowers must complete a Federal Direct PLUS Loan Application Form and graduate borrowers must complete a Federal Direct Graduate PLUS Application Form and submit it to the Office of Student Financial Services. In addition to the PLUS borrower being credit-worthy, to be eligible, the student must be enrolled at least half-time and meet other general federal student aid eligibility requirements.

**E-SIGN THE FEDERAL DIRECT PLUS LOAN MASTER PROMISSORY (PLUS MPN)**

Parents and graduate students borrowing a Federal Direct PLUS Loan must complete a Federal Direct PLUS Loan Electronic master Promissory Note (PLUS MPN) before loan money can be disbursed. Once a Federal Direct Loan MPN is completed and the loan is disbursed to the student’s account by Mercyhurst University the parent does not have to sign Federal Loan MPN again (it is valid for 10 years). To complete the PLUS MPN, the parent must go to www.studentloans.gov. The parent will need a U.S. Department of Education PIN to sign your MPN electronically.

After the PLUS MPN is signed, electronic notification will be sent to Mercyhurst University. Mercyhurst University may not disburse the Federal Direct PLUS Loans unless the borrower has completed PLUS MPN and the loan is approved by the US Department of Education. In addition, graduate PLUS borrowers must complete Entrance Counseling prior to receiving a Federal Direct Graduate PLUS Loan.

**GRADUATE PLUS ENTRANCE COUNSELING**

The federal government requires graduate students to complete in loan counseling prior to receiving a Federal Direct Graduate PLUS 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. Students will need their U.S. Department of Education PIN to successfully complete Entrance Counseling. After Entrance Counseling is completed, the results will be sent electronically to Mercyhurst University, although the student may wish to print a copy of the rights and responsibility page for personal records.

**RECEIVING PLUS LOAN FUNDS**

When Mercyhurst University is notified by the Federal Direct Loan Processor that they have a valid PLUS MPN on file and the PLUS loan is approved, the Federal Direct PLUS Loan will automatically be credited to the student’s account as long as all other federal student aid eligibility requirements are met. In addition, Mercyhurst University must be notified that the graduate PLUS borrower has completed Entrance Counseling before the loan is credited.
PARENT PLUS LOAN FUNDS
If the Federal Direct PLUS (for parent) disbursement generates a credit balance on the student account after college charges are paid, the refunded amount will go to the parent unless the parent borrower authorizes that the refund be sent to 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 offer. 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, which 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. Graduate 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, which means that students should file the FAFSA. Students and parents are also encouraged to compare private alternative loan costs with those of the Federal Direct PLUS Loan, as PLUS Loan is usually less expensive and usually has better repayment options. Most private alternative lenders rely heavily on the creditworthiness of the student and cosigner to determine whether or not a loan application will be approved and the interest rate. Mercyhurst University recommends that borrowers compare and research various private alternative lenders available in the marketplace, but to avoid direct-to-consumer loans. Direct-to-consumer loans often have much higher interest rates than private alternative educational loans. Usually direct-to-consumer loans do not require school certification. A good place to begin your research for Private Alternative Educational Loans is www.elmselect.com.

STUDENT EMPLOYMENT PROGRAMS
SFS offers programs that allow students to earn money to help finance college expenses and acquire practical work experience through part-time employment. The student must be accepted into a degree granting program 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 following programs: Institutional Work-Study (IWS) provides on-campus employment opportunities for Mercyhurst students that demonstrate financial need. You must be enrolled full-time to qualify for Institutional Workstudy.

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:

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.

CREDIT HOUR PROGRAM
Students must complete a minimum number of credits toward graduation requirements each academic year in which they are enrolled at Mercyhurst.

QUANTITATIVE
The quantitative measurement for academic progress compares the credits attempted to credits passed. Students must complete 67% 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
Upperclassmen must have a 2.0 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</th>
<th>MINIMUM CUMULATIVE GPA REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>2</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>3</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>5</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>6</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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.

**CLOCK HOUR PROGRAM**

Quantitative measure for clock hour programs is evaluated based on calendar time. The review must occur at the mid-point of the program length.

**PRACTICAL NURSING** – 1,670 clock hours, 48 weeks, and 4 terms (spring, summer, fall and winter) At the conclusion of summer term, Practical Nursing students are expected to have successfully completed at least 834 clock hours.

**MUNICIPAL POLICE CADET** – 893 clock hours, 21 weeks, 1 term

After the tenth week of the program, Municipal Police Cadets are expected to have successfully completed 425 clock hours term.

**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.

**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 grade 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 APPELING**

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 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**

**FALL SEMESTER** – August 13th, 2014

**SPRING SEMESTER** – January 7th, 2015

**PENNSYLVANIA (PHEAA) STATE GRANTS & SCHOLARSHIPS**

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.

<table>
<thead>
<tr>
<th>FULL TIME SEMESTER AWARD</th>
<th>AWARD COUNTER</th>
<th>STUDENT MUST COMPLETE A MINIMUM OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time semester award</td>
<td>.50</td>
<td>12 semester credits/450 clock hours</td>
</tr>
<tr>
<td>Full-time trimester/quarter award</td>
<td>33/.34</td>
<td>12 qtr. or 8 semester credits/300 clock hours</td>
</tr>
<tr>
<td>Part-time semester award</td>
<td>.25</td>
<td>6 semester credits/225 clock hours</td>
</tr>
<tr>
<td>Part-time quarter award</td>
<td>.16/.17</td>
<td>6 qtr. or 4 semester credits/150 clock hours</td>
</tr>
</tbody>
</table>

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.

**COURSEWORK AND INCOMPLETE COURSEWORK**

Repeated coursework may only be counted once toward the state aid grant/scholarship academic progress requirement. Credits earned through examination may only be counted toward the academic progress test if the examination is taken during one of the semesters being reviewed for progress.

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.

**PROCEDURE 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 reported 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.
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:**

1. **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.

2. **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 extra curricular opportunities through reading the caMpUsNEws email newsletter and reading the various posters and flyers throughout campus.

3. **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.

4. **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.

5. **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.

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**RIDGE LIBRARY**

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.
ACADEMIC SUCCESS CENTER

The Academic Success Center enhances the academic development of students and reinforces the student centered learning environment at MUNE. 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

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.

Academic success coaches can help you evaluate your study skills, define your challenges, develop strategies for academic success and help you if are 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 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, please contact
Mrs. Natalie Britt at nbritt@mercyhurst.edu or at 814.725.6125

THE MUNE EXPERIENCE

The MUNE Experience course is an important part of the transition to college life at Mercyhurst University, the North East campus. MUNE experience is a one-credit, letter graded course that challenges first year students to consider aspects of the college “experience” including common choices, obstacles and realities confronting them in the scholarly environment of MUNE.

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, 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 MUNE 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 2014-2015 Academic Year, Mercyhurst University –

The North East Campus offers articulated credits in the following Associate Degree program: Computer Systems Support (9 credits)

CAREER SERVICES

One of the reasons you chose Mercyhurst University was to help begin or advance your career. The Career Center was established to assist you in reaching your goals. Whether you would like to explore internships, careers, or furthering your education, the Career Center can provide tools and guidance to help. Services and resources include:
• Assistance in the internship and externship selection and coordination process.
• Posting of job openings and internship opportunities.
• Helping to identify skills, strengths and interests.
• Occupational career counseling.
• Resume writing counseling and assistance.
• Job search, networking, and interviewing skills development.
• Annual career fairs and employer visits.
• Assistance in the job search process through Mercyhurst Career Connect.
• Computers and career-related brochures and information.

For additional information, contact the Career Services Coordinator, Monica Clem, at 814.725.6208 or mclem@mercyhurst.edu.

PEER TUTORING SERVICES

The peer tutoring program helps students achieve their academic best in their classes. Peer tutoring is free of charge and may be utilized by all students, not just those who are having difficulties. Help with homework assignments and projects is available in the peer tutoring lab.

Peer Tutoring
The Peer Tutoring Center is located in the new Academic Success Center in Miller 12. Students do not have to make an appointment to use this FREE service, but can 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
• Improve your grade
• Raise your overall GPA

For more information on Peer Tutoring, please contact Mr. Patrick Doyle at pdoyle@mercyhurst.edu
For Nursing Students
Nursing students have a professional tutor to help with their nursing classes. For more information on hours and study session appointment times, email Colleen Daisley at Colleen.daisley@gmail.com or (814) 490-9371.

WRITING CENTER

The Writing Center at MUNE is staffed by a professional tutor and is a FREE service available to all Mercyhurst University students. Our goal is to help students master the skills necessary to succeed in their courses and their careers. The Writing Center aims not only to help students with current projects, but also to foster the skills and self-confidence needed for continued improvement and success.

The Writing Center isn’t just for University writing courses. Students are encouraged to stop in for help with any class assignment that involves writing. The MUNE Writing Center can help at all stages of the writing process, including these common areas:

- 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
- And more!

The Writing Center is located in the new Academic Success Center in Miller 14. Students can sign up for half hour or hour appointments, depending on the length of the assignment.

For more information on the Writing Center, please contact Mr. Patrick Doyle at pdoyle@mercyhurst.edu or at 814.725.6321

LEARNING DIFFERENCES

Learning is an individual process in which everyone learns at different rates and in different ways. Mercyhurst University 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 MUNE, it is the student’s responsibility to disclose his/her 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 Mrs. Sara Kitchen at skitchen@mercyhurst.edu and/or Ms. Laurie Baker at lbaker@mercyhurst.edu.
Successful completion of academic goals requires dedication to study, 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 mid term 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 mid way and a brief Easter recess.

**ACADEMIC REQUIREMENTS**

MUNE 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.

**CORE CURRICULUM**

The Associate College of Mercyhurst University is comprised of programs that offer the Bachelors of Science in Health Care Science, and the RN to BSN completion program as well as both Associate of Science and Associate of Arts degrees in a two-year curriculum format.

For students in our Allied Health programs who seek Bachelor degrees to progress in their careers, MUNE offers 2 completion programs. Students who have earned their Associate of Science in Nursing have the opportunity to earn their Bachelor's of Science in Nursing degree through our RN to BSN program. This program is designed so graduates of an ASN program can complete their BSN degree with only two additional years of coursework.

Graduates in other Allied Health programs such as PTA, MLT, RT, and OTA have the option to earn Bachelor of Science in Health Care Science. Two years of additional coursework beyond an associate degree is needed to earn this Bachelor's degree.

The program specific components of the degrees are formulated in conjunction with the requirements of any relevant accrediting body or with respect to the technical elements necessary in order for a graduate to be successful in a specific field.

A number of the degrees at the Associate level are considered terminal degrees in that they allow a graduate to be a fully functioning practitioner after completing either a licensure or certificate examination.

While these graduates may choose to further their education in the future by going on to a Baccalaureate college, they are also quite likely to begin their career in their respective field and remain within that field for the remainder of their career. Another portion of the degrees earned at the Associate level tend to have graduates who have a high likelihood of continuing on for their Baccalaureate degree based on past graduate preference. In light of the fact that the Core at the Associate level must serve not only the founding principles of Mercyhurst University but also these two populations of graduates, and must allow for graduation in a two-year full-time timeframe, the Core elements required at the Associate level are of a reduced number in comparison to the Core elements required for graduation at the Mercyhurst University Baccalaureate level.

The Mercyhurst University Baccalaureate College requires completion of Core elements that encompass the Student Learning Outcomes (SLO's) of Effective Communication, Research Information Literacy, Critical Thinking, Creative Thinking, Intercultural Skills, Civic Engagement, Ethical Reasoning and Quantitative and Scientific Reasoning. As these SLO's are spread over four years of education in conjunction with major courses, the required 17 elements of the Baccalaureate Core cannot be attained in a two-year curriculum along with major courses. The Baccalaureate Core requirements and SLO's should be kept in mind by students who intend to go on for a 4-year degree after graduation from the Associate College so that they can make effective choices when selecting courses during their Associate education.

As the Associate College and Baccalaureate College are both part of Mercyhurst University and they function under the same Mission, Vision, and Core Values, the Core courses offered at both colleges are identical in structure and purpose. In this way, students who have completed Core areas as part of their Associate education have demonstrated the SLO's associated with those Core area courses, just as the 4-year students also have.

The expected SLO's at the Associate level are as follows:

- **Effective Communication**: Effectively apply speaking, writing and visual communications with clarity, coherence, and persuasiveness in context and with purpose. (CORE AREA 1)

- **Research Information Literacy**: Access/analyze information that facilitates learning/critical inquiry; to adhere to standards of academic honesty; knowing how to effectively and responsibly disseminate information. (CORE AREA 1)

- **Critical Thinking (Two courses)** Make informed and logical judgments; arrive at reasoned/meaningful positions; comprehensive exploration of issues, artifacts, and events before accepting or formulating an opinion or conclusion. (CORE AREA 2 & CORE AREA 7)

- **Either QSR or Civic Engagement.** (Depending on degree requirements)

- **QSR**: Effectively problem-solve requiring quantitative literacy; comprehend/use quantitative concepts and scientific inquiry to hypothesize/interpret/evaluate. (CORE AREA 5)

- **Civic Engagement**: Effectively connect well-informed civic participation with community-focused/experiential education. Develop the knowledge, skills and values to promote a quality of life that is both individually enriching and socially beneficial. (CORE AREA 4)
<table>
<thead>
<tr>
<th>CORE AREA 1: Freshman Component</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Interdisciplinary/Integrative Courses</strong></td>
</tr>
<tr>
<td>IDST 110  Interdisciplinary Studies</td>
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<table>
<thead>
<tr>
<th>B. Research &amp; Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 120  Research &amp; Writing</td>
</tr>
<tr>
<td>ENG 126  English Seminar</td>
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<table>
<thead>
<tr>
<th>C. Literary Classics</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAT 140  Western Classics</td>
</tr>
<tr>
<td>ENG 140  Western Classics</td>
</tr>
<tr>
<td>ENG 150  British Classics</td>
</tr>
<tr>
<td>ENG 155  American Classics</td>
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<thead>
<tr>
<th>CORE AREA 2: Religious &amp; Philosophical Inquiry</th>
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<tbody>
<tr>
<td>(Take one from A &amp; B)</td>
</tr>
<tr>
<td><strong>A. Religious Traditions</strong></td>
</tr>
<tr>
<td>FSAT 190  Religious Traditions</td>
</tr>
<tr>
<td>RLST 100  Intro to Religious Studies</td>
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<table>
<thead>
<tr>
<th><strong>B. Philosophy</strong></th>
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</thead>
<tbody>
<tr>
<td>PHIL 100  Philosophical Inquiry</td>
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<tr>
<td>PHIL 150  Philosophical Studies</td>
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<thead>
<tr>
<th>CORE AREA 3: Language/Literature</th>
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<tbody>
<tr>
<td>(Take one from either A &amp; B)</td>
</tr>
<tr>
<td><strong>A. Language</strong></td>
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<tr>
<td>ARAB 101  Introduction to Arabic I</td>
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<tr>
<td>CHNS101  Introduction to Mandarin I</td>
</tr>
<tr>
<td>JPNS 101  Introduction to Japanese I</td>
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<td>ARAB102  Introduction to Arabic II</td>
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<td>LATN 102  Introduction to Latin II</td>
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<tr>
<td>RUSS 102  Introduction to Russian II</td>
</tr>
<tr>
<td>SPAN 102  Introduction to Spanish II</td>
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<td>TURK 102  Introduction to Turkish II</td>
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<thead>
<tr>
<th><strong>B. Literature</strong></th>
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<tbody>
<tr>
<td>COMM 292/ENG 292  Film Narrative &amp; Theory</td>
</tr>
<tr>
<td>ENG 200  Literary Studies</td>
</tr>
<tr>
<td>FREN 132  French Theater in English Translation</td>
</tr>
<tr>
<td>FREN 135  Topics in French/ Fracophone Literature</td>
</tr>
<tr>
<td>JPNS 130  Japanese Literature</td>
</tr>
<tr>
<td>PHIL 200  Philosophy &amp; Literature</td>
</tr>
<tr>
<td>RLST 390  Apocalyptic Literature: Apocalypse to Zombie</td>
</tr>
<tr>
<td>RUSS 130  Golden Age of Russian Literature</td>
</tr>
<tr>
<td>RUSS 131  Later 19th Century Russian Literature</td>
</tr>
<tr>
<td>SPAN 130  Latin American Literature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE AREA 4: Civic Responsibility &amp; Historical Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Take one from A &amp; B)</td>
</tr>
<tr>
<td><strong>A. U.S History OR American Government</strong></td>
</tr>
<tr>
<td>HIS 101  US History to 1865</td>
</tr>
<tr>
<td>HIS 102  US History since 1865</td>
</tr>
<tr>
<td>HIS 211  Colonial America</td>
</tr>
<tr>
<td>HIS 212  Revolutionary America</td>
</tr>
<tr>
<td>HIS 216  Civil War &amp; Reconstruction</td>
</tr>
<tr>
<td>HIS 217  Making Modern America 1877-1920</td>
</tr>
<tr>
<td>HIS 220  America since 1945</td>
</tr>
<tr>
<td>HIS 221/POLI 229  U.S Environmental History</td>
</tr>
<tr>
<td>POLI 100  American Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. European or World History</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAT 120  European World History</td>
</tr>
<tr>
<td>HIS 145  European History to the Renaissance</td>
</tr>
<tr>
<td>HIS 146  European History since the Renaissance</td>
</tr>
<tr>
<td>HIS 170  World History I: Agriculture to Zheng He</td>
</tr>
<tr>
<td>HIS 171  World History II: Exploration to the Atomic Age</td>
</tr>
<tr>
<td>HIS 245  Ancient Greece</td>
</tr>
<tr>
<td>HIS 246  Ancient Rome</td>
</tr>
<tr>
<td>HIS 270  Twentieth-Century World History</td>
</tr>
<tr>
<td>HIS 280  Gendering World History I: Sex &amp; Power in the Ancient World</td>
</tr>
<tr>
<td>HIS 281  Gendering World History II: Sex &amp; Power in the Modern World</td>
</tr>
<tr>
<td>PHIL 260  History of Philosophy to the Renaissance</td>
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<tr>
<td>PHIL 261  History of Philosophy since the Renaissance</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE AREA 5: Scientific, Quantitative &amp; Critical Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Natural Science and Lab</strong></td>
</tr>
<tr>
<td>ANTH 130/131  Archaeology &amp; Lab</td>
</tr>
<tr>
<td>BIO 102/103  General Biology &amp; Lab</td>
</tr>
<tr>
<td>BIO 110/111  Plant Science &amp; Lab</td>
</tr>
<tr>
<td>BIO 120/121  Human Biology &amp; Lab</td>
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<tr>
<td>BIO 126/127  Aquatic Ecology &amp; Lab</td>
</tr>
<tr>
<td>BIO 130/131  Functional Human Biology &amp; Lab</td>
</tr>
<tr>
<td>BIO 142/143  Cellular &amp; Molecular Biology &amp; Lab</td>
</tr>
<tr>
<td>BIO 146/147  Ecology &amp; Evolutionary Biology of Organisms &amp; Lab</td>
</tr>
<tr>
<td>BIO 180/181  Microorganisms &amp; Lab</td>
</tr>
<tr>
<td>CHEM 101/102  Chemical Principles</td>
</tr>
<tr>
<td>EASP 104/105  Meteorology &amp; Lab</td>
</tr>
<tr>
<td>EASP 118/119  Astronomy &amp; Lab</td>
</tr>
<tr>
<td>ENVS 100/101  Environmental Problem Solving &amp; Lab</td>
</tr>
<tr>
<td>FSAT 182/183  Natural Science &amp; Lab</td>
</tr>
<tr>
<td>GEOL 100/102  Physical Geology &amp; Lab</td>
</tr>
<tr>
<td>GEOL 110/111  Historical Geology &amp; Lab</td>
</tr>
<tr>
<td>GEOL 112/113  Voyages to the terrestrial planets &amp; Lab</td>
</tr>
<tr>
<td>GEOL 124/125  Cataclysmic Geology &amp; Lab</td>
</tr>
<tr>
<td>GEOL 225/226  Science on Display &amp; Lab</td>
</tr>
<tr>
<td>GEOL 235/236  Paleoclimatology: Science of Global Warming &amp; Lab</td>
</tr>
<tr>
<td>PHYS 101/102  Principles of Physics I &amp; Lab</td>
</tr>
<tr>
<td>PHYS 201/203  General Physics Physics I &amp; Lab</td>
</tr>
<tr>
<td>SCI 170  Energy Science &amp; Lab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. Mathematics/Computer Systems</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FSAT 180  Math/MIS</td>
</tr>
<tr>
<td>MATH 109  Introduction to Statistics</td>
</tr>
<tr>
<td>MATH 110  Mathematics Applications</td>
</tr>
<tr>
<td>MATH 111  College Algebra</td>
</tr>
<tr>
<td>MATH 118  Mathematics for the Natural Sciences</td>
</tr>
<tr>
<td>MATH 139  Statistics for the Sciences</td>
</tr>
<tr>
<td>MATH 170  Calculus I</td>
</tr>
<tr>
<td>MATH 171  Calculus II</td>
</tr>
<tr>
<td>MIS 120  Introduction to Programming with 3D Animation</td>
</tr>
<tr>
<td>MIS 130  3D Modeling &amp; Animation I</td>
</tr>
<tr>
<td>PHIL 101  Introduction to Logic</td>
</tr>
<tr>
<td>POLI 330/SOC 330  Introduction to Social Statistics</td>
</tr>
<tr>
<td>PUBH 240  Biostatistics</td>
</tr>
</tbody>
</table>
CORE AREA 6: Arts Encounter (Take one course)
ART 110 Art Appreciation
ART 122 Art History-Ancient to Medieval
ART 123 Art History-Renaissance to Modern
ART 126 Chinese Cultures through the Martial Arts
COMM 174 Film Appreciation
DANC 100 Dance: Creative Discipline & Cultural Expression
ENG 294 Popular Music & Culture
FSAT 110 Arts Encounter
MUS 100 Music In Society
THEA 101 Theater Appreciation
THEA 110 Acting l

CORE AREA 7: Analysis of Individuals & Society
(Take two courses) Choose two courses from among all approved courses listed in this Core Area
ANTH 112/SOC 112 World Cultures
CRJS 101 American Criminal Justice
POLI 201 Catholic Political & Social Thought
ECON 105 Macroeconomics
FSAT 150 Analysis Individuals & Society
HIS 225 Exploring American Culture, 1920-Present
HIS 232 African Americans in Films
POLI 202 Contemporary Environmental Issues
POLI 246 Political Cinema
PSYC 101 Introduction to Psychology
PUBH 101 Foundations of Public Health
RLST 325 Religion, Enculturation & Pluralism in America
SOC 100 Introduction to Sociology
SOC 101 Contemporary Social Problems
SOC 108 Human Growth & Development
WL 314 Introduction to Sociolinguistics

CORE AREA 8: Global Awareness, Responsibilities, Religions, Cultures & Politics (Take two courses) Choose two courses from among all approved courses listed in this Core Area
ASIA 125 Asian Cultures
CST 250 Theology of Church
DANC 107 Global Perspectives through Yoga
ECON 250 Economics of Poverty
ECON 260 Environmental Economics
ENG 144 World Literature & Global Issues
FREN 126 Francophone Cultures
FSAT 145 World Lit & Global Issues
FSAT 210 VIII Religions
FSAT 230 Global Aware, Resp,Relig, Cult,Poli
HIS 352 Anti-Semitism before the Holocaust
POLI 236 World Politics
POLI 240 Comparative Politics: Africa
POLI 241 Comparative Politics: Asia
POLI 242 Comparative Politics: Europe
POLI 243 Comparative Politics: Latin America
POLI 244 Comparative Politics: Countries at Crossroads
POLI 280 Global Environmental Politics
POLI 303 Geopolitics
POLI 362/SOC 362 Global Issues

CORE AREA 8: Global Awareness, Responsibilities, Religions, Cultures & Politics (Take two courses) (Continued)
RLST 205 Western Christian Heritage
RLST 210 New Testament
RLST 255 Religious Perspectives on Human Relationships
RLST 260 Catholic Symbols & Sacraments
RLST 275 Liberation, Religion & Society
RLST 285 World Religions
RLST 330 Hinduism
RLST 360 Buddhism
RLST 370 Islam
RLST 380 Christology
RUSS 125 Russian Culture
SOC 342 Human Needs & Global Problems
SPAN 125 Latin American Culture

CORE AREA 9: Wildcard
(One course chosen from Core Areas 2-8) Students should work with their advisor to choose an extra class from Core Areas 2-8

CORE AREA 10: Senior Capstone (One course) Ethics
FSAT 200 Ethics
PHIL 401 Applied Ethics
PHIL 405 Ethics & the Professions
POLI 100/PHIL 400 Political Theory
RLST 450 Social Ethics
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. NOTE – Students who qualify for PHEAA grants should check eligibility rules before scheduling for courses coded as WEB or BL.

ENHANCED COURSES

Mercyhurst University 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>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>exceptional</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>superior</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>above average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>average</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>less than average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>failure to meet</td>
<td>0.0</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:

\[
\text{Grade points} \times \text{credits attempted} = \text{total Grade points}
\]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points</th>
<th>Credits Attempted</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>3</td>
<td>7.5</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals: 25.5

Grade Point Average Formula:

\[
\frac{25.5}{11} = 2.32 \text{ GPA (total Grade points) (credits attempted)}
\]

INTERNAL TRANSFERS

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 University Core Curriculum as they appear in the Mercyhurst University catalog. For more information contact the Office of Academic Affairs at MUNE.

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.

1. 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.

2. 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.

3. 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.

4. A student who fails a majority of their courses in any give semester may be suspended for at least one semester.

APPEALING A SUSPENSION

1. A student may appeal a suspension by writing to the Assistant Vice President of Academic Affairs of MCADS.

2. Students who have been academically suspended from MCADS for one semester must apply for readmission. A formal letter requesting readmission must be sent to the Assistant Vice President of MCADS. The Assistant Vice President of MCADS 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.

3. MCADS 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.

4. It is the students responsibility to verify with Student Financial Services and if they wish to be residents, the Office of Residence Life, before attempting to return from academic suspension, if there are any financial ramifications for having been on academic suspension.
HONORS PROGRAM

The McAuley College of Associate Degrees Honors Program is designed to provide motivated students with enriched and intellectually-stimulating educational experiences and challenges in the pursuit of academic excellence and the development of personal potential for communication, presentation, and leadership skills. Through this program a student will be able to earn special recognition for achievement based on an advanced level of learning.

Students who are admitted to the MCADS Honors Program work towards the completion of a curriculum that enhances their individual degree plans by requiring a specified 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 Nursing students are expected to complete 12 honors credits before graduation.

Honors Program students will find the MCADS Honors Program an excellent way to get the most out of their associate degree education at MCADS. 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 MCADS University 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 Claudia Matz at cmatz@mercyhurst.edu or 814.725.6276

ACADEMIC RECOGNITION-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 of 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 MUNE. 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 Letoinne Barnett Memorial Award is given to a graduate of the Booker T. Washington Campus who most exemplifies the “Carpe Diem Spirit” exhibited by Letoinne. 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 MUNE 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 MUNE.

THE REDEEMPTORIST FATHERS AWARD

This honor is given to the graduate who has given unselfishly of his/her time, energy, talent, and loyalty to MUNE. 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 MUNE.

THE MEDAL OF HONOR

This prestigious honor is the highest award presented by MUNE 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.
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 10-50% 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. The 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 the student 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 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.

SCHEDULE CHANGES

Students who wish to change their schedule may do so during the first week of a new semester. Rarely are student schedule changes made after the second week of class in a new semester and these only occur upon approval of the Assistant Vice President of Academic Affairs of MCADS. Schedule changes must carry the approval of the student’s advisor.

TRANSCRIPTS

Official transcripts are normally mailed directly to other institutions and agencies or released directly to a student in a sealed envelope. A fee of $5 is charged for the issuance of each official transcript. It can requested through www.hurstalumni.org/benefits. An “unofficial transcript does not bear the seal of the University nor the authorized signature. There are issued free of charge to the student upon request.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all students and/or former students provide written authorization for the release of their educational records to a third party. FERPA also affords students certain rights regarding the review of their records. Complete information on FERPA can be found at mercyhurst.ferpa.edu.

CLASS ATTENDANCE POLICY

Every instructor defines, within the first week of the course, all factors on which the course grade is based. If classroom attendance is to be considered in calculating the course grade, a statement indicating attendance requirements will be included on the course syllabus distributed at the beginning of the semester.

COURSE WITHDRAWAL

Students who withdraw from a course after the first week will receive a “W” for the course. There will be no withdrawal after the Friday before finals. Students need to be aware that withdrawing from one of more courses can affect Academic Progress resulting in the loss of Financial Aid. “See student Financial Services for more details.

VOLUNTARY WITHDRAWAL (CEASE ENROLLMENT) FROM THE UNIVERSITY

Students who wish to withdraw officially from the University must complete the cease enrollment form available in the Office of Academic Affairs.
Students may withdraw from the University without grade penalty until the last day of class, but before final exams, in any semester. Tuition refunds will be calculated based on University policy. See Tuition and Fee Refund Policy due to total withdrawal. 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" grade is 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 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 the student or 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 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.

COURSE WITHDRAWAL

Students who withdraw from a course after the first week, but before the end of the last week of each semester will receive a "W" (no grade, no penalty) for the course. Students seeking a waiver of the rule because of a confining illness or a serious emergency must file a letter with the Office of the Assistant Vice President of Academic Affairs of MCADS. The letter must explain the special circumstances. Students must check with the Financial Aid Office to determine if financial aid will be adversely affected by the change.

PROFICIENCY EXAMINATION

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

1-CLEP (College Level Examination Program) both general and specific subject areas.
2-Proficiency Exams
3-LIFE EXPERIENCE CREDIT for learning from prior employment, volunteer work etc.
4-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:

1) 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.

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

3) 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 University - The North East Campus 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 University - The 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) of the McAuley College of Associate Degree Studies (MCADS) 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 filed. 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 extreme circumstances. The Office of Academic Affairs will notify the student, instructor and program director of the final decision.

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 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 filed with the Office of the Assistant Vice President of Academic Affairs of MCADS 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 final 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, Monica Clem, at 814.725.6208 or mclem@mercyhurst.edu.
BACHELOR DEGREE PROGRAM
Bachelor of Science in Health Care Science

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 proficiencies 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 C in all required courses.

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

PROGRAM LEARNING OUTCOMES
FOR BACHELOR OF SCIENCE IN HEALTH CARE SCIENCE

1. Demonstrate knowledge of protocols for healthcare leadership
2. Describe the role of the healthcare professional and discuss ethical concerns and behaviors in the healthcare setting.
3. Identify ways in which the healthcare professional can become involved in healthcare promotion and prevention.
5. Applies principles of management and finance to various scenarios in the healthcare setting.
6. Demonstrate competency to train/teach other healthcare professionals.
7. Demonstrate knowledge of global and multicultural issues facing healthcare leaders.
8. Show knowledge of impact of chronic illness for patients and families.

9. Demonstrate aptitude to communicate and write for healthcare professionals.
10. Utilize informatics appropriately and train others.

For more information, contact Laura Merritt @lmerritt@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (VARIES)

<table>
<thead>
<tr>
<th>COMPONENT A:</th>
<th>Component B: Research &amp; Writing</th>
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<tbody>
<tr>
<td>Component C:</td>
<td>Literary Classics (Choose one)</td>
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<table>
<thead>
<tr>
<th>CORE AREA 1:</th>
<th>(6 credits)</th>
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<tbody>
<tr>
<td>Component B:</td>
<td>Research &amp; Writing</td>
</tr>
<tr>
<td>Component C:</td>
<td>Literary Classics (Choose one)</td>
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<table>
<thead>
<tr>
<th>CORE AREA 2:</th>
<th>(6 credits)</th>
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<tbody>
<tr>
<td>Component A &amp; B: Religious &amp; Philosophical Inquiry</td>
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<tr>
<th>CORE AREA 3:</th>
<th>(3 credits) (Choose one):</th>
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<tbody>
<tr>
<td>Component B:</td>
<td>Language/Literature</td>
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<thead>
<tr>
<th>CORE AREA 4:</th>
<th>(6 credits) (Choose one from each component):</th>
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<tbody>
<tr>
<td>Component A:</td>
<td>American Government or U.S History</td>
</tr>
<tr>
<td>Component B:</td>
<td>European or World History</td>
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<thead>
<tr>
<th>CORE AREA 5:</th>
<th>Scientific Quantitative &amp; Critical Reasoning (7 credits)</th>
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</thead>
<tbody>
<tr>
<td>Component A:</td>
<td>American Government or U.S History</td>
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<tr>
<td>Component B:</td>
<td>European or World History</td>
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<thead>
<tr>
<th>CORE AREA 6:</th>
<th>(3 credits) Arts Encounter (Choose one)</th>
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<tr>
<th>CORE AREA 7:</th>
<th>(6 credits)</th>
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<tbody>
<tr>
<td>Analysis of Individuals &amp; Society (Choose two)</td>
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<tr>
<th>CORE AREA 8:</th>
<th>(6 credits)</th>
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<tbody>
<tr>
<td>Global Awareness, Responsibilities, Religions, Cultures &amp; Politics (Choose two)</td>
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<tr>
<th>CORE AREA 9:</th>
<th>(3 credits)</th>
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<tbody>
<tr>
<td>Wildcard (3 credits)</td>
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<tr>
<td>Choose from core areas 2-8 if needed per Associate Degree program</td>
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<tr>
<th>CORE AREA 10:</th>
<th>(3 credits) (Choose one):</th>
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<tbody>
<tr>
<td>Capstone (3 credits)</td>
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</table>

HEALTH CARE SCIENCE MAJOR REQUIREMENTS (33 CREDITS)

| HCS 302 | Leadership Professionalism & Ethics (4 credits) |
| HCS 303 | Principles of Management and Finance (4 credits) |
| HCS 304 | Human Resource Management (3 credits) |
| HCS 305 | Research & Evidence Based Practice (4 credits) |
| HCS 306 | Professionals as Educators (3 credits) |
| HCS 400 | Health Promotion & Prevention (3 credits) |
| HCS 401 | Informatics (3 credits) |
| HCS 402 | Multicultural Global Perspectives in Healthcare (3 credits) |
| HCS 403 | Health Science Statistics (3 credits) |
| HCS 406 | Preceptorship (3 credits) |
The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) program provides the opportunity for Registered Nurses with an Associate of Science in Nursing degree 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.

This program offers a balanced curriculum that recognizes the value of general education while prioritizing the learning of needed clinical information and nursing leadership skills. The learning environment is designed to enable the student to be self-directed in the successful completion of the program outcomes through collaboration with both the nursing and liberal arts faculty.

Graduates of this BSN program will use an evidence-based approach in the delivery of quality, safe, cost-effective, culturally competent patient care across the health care continuum. Graduates will display an ability to function in the role of communicator, provider of care, leader, life-long learner, advocate, and collaborator. 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 may pursue advanced degree programs if and when they choose.

The curriculum includes classroom instruction, distance learning, and precepted clinical practice in local health care agencies. 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.

**BACHELOR DEGREE PROGRAM**
**Registered Nurse to Bachelor of Science in Nursing Completion Program (RN-BSN)**

<table>
<thead>
<tr>
<th>LIBERAL ARTS CORE REQUIREMENTS (21 CREDITS)</th>
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</thead>
<tbody>
<tr>
<td><strong>CORE AREA 1:</strong> (3 credits)</td>
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<tr>
<td>Component C: Literary Classics (Choose one):</td>
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<tr>
<td>ENG 140 Western Classics</td>
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<tr>
<td>OR ENG 150 British Classics</td>
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<tr>
<td>OR ENG 155 American Classics</td>
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<tr>
<td><strong>CORE AREA 2:</strong> (3 credits)</td>
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<tr>
<td>Component B: Philosophy</td>
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<tr>
<td>PHIL 100 Philosophical Inquiry</td>
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<tr>
<td><strong>CORE AREA 4:</strong> (3 credits) (Choose one):</td>
</tr>
<tr>
<td>Component A:</td>
</tr>
<tr>
<td>HIS 101 U.S History to 1865</td>
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<tr>
<td>OR HIS 102 U.S History since 1865</td>
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<tr>
<td>OR HIS 220 America since 1945</td>
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<tr>
<td>OR POLI 100 American Government</td>
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<tr>
<td><strong>CORE AREA 4:</strong> (3 credits) (Choose one):</td>
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<tr>
<td>Component B:</td>
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<tr>
<td>HIS 145 European History to the Renaissance</td>
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<tr>
<td>OR HIS 146 European History since the Renaissance</td>
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<tr>
<td>OR HIS 171 World History II: Exploration to the Atomic Age</td>
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<tr>
<td>OR HIS 270 20th Century World History</td>
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<tr>
<td><strong>CORE AREA 6:</strong> (3 credits) Arts Encounter (Choose one):</td>
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<tr>
<td>ART 110 Art Appreciation</td>
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<tr>
<td>OR COMM 174 Film Appreciation</td>
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<tr>
<td>OR DANC 100 Dance Appreciation</td>
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<tr>
<td>OR MUS 100 Music in Society</td>
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<td>OR THEA 101 Theater Appreciation</td>
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<tr>
<td><strong>CORE AREA 8:</strong> (3 credits)</td>
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<tr>
<td>Global Awareness, Responsibilities,</td>
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<tr>
<td>Religions, Cultures &amp; Politics (Choose one):</td>
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<tr>
<td>RLST 285 World Religions</td>
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<td>OR RLST 240 Medical Ethics</td>
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<td><strong>CORE AREA 10:</strong> (3 credits) Capstone (Choose one):</td>
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<tr>
<td>RLST 405 Social Ethics</td>
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<td>OR PHIL 401 Applied Ethics</td>
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<td>OR PHIL 405 Ethics &amp; the Professions</td>
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<thead>
<tr>
<th>NURSING CORE REQUIREMENTS (31 CREDITS)</th>
</tr>
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<tbody>
<tr>
<td>NURS 300 Professional Advancement (3 credits)</td>
</tr>
<tr>
<td>NURS 301 Research &amp; Evidence-Based Practice in Nursing (4 credits)</td>
</tr>
<tr>
<td>NURS 302 Intro to Nursing Informatics (3 credits)</td>
</tr>
<tr>
<td>NURS 303 Ethics in Nursing: The Experience of Chronic Illness (3 credits)</td>
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<tr>
<td>NURS 400 Health Promotion &amp; Prevention (3 credits)</td>
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<tr>
<td>NURS 401 Nursing in the Community (6 credits)</td>
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<tr>
<td>NURS 402 Multi-Cultural Global Perspectives of Healthcare (3 credits)</td>
</tr>
<tr>
<td>NURS 404 Leadership in Nursing (6 credits)</td>
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</tbody>
</table>
Track #2 is an accelerated track for Registered Nurses who have a non-Nursing Bachelor’s degree. This second track is scheduled over 3 semesters and 1 summer session and culminates with a course that focuses on Community Health Nursing. This track consists of 31 Nursing credits.

## RN TO BSN TRACK # 2 COURSE REQUIREMENTS (31 CREDITS)

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

### ADMISSIONS AND PROGRESSION REQUIREMENTS SPECIFIC TO THE BSN COMPLETION PROGRAM

1. 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.

2. A student of the BSN completion program needs to take at least 50% of the Nursing course work (whether Track #1 or Track #2) at Mercyhurst University.

3. A minimum grade of C+ (80% or better) is required in all of the required Nursing courses.

4. 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.

5. Track # 1 must be completed within 3 years of enrollment or readmission.

6. Track # 2 must be completed within 2 years of enrollment or readmission.

### PROGRAM LEARNING OUTCOMES FOR RN TO BSN COMPLETION PROGRAM

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

1. Minimize risk of harm to individuals, groups, and communities by addressing system problems in health care.

2. Integrate best current evidence with clinical expertise and patient (and their family) preferences and values for the achievement of quality nursing and patient outcomes.

3. 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.

4. Embrace technology and innovation that supports evidence-based decision making, the management of information, and safe, quality patient care.

5. 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.

6. 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
MCAD ASSOCIATE DEGREE PROGRAMS

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.

Students must earn an overall 2.0 GPA along with a minimum grade of a 2.0 in all required courses and an overall 2.0 GPA in all required courses. Most courses will transfer into one of the four-year baccalaureate business programs if students wish to continue their education.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

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

1. Demonstrate knowledge and functions of accounting.
2. Demonstrate knowledge and functions of management.
3. Demonstrate knowledge and functions of marketing.
4. Demonstrate knowledge and functions of economics.
5. Demonstrate proficiency in computer applications.
6. Demonstrate specialized knowledge in concentration courses.

LIBERAL ARTS CORE REQUIREMENTS (25 CREDITS)

ORI 101 MUNE Experience (1 credit)

CORE AREA 1:
Freshman Component (B): Research & Writing
ENG 120 Research & Writing (3 credits)

CORE AREA 2:
Religious & Philosophical Inquiry
RLST 100 Intro to Religious Studies (3 credits)

CORE AREA 4:
Civic Responsibility & Historical Understanding (A)
Choose one:
HIS 101 U.S History to 1865 (3 credits)
OR HIS 102 U.S History since 1865 (3 credits)
OR HIS 220 America since 1945 (3 credits)
OR POLI 100 American Government (3 credits)

CORE AREA 5: Scientific Quantitative & Critical Reasoning
MATH 109 Statistics (3 credits)

CORE AREA 6: Arts Encounter
ART 110 Art Appreciation (3 credits)
OR COMM 174 Film Appreciation (3 credits)
OR DANC 100 Creative Discipline & Cultural Expression (3 credits)
OR MUS 100 Music in Society (3 credits)
OR THEA 101 Theater Appreciation (3 credits)

CORE AREA 7: Analysis of Individuals & Societies
ECON 105 Macroeconomics (3 credits)

CORE AREA 8: (Choose one course from this category)
Global Awareness, Responsibilities, Religions, Cultures & Politics
ECON 260 Environmental Economics (Recommended) (3 credits)

BUSINESS ADMINISTRATION- ACCOUNTING CONCENTRATION

REQUIRED COURSES (36 CREDITS)

ACCT 101 Principles of Accounting (3 credits)
ACCT 102 Principles of Accounting II (Prerequisite: ACCT 101) (3 credits)
ACCT 140 Computer Applications in Accounting (Prerequisite: ACCT 101) (3 credits)
ACCT 201 Intermediate Accounting I (3 credits)
ACCT 202 Intermediate Accounting II (3 credits)
ACCT 230 Tax Accounting (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 Applications (3 credits)
MKTG 162 Principles of Integrated Marketing (3 credits)
BUSINESS ADMINISTRATION-
CORPORATE SECURITY SUPPORT CONCENTRATION

This program addresses the growing need for workers who possess critical and analytical thinking skills, who understand how to use the tools of communication and computers, and who have the specialized knowledge necessary for the practical application of information gathering and analysis. While the fundamentals of the program are rooted in the theories of intelligence analysis methodology developed for positions related to national security, an emphasis is placed on applying those same tenets to occupations in the private sector such as Emergency Managers, Corporate Security, Competitive analytic support, Customer Service Representative, General and Operations Managers.

Students will learn about the identification and collection of data for the support of a professional charged with analyzing and distributing intelligence about products, customers, and any aspect of the environment that supports executives and managers in making strategic decisions. The curricula incorporate a strong component of liberal arts, information technology, intelligence studies, and practicum experiences. The program educates and graduates individuals with the knowledge and ability to gather and analyze data and prepare reports for decision-makers. Both of these skills are valuable to prospective employers in a wide variety of venues, from opportunities in competitive intelligence for business to emergency management and corporate security.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (22 CREDITS)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ORI 101</td>
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<tr>
<td>CORE AREA 1:</td>
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<td>Freshman Component (B): Research &amp; Writing</td>
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<td>ENG 120</td>
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<td>CORE AREA 2:</td>
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<tr>
<td>Religious &amp; Philosophical Inquiry</td>
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<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies (3 credits)</td>
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<td>CORE AREA 4:</td>
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<tr>
<td>Civic Responsibility &amp; Historical Understanding (Both courses are required)</td>
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<tr>
<td>HIS 270</td>
<td>20th Century World History (3 credits)</td>
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<td>POLI 100</td>
<td>American Government (3 credits)</td>
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<td>CORE AREA 5:</td>
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<tr>
<td>Scientific Quantitative &amp; Critical Reasoning</td>
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<td>MATH 109</td>
<td>Statistics (3 credits)</td>
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<td>CORE AREA 7: Analysis of Individuals &amp; Society (Both courses are required)</td>
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<tr>
<td>CRJS 101</td>
<td>Justice in America (Major required course) (3 credits)</td>
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<tr>
<td>ECON 105</td>
<td>Macroeconomics (3 credits)</td>
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REQUAIRE COURSES (40 CREDITS)

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<tr>
<td>ACCT 101</td>
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<tr>
<td>ISS 101</td>
<td>Orientation to Homeland</td>
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<td></td>
<td>Security and Emergency Management (3 credits)</td>
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<tr>
<td>ISS 107</td>
<td>Business Continuity Planning (3 credits)</td>
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<tr>
<td>ISS 205</td>
<td>Operational Risk Management (3 credits)</td>
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<td>ISS 210</td>
<td>Cyber Security, Warfare &amp; Investigation (3 credits)</td>
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<tr>
<td>ISS 295</td>
<td>Collection, Analytic Methods &amp; Decision Tools (3 credits)</td>
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<tr>
<td>MGMT 120</td>
<td>Principles of Management (3 credits)</td>
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<tr>
<td>MIS 110</td>
<td>Advanced Computer Applications (3 credits)</td>
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<tr>
<td>MIS 126</td>
<td>Visual Basic Programming (4 credits)</td>
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<tr>
<td>RIAP 177</td>
<td>Introduction to Intelligence Analysis (3 credits)</td>
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<td>RIAP 178</td>
<td>Intelligence Methods &amp; Analysis (3 credits)</td>
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<td>RIAP 275</td>
<td>Intelligence Writing &amp; Presentation (3 credits)</td>
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<tr>
<td>ELECTIVE (3 credits)</td>
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(Suggested course PSYC 101-Introduction to Psychology)
BUSINESS ADMINISTRATION-INSURANCE CONCENTRATION

The Associate of Science Degree in Business Administration Insurance Management option offers a sequence of courses that prepares students for entry-level positions in organizations in the insurance/finance industry. Students will be prepared to sit for both the State's Health and Life Insurance licensing exams. Possible career paths will include such areas as: insurance sales; insurance office management; insurance home office, and banking. Students are introduced to the fundamentals of economics, accounting, computer applications, management and marketing as well as study in the fields of risk management, life and health insurance.

A minimum of 60 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 required courses. Most courses will transfer into one of the four-year baccalaureate business programs if students wish to continue their education.

For more information please contact:

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (22 CREDITS)

<table>
<thead>
<tr>
<th>ORI 101</th>
<th>MUNE Experience (1 credit)</th>
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</thead>
</table>

CORE AREA 1: Freshman Component (B): Research & Writing
ENG 120  Research & Writing (3 credits)

CORE AREA 2: Religious & Philosophical Inquiry
RLST 100  Intro to Religious Studies (3 credits)

CORE AREA 4: Civic Responsibility & Historical Understanding (A)
Choose one:
HIS 101  U.S History to 1865 (3 credits)
OR HIS 102  U.S History since 1865 (3 credits)
OR HIS 220  America since 1945 (3 credits)
OR POLI 100  American Government (3 credits)

CORE AREA 4: Civic Responsibility & Historical Understanding (A)
Choose one: (3 credits)
HIS 145  European History to the Renaissance (3 credits)
OR HIS 146  European History since the Renaissance (3 credits)
OR HIS 170  World History I: Agriculture to Zheng He (3 credits)
OR HIS 171  World History II: Exploration to the Atomic Age (3 credits)
OR HIS 270  Twentieth-Century World History (3 credits)

CORE AREA 5: Scientific Quantitative & Critical Reasoning
MATH 109  Statistics (3 credits)

CORE AREA 6: Arts Encounter
ART 110  Art Appreciation (3 credits)
OR COMM 174  Film Appreciation (3 credits)
OR DANC 100  Creative Discipline & Cultural Expression (3 credits)
OR MUS 100  Music in Society (3 credits)
OR THEA 101  Theater Appreciation (3 credits)

CORE AREA 7: Analysis of Individuals & Societies
ECON 105  Macroeconomics (3 credits)

BUSINESS ADMINISTRATION

INSURANCE CONCENTRATION REQUIRED COURSES (39 CREDITS)

ACCT 101  Principles of Accounting (3 credits)
ACCT 102  Principles of Accounting II (Prerequisite: ACCT 101) (3 credits)
ACCT 140  Computer Applications in Accounting (Prerequisite: ACCT 101) (3 credits)
ECON 106  Microeconomics (3 credits)
FIN 220  Financial Planning (3 credits)
FIN 280  Financial Management (3 credits)
MGMT 120  Principles of Management (3 credits)
MGMT 250  Principles of Health Insurance Management (3 credits)
MGMT 252  Principles of Life Insurance Management (3 credits)
MGMT 254  Property Casualty Overview (3 credits)
MIS 101  Computer Applications (3 credits)
MIS 110  Advanced Computer Applications (3 credits)
MKTG 162  Principles of Integrated Marketing (3 credits)
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. Students must earn an overall 2.0 GPA and a minimum cumulative GPA of 2.0 in required business courses to meet graduation requirements. Any required business course(s) with less than a 2.0 GPA must be repeated.

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.

Upon completing this program, if a student decides to transfer to one of the four-year degree programs in business, many courses with a grade of C or better will be applied toward the degree requirements.

Students’ academic progress and eligibility to continue into the second year of the program will be determined by the faculty in the Spring semester during the annual freshman review.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (25 CREDITS)

<table>
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<th>Course Title</th>
<th>Credits</th>
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CORE AREA 1:
Freshman Component (B): Research & Writing

ENG 120 Research & Writing (3 credits)

Choose one Math course:

MATH 100 Business Math (3 credits)
OR MATH 102 Elementary Algebra (3 credits)
OR CORE AREA 5:

Scientific Quantitative & Critical Reasoning

MATH 109 Statistics (3 credits)

CORE AREA 2:

Religious & Philosophical Inquiry

RLST 100 Intro to Religious Studies (3 credits)

CORE AREA 4:

Civic Responsibility & Historical Understanding (A)

Choose one:

HIS 101 U.S. History to 1865 (3 credits)
OR HIS 102 U.S. History since 1865 (3 credits)
OR HIS 220 America since 1945 (3 credits)
OR POLI 100 American Government (3 credits)

CORE AREA 4:
Civic responsibility & Historical Understanding Category (B)

Choose one:

HIS 145 European History to the Renaissance (3 credits)
OR HIS 146 European History since the Renaissance (3 credits)
OR HIS 170 World History I: Agriculture to Zheng He (3 credits)
OR HIS 171 World History II: Exploration to the Atomic Age (3 credits)
OR HIS 270 Twentieth-Century World History (3 credits)

CORE AREA 6: Arts Encounter

ART 110 Art Appreciation (3 credits)
OR COMM 174 Film Appreciation (3 credits)
OR DANC 100 Creative Discipline & Cultural Expression (3 credits)
OR MUS 100 Music in Society (3 credits)
OR THEA 101 Theater Appreciation (3 credits)

CORE AREA 7: Analysis of Individuals & Societies

ECON 105 Macroeconomics (3 credits)

CORE AREA 8: (Choose one course from this category)

Global Awareness, Responsibilities, Religions, Cultures & Politics

ECON 260 Environmental Economics (Recommended) (3 credits)

BUSINESS ADMINISTRATION MANAGEMENT CONCENTRATION REQUIRED COURSES (36 CREDITS)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ACCT 101</td>
<td>Principles of Accounting</td>
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<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II (Prerequisite: ACCT 101) (3 credits)</td>
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<tr>
<td>ACCT 140</td>
<td>Computerized Applications in Accounting (Prerequisite: ACCT 101) (3 credits)</td>
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<td>BADM 250</td>
<td>Entrepreneurship</td>
<td>3</td>
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<td>BADM 275</td>
<td>Operations Management</td>
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<td>ECON 106</td>
<td>Microeconomics</td>
<td>3</td>
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<tr>
<td>MGMT 120</td>
<td>Principles of Management</td>
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<td>MGMT 206</td>
<td>Human Resource Management</td>
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<td>MGMT 226</td>
<td>Human Behavior in Organizations</td>
<td>3</td>
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<tr>
<td>MIS 101</td>
<td>Computer Applications</td>
<td>3</td>
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<tr>
<td>MIS 110</td>
<td>Advanced Computer Applications</td>
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<tr>
<td>MKTG 162</td>
<td>Principles of Integrated Marketing</td>
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</table>
NEW MEDIA CONCENTRATION

The Business Administration Program, New Media Concentration, will provide students with general training in the basic principles and techniques that are needed to secure an entry-level position in the business sector.

New 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 including: smart phones, Apps, smart TV, and utilizing advertising on video sharing websites. Students enrolled in this program are also introduced to the fundamentals of economics, accounting, management, and marketing. Students must earn an overall 2.0 GPA and a minimum cumulative GPA of 2.0 in required business courses to meet graduation requirements. Any required major courses with less than a 2.0 GPA must be repeated.

Upon completion of this program, graduates will be prepared for entry-level positions in administration, marketing, and sales. With experience, one may qualify for promotion to a higher-level supervisory position in management. Upon completing this program, a student may transfer to a four-year degree program in either business or communications. Most courses with a grade of C or better will be applied toward the degree requirements.

Students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring semester during the annual Freshman Review. A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (25 CREDITS)

ORI 101 MUNE Experience (1 credit)

CORE AREA 1:
Freshman Component (B): Research & Writing
ENG 120 Research & Writing (3 credits)

CORE AREA 2:
Religious & Philosophical Inquiry
RLST 100 Intro to Religious Studies (3 credits)

Choose one Math course:
MATH 100 Business Math (3 credits)
OR MATH 102 Elementary Algebra (3 credits)
OR CORE AREA 5:
Scientific Quantitative & Critical Reasoning
MATH 109 Statistics (3 credits)

CORE AREA 4:
Civic responsibility & Historical Understanding Category (A)
Choose one:
HIS 101 US History to 1865 (3 credits)
OR HIS 102 US History since 1865 (3 credits)
OR HIS 220 America since 1945 (3 credits)
OR POLI 100 American Government (3 credits)

CORE AREA 4:
Civic responsibility & Historical Understanding Category (B)
Choose one:
HIS 145 European History to the Renaissance (3 credits)
OR HIS 146 European History since the Renaissance (3 credits)
OR HIS 170 World History I: Agriculture to Zheng He (3 credits)
OR HIS 171 World History II: Exploration to the Atomic Age (3 credits)
OR HIS 270 Twentieth-Century World History (3 credits)

CORE AREA 6: Arts Encounter Choose one:
ART 110 Art Appreciation (3 credits)
OR ART 100 Drawing (Not a core course) (3 credits)

CORE AREA 7: Analysis of Individuals & Societies
ECON 105 Macroeconomics (3 credits)

CORE AREA 8: (Choose one course from this category)
Global Awareness, Responsibilities, Religions, Cultures & Politics
ECON 260 Environmental Economics (Recommended) (3 credits)

BUSINESS ADMINISTRATION NEW MEDIA CONCENTRATION REQUIRED COURSES (36 CREDITS)

ACCT 101 Principles of Accounting (3 credits)
ART 220 Intro to Graphic Design (Prerequisite: ART 100) (3 credits)
ART 221 Digital Imagery (3 credits)
COMM 180 Business & Professional Communication (3 credits)
COMM 183 Electronic Media Production (3 credits)
COMM 190 New Media (3 credits)
COMM 230 Principles of Public Relations (3 credits)
MGMT 120 Principles of Management (3 credits)
MIS 101 Computer Applications (3 credits)
MIS 106 Web Management I (3 credits)
MIS 110 Advanced Computer Applications (3 credits)
MKTG 162 Principles of Integrated Marketing (3 credits)
BUSINESS ADMINISTRATION—
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, professional sport teams, facility management, community-based sport programs, sport marketing and promotion, pool management, and corporate fitness programs. Students are exposed to the fundamentals of accounting, economics, management, marketing, anatomy and physiology, kinesiology, exercise, sports facility management and topics in Professional, Collegiate, and Recreational Athletics.

Students must earn an overall 2.0 GPA and a minimum GPA of 2.0 in each required course to meet graduation requirements.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (22 CREDITS)

| CORE AREA 1: Freshman Component (B) : Research & Writing |
|---------------|-----------------|
| ENG 120       | Research & Writing (3 credits) |

<table>
<thead>
<tr>
<th>CORE AREA 2: Religious &amp; Philosophical Inquiry</th>
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<tr>
<td>RLST 100</td>
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</table>

Choose one Math course:

| MATH 100         | Business Math (3 credits) |
| MATH 102         | Elementary Algebra (3 credits) |

OR CORE AREA 5: Scientific Quantitative & Critical Reasoning

| MATH 109         | Statistics (3 credits) |

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<th>CORE AREA 4: Civic Responsibility &amp; Historical Understanding (A)</th>
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<td>Choose one:</td>
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<td>OR HIS 102</td>
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<td>OR HIS 220</td>
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<td>OR POLI 100</td>
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<th>CORE AREA 4: Civic responsibility &amp; Historical Understanding Category (B)</th>
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<td>Choose one:</td>
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<td>HIS 145</td>
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<td>OR HIS 146</td>
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<td>OR HIS 170</td>
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<td>OR HIS 171</td>
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<td>OR HIS 270</td>
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CORE AREA 6: Arts Encounter OR SMGT 211 Personal Trainer Cert. (Not Core Course) (3 credits)

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<tr>
<th>CORE AREA 7: Analysis of Individuals &amp; Societies</th>
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<td>ECON 105</td>
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BUSINESS ADMINISTRATION—
SPORT MANAGEMENT CONCENTRATION RECOMMENDED COURSES (39 CREDITS)

| ACCT 101 | Principles of Accounting (3 credits) |
| ACCT 140 | Computer Applications in Accounting (3 credits) |
| ECON 106 | Microeconomics (3 credits) |
| MGMT 120 | Principles of Management (3 credits) |
| MGMT 206 | Human Resource Management (3 credits) |
| MIS 101  | Computer Applications (3 credits) |
| MIS 110  | Advanced Computer Applications (3 credits) |
| MKTG 162 | Principles of Integrated Marketing (3 credits) |
| SMGT 111 | Sport Management Lab I-Pool Management-(Required for Graduation) (0 credit) |
| SMGT 112 | Sport Management Lab II (0 credit) |
| OR SMGT 113 | Sport Management Lab III (0 credit) |
| SMKT 102 | Intro to Sports Industry (3 credits) |
| SMKT 201 | Sport Marketing & Promotion (3 credits) |
| SMKT 203 | Legal Aspects of Sports (3 credits) |
| SMKT 205 | Facility Management (3 credits) |
| ELECTIVE | Students are encouraged to take MGMT 226 (3 credits) |
| OR BADM 275 OR ECON 260 | |
BUSINESS ADMINISTRATION-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.

Area winemaking professionals, will lead the students through new vineyard management coursework as well as existing winemaking courses offered through the culinary arts degree. Viticulture students will learn chemistry and plant biology and apply those skills in the vineyards, from planting, trimming and tying the vines to 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. Students must earn an overall 2.0 GPA.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (24 CREDITS)

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<tr>
<th>Course</th>
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<tr>
<td>ENG 120</td>
<td>Research &amp; Writing</td>
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<td>RLST 100</td>
<td>Intro to Religious Studies</td>
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</table>

Choose one Math course:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 100</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 102</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 109</td>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

BIO 110/111| Plant Science & Lab        | 4       |

CHEM 101/102| Chemical Principles & Lab  | 4       |

BUSINESS ADMINISTRATION-VITICULTURE CONCENTRATION REQUIRED COURSES (39 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</td>
<td>3</td>
</tr>
<tr>
<td>BADM 275</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 180</td>
<td>Business &amp; Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>CULN 197</td>
<td>Introduction to Wine &amp; Spirits</td>
<td>3</td>
</tr>
<tr>
<td>CULN 247</td>
<td>Wine &amp; Sensory Science</td>
<td>3</td>
</tr>
<tr>
<td>CULN 257</td>
<td>Commercial Wine Making</td>
<td>3</td>
</tr>
<tr>
<td>CULN 247</td>
<td>Wine &amp; Sensory Science</td>
<td>3</td>
</tr>
<tr>
<td>CULN 247</td>
<td>Wine &amp; Sensory Science</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 110</td>
<td>Introduction to Viticulture</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 201</td>
<td>Spring Vineyard Operations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 202</td>
<td>Summer Vineyard Operations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 203</td>
<td>Fall Vineyard Operations</td>
<td>3</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 162</td>
<td>Principles of Integrated Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Civic Responsibility & Historical Understanding (A)

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>OR HIS 102</td>
<td>U.S History since1865</td>
<td>3</td>
</tr>
<tr>
<td>OR HIS 220</td>
<td>America since 1945</td>
<td>3</td>
</tr>
<tr>
<td>OR POLI 100</td>
<td>American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

CORE AREA 7: Analysis of Individuals & Societies

ECON 105| Macroeconomics | 3 |

MKTG 162| Principles of Integrated Marketing | 3 |
COMPUTER SYSTEMS SUPPORT

This degree is designed to give an overview of Computer Information with a strong background in hardware and software technology. An Associate Degree in Computer Systems support will fill a need in many types of businesses by providing expertise available to troubleshoot various types of problems that may occur. The duties of computer systems support personnel include the ability to troubleshoot, upgrade and install software and hardware, the familiarity of general applications of computer technology, and the ability to diagnose basic computer problems. Students will also be able to develop web pages for marketing and E-commerce.

The settings where these services of computer systems support can be performed include virtually any type of business or institution that incorporates computers in the workplace. The variety and opportunity for employment should continue to grow as the inclusion of computer technology in all aspects of life becomes even more widespread.

Students must earn an overall 2.0 GPA, along with a minimum GPA of 2.0 in required computer courses to meet graduation requirements. Any required computer course(s) with less than a 2.0 GPA must be repeated. A students’ academic progress and eligibility to continue in the second year of the program will be determined by the faculty in the Spring semester during the annual Freshman Review.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information please contact

Mr. Scott McAuley at smcauley@mercyhurst.edu

LIBERAL ARTS CORE REQUIREMENTS (25 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>MUNE Experience (1 credit)</td>
</tr>
</tbody>
</table>

CORE AREA 1:
Freshman Component (B): Research & Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 120</td>
<td>Research &amp; Writing (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 2:
Religious & Philosophical Inquiry

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 4:
Civic Responsibility & Historical Understanding (A)

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>U.S History to 1865 (3 credits)</td>
</tr>
<tr>
<td>OR HIS 102</td>
<td>U.S History since 1865 (3 credits)</td>
</tr>
<tr>
<td>OR HIS 220</td>
<td>America since 1945 (3 credits)</td>
</tr>
<tr>
<td>OR POLI 100</td>
<td>American Government (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 4:
Civic responsibility & Historical Understanding Category (B)

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 145</td>
<td>European History to the Renaissance (3 credits)</td>
</tr>
<tr>
<td>OR HIS 146</td>
<td>European History since the Renaissance (3 credits)</td>
</tr>
<tr>
<td>OR HIS 170</td>
<td>World History I: Agriculture to Zheng He (3 credits)</td>
</tr>
<tr>
<td>OR HIS 171</td>
<td>World History II: Exploration to the Atomic Age (3 credits)</td>
</tr>
<tr>
<td>OR HIS 270</td>
<td>Twentieth-Century World History (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 5:
Scientific Quantitative & Critical Reasoning

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 109</td>
<td>Statistics (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 6: Arts Encounter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation (3 credits)</td>
</tr>
</tbody>
</table>

CORE AREA 7: Analysis of Individuals & Society

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 105</td>
<td>Macroeconomics (3 credits)</td>
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</table>

CORE AREA 8: (Choose one course from this category)
Global Awareness, Responsibilities, Religions, Cultures & Politics

(Recommended Course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ECON 260</td>
<td>Environmental Economics (3 credits)</td>
</tr>
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</table>

COMPUTER SYSTEMS SUPPORT REQUIRED COURSES (37 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 220</td>
<td>Intro to Graphic Design (3 credits)</td>
</tr>
<tr>
<td>COMM 230</td>
<td>Principles of Public Relations (3 credits)</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Computer Applications (3 credits)</td>
</tr>
<tr>
<td>MIS 106</td>
<td>Web Management I (3 credits)</td>
</tr>
<tr>
<td>MIS 110</td>
<td>Advanced Computer Applications (3 credits)</td>
</tr>
<tr>
<td>MIS 126</td>
<td>Programming I (4 credits)</td>
</tr>
<tr>
<td>MIS 140</td>
<td>Computer Operations I (3 credits)</td>
</tr>
<tr>
<td>MIS 202</td>
<td>Computer Operations II (3 credits)</td>
</tr>
<tr>
<td>MIS 207</td>
<td>Web Management IV (3 credits)</td>
</tr>
<tr>
<td>MIS 252</td>
<td>Smartphone App. Programming (3 credits)</td>
</tr>
<tr>
<td>MIS 260</td>
<td>Networks (3 credits)</td>
</tr>
<tr>
<td>MIS 280</td>
<td>Introduction to Internet Programming (4 credits)</td>
</tr>
</tbody>
</table>
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 Officer’s Training, and after successful completion, students will meet the training requirements for Pennsylvania Municipal Police Officers.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information contact

Steve Szwejbka at sszwejbka@mercyhurst.edu.

Program Learning Outcomes

1. Students will demonstrate basic knowledge and historical background of the criminal justice system.

2. Students will demonstrate exemplary written and oral communication, interpersonal, and presentation skills.

3. Students will evaluate and apply basic knowledge of legal aspects of criminal justice operations.

4. Students will apply research, critical thinking, and inquiry skills in data gathering, synthesis, problem solving and decision making abilities.

5. Students will synthesize and apply basic knowledge of the sociological issues affecting criminal justice.

6. Students will apply basic knowledge of professional skills.

Liberal Arts Core Requirements (28 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>MUNE Experience (1 credit)</td>
</tr>
</tbody>
</table>

**Core Area 1:**

Freshman Component (B) Research & Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 120</td>
<td>Research &amp; Writing (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 1:** Freshman Component (C) - Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 140</td>
<td>Western Classics (Recommended) (3 credits)</td>
</tr>
<tr>
<td>OR ENG 150</td>
<td>British Classics (3 credits)</td>
</tr>
<tr>
<td>OR ENG 155</td>
<td>American Classics (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 2:** Religious & Philosophical Inquiry

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies (3 credits)</td>
</tr>
</tbody>
</table>

Choose one Math course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100</td>
<td>Business Math (3 credits)</td>
</tr>
<tr>
<td>OR MATH 102</td>
<td>Elementary Algebra (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 5:**

Scientific Quantitative & Critical Reasoning

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 109</td>
<td>Statistics (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 4:**

Civic Responsibility & Historical Understanding (A)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 100</td>
<td>American Government (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 4:**

Civic responsibility & Historical Understanding Category (B)

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 145</td>
<td>European History to the Renaissance (3 credits)</td>
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<tr>
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<td>OR HIS 171</td>
<td>World History II: Exploration to the Atomic Age (3 credits)</td>
</tr>
<tr>
<td>OR HIS 270</td>
<td>Twentieth-Century World History (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 6:**

Arts Encounter - Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation (3 credits)</td>
</tr>
<tr>
<td>OR COMM 174</td>
<td>Film Appreciation (3 credits)</td>
</tr>
<tr>
<td>OR DANC 100</td>
<td>Creative Discipline &amp; Cultural Expression (3 credits)</td>
</tr>
<tr>
<td>OR MUS 100</td>
<td>Music in Society (3 credits)</td>
</tr>
<tr>
<td>OR THEA 101</td>
<td>Theater Appreciation (3 credits)</td>
</tr>
</tbody>
</table>

**Core Area 7:**

Analysis of Individuals & Societies (Both Courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJS 101</td>
<td>Justice in America (3 credits)</td>
</tr>
</tbody>
</table>

(Major required course. Must obtain at least a “C”)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 100</td>
<td>Intro to Sociology (3 credits)</td>
</tr>
</tbody>
</table>

Criminal Justice - Law Enforcement Required Courses (33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJS 104</td>
<td>Intro to Corrections (3 credits)</td>
</tr>
<tr>
<td>CRJS 204</td>
<td>Introduction to Organized Crime (3 credits)</td>
</tr>
<tr>
<td>CRJS 205</td>
<td>Juvenile Delinquency (3 credits)</td>
</tr>
<tr>
<td>CRJS 207</td>
<td>Police Functions (3 credits)</td>
</tr>
<tr>
<td>CRJS 208</td>
<td>Criminal Investigations (3 credits)</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJS 212</td>
<td>Police Community Relations OR CRJS 275 CRJS Internship</td>
</tr>
<tr>
<td>OR MUNICIPAL POLICE ACADEMY (16 credits) (3 credits)</td>
<td></td>
</tr>
<tr>
<td>CRJS 214</td>
<td>Intro to Legal Concepts (3 credits)</td>
</tr>
<tr>
<td>CRJS 230</td>
<td>Criminology (3 credits)</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Computer Applications (3 credits)</td>
</tr>
</tbody>
</table>

Elective (3 credits)

Elective (3 credits)
CRIMINAL JUSTICE WITH MUNICIPAL POLICE ACADEMY

LIBERAL ARTS CORE REQUIREMENTS (27 CREDITS)

ORI 101 MUNE Experience (1 credit)

CORE AREA 1:
Freshman Component (B) : Research & Writing
ENG 120 Research & Writing (3 credits)

CORE AREA 1:
Freshman Component (C) Choose one of the following:
ENG 140 Western Classics (Recommended) (3 credits)
OR ENG 150 British Classics (3 credits)
OR ENG 155 American Classics (3 credits)

CORE AREA 2:
Religious & Philosophical Inquiry
RLST 100 Intro to Religious Studies (3 credits)
Choose one Math course:
MATH 100 Business Math (3 credits)
OR MATH102 Elementary Algebra (3 credits)
OR CORE AREA 5:
Scientific Quantitative & Critical Reasoning
MATH 109 Statistics (3 credits)

CORE AREA 4: Choose two from this category (One from each section)
Civic Responsibility & Historical Understanding (A)
POLI 100 American Government (3 credits)
Choose the other course from sub-category B (3 credits)

CORE AREA 6: Arts Encounter Choose one:
ART 110 Art Appreciation (3 credits)
OR COMM 174 Film Appreciation (3 credits)
OR DANC 100 Creative Discipline & Cultural Expression (3 credits)
OR MUS 100 Music in Society (3 credits)
OR THEA 101 Theater Appreciation (3 credits)

CORE AREA 7: Analysis of Individuals & Society- Two required courses
CRJS 101 Justice in America (3 credits)
(Major required course. Student must obtain at least a "C")
SOC 100 Intro to Sociology (3 credits)

CRIMINAL JUSTICE - LAW ENFORCEMENT & MUNICIPAL POLICE ACADEMY
REQUIRED COURSES (34 CREDITS)

CRJS 104 Introduction to Corrections (3 credits)
CRJS 205 Juvenile Delinquency (3 credits)
CRJS 208 Criminal Investigations (3 credits)
CRJS 230 Criminology (3 credits)
MIS 101 Computer Applications (3 credits)
ELECTIVE (3 credits)

MUNICIPAL POLICE ACADEMY (16 credits)
CRJS 100 Introduction to Special Needs Populations (2 credits)
CRJS 102 Functions of the Criminal Justice System (2 credits)
CRJS 103 Professional Police Relations (3 credits)
CRJS 201 Preliminary Criminal Investigations (3 credits)
CRJS 209 Legal Procedures (3 credits)
CRJS 211 Constitutional Issues in Policing (3 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.

Students must earn an overall 3.0 GPA, along with a minimum cumulative GPA of 3.0 in all Early Childhood courses. 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. The student must meet the minimum requirements including: GPA of 3.0, completion of 6 college credits in Mathematics, completion of 6 college credits in English, PA Criminal Records Check (ACT 34 PA), PA Child Abuse Clearance (ACT 151 PA), TB test, FBI fingerprint check (ACT 114 FBI), Arrest/Conviction Report and Certification Form (ACT 24/82 – PDE Form 6004) and Mandated Reporter testing. In preparation for the Admission Review process, each student will prepare a portfolio showing evidence of items being completed.

The two-year program, students will gain numerous clinical experiences working with preschool, kindergarten and primary grade children in a variety of settings.

A minimum of 60 credits is required for the completion of this associate degree program.

For more information contact Dr. Leann Roberts at lroberts@mercyhurst.edu

PROGRAM LEARNING OUTCOMES

1. Create and facilitate a quality lesson plan.
2. Articulate a personal teaching philosophy statement.
3. Demonstrate ethical and professional standards in a school or workplace setting.

LIBERAL ARTS CORE REQUIREMENTS (19 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 101</td>
<td>MUNE Experience (1 credit)</td>
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<tr>
<td>CORE AREA 1:</td>
<td></td>
</tr>
<tr>
<td>Freshman Component (B) : Research &amp; Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 120</td>
<td>Research &amp; Writing (3 credits)</td>
</tr>
<tr>
<td>CORE AREA 2:</td>
<td></td>
</tr>
<tr>
<td>Religious &amp; Philosophical Inquiry</td>
<td></td>
</tr>
<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies (3 credits)</td>
</tr>
<tr>
<td>CORE AREA 5:</td>
<td></td>
</tr>
<tr>
<td>Scientific Quantitative &amp; Critical Reasoning (Choose one)</td>
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</tr>
<tr>
<td>MATH 109</td>
<td>Statistics (3 credits)</td>
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<tr>
<td>MATH 111</td>
<td>College Algebra (3 credits)</td>
</tr>
<tr>
<td>CORE AREA 7: Analysis of Individuals &amp; Society (Choose one)</td>
<td></td>
</tr>
<tr>
<td>CRJS 101</td>
<td>Justice in America (3 credits)</td>
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<tr>
<td>ECON 105</td>
<td>Macroeconomics (3 credits)</td>
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<tr>
<td>HIS 232</td>
<td>African Americans in Films (3 credits)</td>
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<tr>
<td>PSYC 101</td>
<td>Intro to Psychology (3 credits)</td>
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<tr>
<td>SOC 100</td>
<td>Introduction to Society (3 credits)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Contemporary Social Problems (3 credits)</td>
</tr>
<tr>
<td>SOC 108</td>
<td>Human Growth &amp; Development (3 credits)</td>
</tr>
<tr>
<td>CORE AREA 8: Global Awareness, Responsibilities, Religions, Cultures &amp; Politics</td>
<td></td>
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<tr>
<td>RLST 285</td>
<td>World Religions* (3 credits) (Required for the Bachelors Degree)</td>
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<tr>
<td>Track- must be waived for another CORE AREA 8 course with permission only</td>
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<tr>
<td>CORE AREA 9: Wildcard:</td>
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<tr>
<td>MATH 109</td>
<td>Introduction to Statistics (3 credits) OR MATH 111 College Algebra (3 credits)</td>
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EARLY CHILDHOOD EDUCATION CONCENTRATION REQUIRED COURSES (41 CREDITS)

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDEC 101</td>
<td>Early Childhood Foundations (3 credits)</td>
</tr>
<tr>
<td>EDEC 103</td>
<td>Language &amp; Literature (3 credits)</td>
</tr>
<tr>
<td>EDEC 105</td>
<td>Health &amp; Wellness (3 credits)</td>
</tr>
<tr>
<td>EDEC 201</td>
<td>Reading Methods (4 credits)</td>
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<tr>
<td>EDEC 203</td>
<td>Language &amp; Literacy (4 credits)</td>
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<tr>
<td>EDEC 205</td>
<td>Math Methods (4 credits)</td>
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<tr>
<td>EDEC 207</td>
<td>Observation &amp; Assessment I (3 credits)</td>
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<tr>
<td>EDEC 273</td>
<td>Systems Policies &amp; Practices (2 credits)</td>
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<td>EDEC 274</td>
<td>Clinical (4 credits)</td>
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<td>EDUC 210</td>
<td>Comparative Issues (3 credits)</td>
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<tr>
<td>ESPE 101</td>
<td>Psychology of Diverse Learners (3 credits)</td>
</tr>
<tr>
<td>ESPE 201</td>
<td>Inclusive Practices (3 credits)</td>
</tr>
<tr>
<td>ESPE 203</td>
<td>Behavior Theories &amp; Practices (3 credits)</td>
</tr>
</tbody>
</table>
HOSPITALITY MANAGEMENT

The program offers the following concentrations:
- Culinary Arts
- Facility Management
- Hospitality Management

The Hospitality Management program is designed to prepare students to enter or advance in the field of hospitality management. In this program, students are expected to complete a core of hospitality management courses and select a concentration in either restaurant management, hotel management, culinary arts, facilities and property management.

In addition, students are given hands-on classroom experience and 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.

The Hospitality Management program was granted accreditation status by the Accreditation Commission for Programs in Hospitality Administration (ACPHA) in August of 2008.

MISSION STATEMENT

The Hospitality Management Department fosters and promotes the spirit of hospitality management consistent with the Mercyhurst mission of service to others and community. In keeping with the founding vision of Mercyhurst, hospitality students are prepared for industry leadership through a balance in liberal studies, business and hospitality industry specific coursework.

This balanced approach to higher education nurtures scholarship, creativity, communication and responsible stewardship for the global hospitality community. Hospitality Industry coursework and world class internships, supported by the Walker School of Business core business curriculum, provides the hospitality student with a strong foundation in accounting, finance, and management while building leadership, critical thinking skill, and problem solving skills required for success at the national and international levels.

GOOD STANDING POLICY

The Hospitality Management Department reserves the right to make a determination of each of its students enrolled from any program or concentration who fails to meet academic, professional and personal benchmarks. Academic benchmarks are concerned with grades; professional concerns itself with ethical conduct on and off campus in any setting that might bear negatively on the student and/or the program. While occurrence is rare, the department reserves the right to serious violation of any of these tenets, which we hold in the highest regard.

ACADEMIC REQUIREMENTS

A Hospitality Management major must 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 course must repeat the course, or he/she may be allowed to make special arrangements with the director of the program upon faculty advisement.

For more information contact

Beth Ann Sheldon at bsheldon@mercyhurst.edu.

PROGRAM LEARNING OUTCOMES

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

HOSPITALITY MANAGEMENT
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 fine 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. In any event, many of the completed courses with a grade of C or better will be applied toward the degree requirements. Students must earn a cumulative 2.0 GPA in all culinary and hospitality courses to meet graduation requirements.

100 service hours are required throughout the two academic years.

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

### LIBERAL ARTS CORE REQUIREMENTS (16 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ORI 101</td>
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<tr>
<td>CORE AREA 1</td>
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<td>ENG 120</td>
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<td>CORE AREA 2</td>
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<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies</td>
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<td>CORE AREA 4</td>
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<tr>
<td>FPM 100</td>
<td>Business Management</td>
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<td>OR</td>
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<tr>
<td>CORE AREA 5</td>
<td>Scientific Quantitative &amp; Critical Reasoning</td>
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<tr>
<td>MATH 109</td>
<td>Statistics (Requirement for Bachelor Track)</td>
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<tr>
<td>CORE AREA 7</td>
<td>Analysis of Individuals &amp; Societies</td>
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<tr>
<td>ECON 105</td>
<td>Macroeconomics</td>
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### CULINARY ARTS CONCENTRATION

### REQUIRED COURSES (51 CREDITS)

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<td>CULN 124</td>
<td>Culinary I</td>
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<td>CULN 125</td>
<td>Culinary I Lab</td>
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<td>CULN 164</td>
<td>Culinary II</td>
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<td>CULN 165</td>
<td>Culinary II Lab</td>
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<tr>
<td>CULN 197</td>
<td>Intro to Wine &amp; Spirits</td>
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<td>CULN 224</td>
<td>Culinary III</td>
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<td>CULN 225</td>
<td>Culinary III Lab</td>
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<td>CULN 264</td>
<td>Culinary IV</td>
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<td>CULN 265</td>
<td>Culinary IV Lab</td>
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<td>CULN 272</td>
<td>Culinary Internship</td>
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<td>CULN 297</td>
<td>Advanced Wine &amp; Spirits</td>
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<td>FNUT 131</td>
<td>Intro to Nutrition</td>
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<td>HRIM 100</td>
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<td>HRIM 101</td>
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<td>HRIM 110</td>
<td>Sanitation &amp; Safety</td>
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<td>HRIM 212</td>
<td>Purchasing for Hospitality Industry</td>
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<td>HRIM 223</td>
<td>Management for Human Resources</td>
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### FACILITIES & PROPERTY MANAGEMENT CONCENTRATION

### REQUIRED COURSES (45 CREDITS)

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<td>FPM 100</td>
<td>Intro to Facility Management</td>
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<tr>
<td>FPM 101</td>
<td>FM Operations &amp; Management</td>
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<td>FPM 104</td>
<td>FM Technology</td>
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<td>FPM 105</td>
<td>Construction &amp; Renovation</td>
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<td>FPM 204</td>
<td>Quality &amp; Innovation</td>
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<td>FPM 210</td>
<td>FM Business Workshop</td>
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<td>FPM 275</td>
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<td>MGMT 120</td>
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### LIBERAL ARTS CORE REQUIREMENTS (16 CREDITS)

<table>
<thead>
<tr>
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<tr>
<td>ORI 101</td>
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<tr>
<td>CORE AREA 1</td>
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<td>ENG 120</td>
<td>Research &amp; Writing</td>
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<td>CORE AREA 2</td>
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<td>RLST 100</td>
<td>Intro to Religious Studies</td>
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<tr>
<td>FPM 100</td>
<td>Business Management</td>
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<td>OR</td>
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<tr>
<td>CORE AREA 5</td>
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<td>MATH 109</td>
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<td>CORE AREA 7</td>
<td>Analysis of Individuals &amp; Societies</td>
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<tr>
<td>ECON 105</td>
<td>Macroeconomics</td>
<td>3</td>
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</tbody>
</table>
LIBERAL ARTS CORE REQUIREMENTS (15 CREDITS)

ORI 101  MUNE Experience (1 credit)

CORE AREA 1:
Freshman Component (B): Research & Writing
ENG 120  Research & Writing (3 credits)

CORE AREA 2:
Religious & Philosophical Inquiry
RLST 100  Intro to Religious Studies (3 credits)

CORE AREA 4:
Civic Responsibility & Historical Understanding (3 credits)
Choose a course from this area

CORE AREA 5:
Scientific Quantitative & Critical Reasoning
MATH 109  Statistics (Requirement for Bachelor Track) OR any
course from CORE AREA 5 (3 credits)

CORE AREA 7: Analysis of Individuals & Societies
ECON 105  Macroeconomics OR any course from CORE AREA 7
(3 credits)

HOSPITALITY MANAGEMENT
CONCENTRATION REQUIRED COURSES

ACCT 101  Principles of Accounting I (3 credits)
CULN 197  Intro to Wine & Spirits (3 credits)

CHOOSE ONE:
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 (2 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/HRIM 235  Intro to Food Service Management/ Lab (6 credits)
HRIM 275  Internship (3 credits)
MKTG 162  Principles of Integrated Marketing (3 credits)
ELECTIVE  (3 credits)
**LIBERAL ARTS**

**PROGRAM MISSION**

The Liberal Arts program at MCADS 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 MCADS 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.

**LIBERAL ARTS LEARNING GOALS & OUTCOMES**

The faculty has developed the Liberal Arts degree program with broad based learning goals and outcomes that serve as the framework for the program's curriculum. The following is an outline of the program learning goals and outcomes to be assessed:

1. **Effective Communication (EC):**
   Effectively use the English language, writing and speaking with clarity, coherence, and persuasiveness.

2. **Research and Information Literacy (RIL):**
   Locate, access, analyze and utilize information that facilitates learning and critical inquiry and to adhere to the standards of academic honesty in their use of that information. Prepares students for life-long learning, for themselves, their professions, and their society.

3. **Critical Thinking (CriT):**
   Think through problems and issues deeply, independently, and creatively so they can make informed and logical judgments of the arguments of others, arrive at their own well-reasoned positions, and formulate and apply ideas to new contexts in the future.

4. **Civic Engagement (CE):**
   Develop a deeper, more informed awareness and appreciation for the necessity for strong values, ethical conduct, and social responsibility, especially personal, academic and professional integrity.

5. **Intercultural Skills (IS):**
   Recognize and appreciate cultural diversity and gain a global perspective grounded in the understanding of international cultures, issues, and trends linking communities around the world.

6. **Quantitative and Scientific Reasoning (QSR):**
   Use and apply these reasoning processes to explain phenomena in the context of everyday life.

**LIBERAL ARTS REQUIREMENTS (61 CREDITS)**

Students must have completed 61 credits and earn an overall 2.0 GPA to meet graduation requirements. Required courses by categories appear below:

For more information please contact Claudia Matz at cmatz@mercyhurst.edu.

**CORE AREA 1: Freshman Component (One from B & C)**

B. Research & Writing ENG 120  Research & Writing (3 credits)
C. Literary Classics (3 credits)

**ENG 140** Western Classics
OR ENG 150  British Classics
OR ENG 155  American Classics

**CORE AREA 2: Religious & Philosophical Inquiry (One from A & B)**

A. Religious Traditions
RLST 100  Intro to Religious Studies (3 credits)

B. Philosophy
PHIL 100  Philosophical Inquiry (3 credits)

**CORE AREA 3: Language/Literature Track (Only covers category B)**

ENG 200  Literary Studies (3 credits)

**CORE AREA 4:**

Civic Responsibility & Historical Understanding
(Take one from A & B)

A. U.S History OR American Government
HIS 101  US History to 1865 (3 credits)
OR HIS 102  US History since 1865 (3 credits)
OR HIS 220  America since 1945 (3 credits)
OR POLI 100  American Government (3 credits)

B. European OR World History
HIS 145  European History to the Renaissance (3 credits)
OR HIS 146  European History since the Renaissance (3 credits)
OR HIS 170  World History I: Agriculture to Zheng He (3 credits)
OR HIS 270  Twentieth-Century World History (3 credits)

**CORE AREA 5:**

Scientific, Quantitative & Critical Reasoning (Take one from A & B)

A. Natural Science and Lab
BIO 102/103  General Biology (4 credits)
OR BIO 110/111  Plant Science & Lab (4 credits)
OR BIO 120/121  Human Biology & Lab (4 credits) OR BIO 146/147  Ecology & Evolutionary Biology of Organisms & Lab (4 credits)
OR BIO 180/181  Microorganisms & Lab (4 credits)
OR CHEM 101/102  Chemical Principles & Lab (4 credits)
OR ENV 100/101  Environmental Problem Solving & Lab (4 credits)

B. Mathematics/Computer Systems
MATH 109  Introduction to Statistics (3 credits)
OR MATH 111  College Algebra (3 credits)

**CORE AREA 6: Arts Encounter**

All students must complete one of the following courses:

ART 110  Art Appreciation (3 credits)
OR COMM 174  Film Appreciation (3 credits)
OR DANC 100  Dance Appreciation (3 credits)
OR MUS 100  Music in Society (3 credits)
OR THEA 101  Theater Appreciation (3 credits)
CORE AREA 7:
Analysis of Individuals & Societies
All students must complete two of the following courses:
ANTH 112/SOC 112 World Cultures (3 credits)
OR CRJS 101 Justice in America (3 credits)
OR ECON 105 Macroeconomics (3 credits)
OR HIS 232 African Americans in Films (3 credits)
OR PSYC 101 Intro to Psychology (3 credits)
OR SOC 100 Intro to Sociology (3 credits)
OR SOC 101 Contemporary Social Problems (3 credits)
OR SOC 108 Human Growth & Development (3 credits)

CORE AREA 8:
Global Awareness, Responsibilities, Religions, Cultures & Politics
All students must complete two of the following courses:
ASIA 125 Asian Cultures (3 credits)
OR ECON 260 Environmental Economics (3 credits)
OR ENGL 144 World Literature & Global Issues (3 credits)
OR POLI 241 Comparative Politics of Asia (3 credits)
OR RLST 285 World Religions (3 credits)
OR SOC 112 World Cultures (3 credits)
OR SPAN 125 Latin American Cultures (3 credits)

Six electives (Two of these need to be a 200-level course)
1) Elective
2) Elective
3) Elective

LIBERAL ARTS-SCIENCE CONCENTRATION

MUNE has developed a liberal arts program with a concentration in science for students looking to pursue a degree in a science or health-related field. The first year is also designed for students interested in an associate degree at MUNE, offering coursework that will crossover to many of our health care career programs, such as registered nursing, physical therapist assistant, respiratory therapy, occupational therapy assistant and medical lab technician.

Students must have completed 61 credits and earn an overall 2.0 GPA to meet graduation requirements. Required courses by categories appear below:

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

LIBERAL ARTS REQUIREMENTS (61 CREDITS)

ORI 101 MUNE Experience (1 credit)

CORE AREA 1: Freshman Component (One from B & C)
B. Research & Writing ENG 120 Research & Writing (3 credits)
C. Literary Classics
ENG 140 Western Classics (3 credits)
OR ENG 150 British Classics (3 credits)
OR ENG 155 American Classics (3 credits)

CORE AREA 2: Religious & Philosophical Inquiry (One from A & B)
A. Religious Traditions
RLST 100 Intro to Religious Studies (3 credits)
B. Philosophy
PHIL 100 Philosophical Inquiry (3 credits)

CORE AREA 3: Language/Literature Track (Only covers category B)
ENG 200 Literary Studies (3 credits)

CORE AREA 4:
Civic Responsibility & Historical Understanding
(Take one from A & B)
A. U.S History OR American Government
HIS 101 US History to 1865 (3 credits)
OR HIS 102 US History since 1865 (3 credits)
OR HIS 220 America since 1945 (3 credits)
OR POLI 100 American Government (3 credits)

B. European OR World History
HIS 145 European History to the Renaissance (3 credits)
OR HIS 146 European History since the Renaissance (3 credits)
OR HIS 170 World History I: Agriculture to Zheng He (3 credits)
OR HIS 270 Twentieth-Century World History (3 credits)
CORE AREA 5:
Scientific, Quantitative & Critical Reasoning (Take one from A & B)
A. Natural Science and Lab
BIO 102/103 General Biology (4 credits)
OR BIO 110/111 Plant Science & Lab (4 credits)
BIO 120/121 Human Biology & Lab (4 credits)
OR BIO 146/147 Ecology & Evolutionary Biology of Organisms & Lab (4 credits)
OR BIO 180/181 Microorganisms & Lab (4 credits)
OR CHEM 101/102 Chemical Principles & Lab (4 credits)
OR ENVS 100/101 Environmental Problem Solving & Lab (4 credits)

B. Mathematics/Computer Systems
MATH 109 Introduction to Statistics (3 credits)
OR MATH 111 College Algebra (3 credits)

CORE AREA 6: Arts Encounter
All students must complete one of the following courses:
ART 110 Art Appreciation (3 credits)
OR COMM 174 Film Appreciation (3 credits)
OR DAN C 100 Dance Appreciation (3 credits)
OR MUS 100 Music in Society (3 credits)
OR THEA 101 Theater Appreciation (3 credits)

CORE AREA 7:
Analysis of Individuals & Societies
All students must complete two of the following courses:
ANTH 112/SOC 112 World Cultures (3 credits)
OR CRJS 101 Justice in America (3 credits)
OR ECON 105 Macroeconomics (3 credits)
OR HIS 232 African Americans in Films (3 credits)
OR PSYC 101 Intro to Psychology (3 credits)
OR SOC 100 Intro to Sociology (3 credits)
OR SOC 101 Contemporary Social Problems (3 credits)
OR SOC 108 Human Growth & Development (3 credits)

CORE AREA 8:
Global Awareness, Responsibilities, Religions, Cultures & Politics
All students must complete two of the following courses:
ASIA 125 Asian Cultures (3 credits)
OR ECON 260 Environmental Economics (3 credits)
OR ENG 144 World Literature & Global Issues (3 credits)
OR POLI 241 Comparative Politics of Asia (3 credits)
OR RLST 285 World Religions (3 credits)
OR SOC 112 World Cultures (3 credits)
OR SPAN 125 Latin American Cultures (3 credits)

Six electives (Two of these need to be a 200-level courses. Students are encouraged to take at least 5 Science related courses).
For students interested in the Allied Health Fields it is recommended that one of these electives be HLTH 100 Intro to the Allied Health

1) Elective  4) Elective
2) Elective  5) Elective
3) Elective  6) Elective

In order to meet the graduation requirements of a Liberal Arts degree, students must have successfully completed at least two 200 level courses.

The Experiential Service Learning section of the Liberal Arts Science Program curriculum is designed to challenge students to go outside of the bounds of the typical classroom and give students hands-on experience in the real world.

ADDITIONAL REQUIREMENTS FOR A LIBERAL ARTS DEGREE

Experiential learning enhances personal, academic, and professional growth by promoting opportunities for engaged and active learning.

Students work with their faculty advisors to select an appropriate option that reflects their personal interest and is relevant to their studies. Experiential Learning is just one more way that the Mercyhurst College of Associate Degrees is dedicated to preparing its students for successful futures.

All students must complete the Experiential/Service Learning requirement of 20 hours of Service Learning, with at least 4 hours of those related to their potential career, to graduate with an Associate Degree in Liberal Arts. The Office of Student Life coordinates Service Learning and is a resource for students.
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/ Automat ed 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) at 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119. Telephone: 847-939-3597 or 773-714-8880 Fax: 773-714-8886, with access to email through naaclsinfo@naacls.org or the website: www.naacs.org.

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:

1. 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 fluids, etc.

2. 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).

3. 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.).

4. Sufficient sound judgment and coping skills to perform effectively and function independently in stressful academic and clinical laboratory environments.

5. 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.

6. 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.

A minimum of 64 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 MLT Director
Laura Merritt at lmerritt@mercyhurst.edu.
MISSION

It is the mission of the Mercyhurst University 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 University 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 University 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.

PROGRAM OUTCOMES

1. Apply knowledge of methodologies for all major areas currently practiced by a modern laboratory including problem solving and troubleshooting techniques.

2. Collect, prepare, examine and analyze blood, body fluids and other biological specimens for a wide variety of routine and specialized laboratory tests.

3. Apply knowledge of laboratory result use in diagnosis and treatment of patients.

4. Accurately communicate and report test results in a timely and efficient manner to serve the needs of the patients and the public.

5. Demonstrate proper techniques and competencies to operate standard and specialized laboratory equipment a well as be able to participate.

6. Apply knowledge of and demonstrate proper techniques for Quality Assessment in the laboratory.

7. Maintain safe practices and comply with all regulatory guidelines when performing laboratory techniques.

8. 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.

9. Identify the significance of continued professional development.

MEDICAL LABORATORY TECHNICIAN COURSE REQUIREMENTS

LIBERAL ARTS CORE CURRICULUM REQUIRED COURSES (20 CREDITS)

<table>
<thead>
<tr>
<th>CORE AREA 1:</th>
<th>Freshman Component (B): Research &amp; Writing</th>
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<tbody>
<tr>
<td>ENG 120</td>
<td>Research &amp; Writing (3 credits)</td>
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<table>
<thead>
<tr>
<th>CORE AREA 2:</th>
<th>Religious &amp; Philosophical Inquiry</th>
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<tbody>
<tr>
<td>RLST 100</td>
<td>Intro to Religious Studies (3 credits)</td>
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<table>
<thead>
<tr>
<th>CORE AREA 5:</th>
<th>Scientific Quantitative &amp; Critical Reasoning</th>
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<tbody>
<tr>
<td>MATH 109</td>
<td>Statistics (3 credits)</td>
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<table>
<thead>
<tr>
<th>CORE AREA 5:</th>
<th>Scientific Quantitative &amp; Critical Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120/121</td>
<td>Human Biology Lecture &amp; Lab (4 credits)</td>
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<tr>
<td>BIO 180/181</td>
<td>Microorganisms Lecture &amp; Lab (4 credits)</td>
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</tbody>
</table>

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<thead>
<tr>
<th>CORE AREA 7:</th>
<th>Analysis of Individuals &amp; Societies</th>
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</thead>
<tbody>
<tr>
<td>SOC 108</td>
<td>Human Growth &amp; Development (3 credits)</td>
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</tbody>
</table>

MEDICAL LABORATORY TECHNICIAN REQUIRED COURSES (49 CREDITS)

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

<table>
<thead>
<tr>
<th>BIO 294</th>
<th>Parasitology (3 credits)</th>
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<tbody>
<tr>
<td>CHEM 111/112</td>
<td>Chemistry of Life Lecture &amp; Lab (4 credits)</td>
</tr>
<tr>
<td>CHEM 123/124</td>
<td>Org/Bio Chemistry Lecture &amp; Lab (4 credits)</td>
</tr>
<tr>
<td>MLT 120</td>
<td>Clinical Laboratory (6 credits)</td>
</tr>
<tr>
<td>MLT 150</td>
<td>Clinical Microbiology (4 credits)</td>
</tr>
<tr>
<td>MLT 160</td>
<td>Clinical Chemistry (4 credits)</td>
</tr>
<tr>
<td>MLT 220</td>
<td>Clinical Hematology (3 credits)</td>
</tr>
<tr>
<td>MLT 225</td>
<td>Serology/Blood Banking (4 credits)</td>
</tr>
<tr>
<td>MLT 250</td>
<td>Clinical Laboratory Seminar (3 credits)</td>
</tr>
<tr>
<td>MLT 251</td>
<td>Clinical Laboratory Externship (9 credits)</td>
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</tbody>
</table>
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 individual learning preferences. 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 felony 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. SATs 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 first 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 3343 Peach tree Road, NE, Suite 850, Atlanta, GA 30326 or (404) 975-5000.
MUNE 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 Brenda Snyder at bsnyder@mercyhurst.edu

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**PROGRAM OUTCOMES**

1. **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 health care team.

2. **Safety**- Use system, individual resources and clinical judgment to implement and promote safe practice prepare and minimize risk to the patient, family and health care team.

3. **Evidence Based Practice-Quality Improvement**- Integrate best current evidence to provide safe, quality nursing care and promote optimal patient outcomes.

4. **Informatics**- Use information and technology to communicate, access resources, support decision making and prevent errors.

5. **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.

6. **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.

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**FULL-TIME NURSING TRACK**

**DEGREE REQUIREMENTS (68 MIN. REQUIRED CRDS)**

<table>
<thead>
<tr>
<th>REQUIRED COURSES (15 CREDITS)</th>
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<tbody>
<tr>
<td><strong>CORE AREA 1:</strong> Freshman Component (B)</td>
</tr>
<tr>
<td><strong>CORE AREA 2:</strong> Religious &amp; Philosophical Inquiry</td>
</tr>
<tr>
<td><strong>CORE AREA 5:</strong> Scientific Quantitative &amp; Critical Reasoning</td>
</tr>
<tr>
<td><strong>CORE AREA 7:</strong> (Both Courses) Analysis of Individuals &amp; Society</td>
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**FULL-TIME NURSING TRACK**

**REQUIRED COURSES (53 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 240/241</strong></td>
<td>Human Anatomy &amp; Physiology I Lecture &amp; Lab</td>
<td>(4 credits)</td>
</tr>
<tr>
<td><strong>BIO 250/251</strong></td>
<td>Human Anatomy &amp; Physiology II Lecture &amp; Lab</td>
<td>(4 credits)</td>
</tr>
<tr>
<td><strong>BIO 254</strong></td>
<td>Foundations of Pathophysiology</td>
<td>(4 credits)</td>
</tr>
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</table>

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

- **NURS 135** Nursing I & II (5 credits)
- **NURS 150/151** Nursing III Lecture & Lab (6 credits)
- **NURS 155** Pharmacology (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)
### PART-TIME NURSING TRACK
#### DEGREE REQUIREMENTS (68 MIN. REQUIRED CRDS)

**LIBERAL ARTS CORE CURRICULUM**
**REQUIRED COURSES (15 CREDITS)**

**CORE AREA 1:**
- Freshman Component (B) : Research & Writing
  - ENG 120 Research & Writing (3 credits)

**CORE AREA 2:**
- Religious & Philosophical Inquiry
  - RLST 100 Intro to Religious Studies (3 credits)

**CORE AREA 5:**
- Scientific Quantitative & Critical Reasoning
  - MATH 109 Statistics (3 credits)

**CORE AREA 7:** (Both Courses)
- Analysis of Individuals & Society
  - SOC 101 Contemporary Social Problems (3 credits)
  - SOC 108 Human Growth & Development (3 credits)

**PART-TIME NURSING TRACK**
**REQUIRED COURSES**
- 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 150/151 Foundations of Nursing (4 credits)
  - NURS 240A/241A Nursing I & II (5 credits)
  - NURS 240B/241B Nursing V-B & with Clinical Capstone (7 credits)

**FULL-TIME NURSING BRIDGE TRACK**
#### DEGREE REQUIREMENTS (61 REQUIRED CREDITS)

**LIBERAL ARTS CORE CURRICULUM**
**REQUIRED COURSES (15 CREDITS)**

**CORE AREA 1:**
- Freshman Component (B) : Research & Writing
  - ENG 120 Research & Writing (3 credits)

**CORE AREA 2:**
- Religious & Philosophical Inquiry
  - RLST 100 Intro to Religious Studies (3 credits)

**CORE AREA 5:**
- Scientific Quantitative & Critical Reasoning
  - MATH 109 Statistics (3 credits)

**CORE AREA 7:** (Both Courses)
- Analysis of Individuals & Society
  - SOC 101 Contemporary Social Problems (3 credits)
  - SOC 108 Human Growth & Development (3 credits)

**PART-TIME NURSING BRIDGE TRACK**
**REQUIRED COURSES**
- 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 Pharmacology (4 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)
Graduates of state approved and accredited practical nursing programs will be granted a maximum of 15 credits in nursing based on the following criteria. below.

Applicants to the Associate in 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, the following criteria must be met prior to granting advanced placement: Practical Nursing License in good standing in all states the student is licensed in, and at least 6 months of employment as a LPN following graduation from a practical nursing program. Graduation within 5 years, with an earned 2.0 GPA, preferably from an accredited program, and a written recommendation from the Program Chairperson or current employer: or Graduation within 10 years, preferably from an accredited program, and work experience in nursing equivalent to 1,000 hours in the last 3 years or Continuous employment as an LPN for those who have graduated longer than 10 years ago.

Graduates of Practical Nursing programs which have entered into an articulation agreement with the ASN Program at Mercyhurst North East, will be granted a maximum of 15 credits in nursing.

Graduates of Practical Nursing programs that do not have a formal articulation agreement with the ASN program or who have graduated from non-accredited programs or who have graduated over 10 years from the date of application to the ASN program have the opportunity to be awarded credits for previous learning.

Following completion of acceptance criteria and competency validation, a maximum of 15 credits may be awarded. The NLN Nursing Acceleration Challenge Exams (ACE) are national validation tests designed to evaluate previous learning in order to assist with placement of LPNs who are seeking educational mobility. LPNs may take the Foundations of Nursing exam and if successful, receive Advanced Placement for Nursing status. Waiver of the above requirements is at the discretion of the Nursing Program Director in consultation with nursing faculty. The LPN to ASN program may be completed via the full-time or part-time sequence. A specific calendar for the part-time sequence is available from Admissions.

For more information contact

Brenda Snyder at bsnyder@mercyhurst.edu
OCCUPATIONAL THERAPY ASSISTANT

Occupational therapy is a 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. OTAs 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, fieldwork 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 65 credits (39 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 fieldwork 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, individual 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
Mary Gavacs at mgavacs@mercyhurst.edu.

PROGRAM OUTCOMES

Upon completion of the program, the OTA graduate will…

1. Be able to practice as an entry level generalist in a safe and effective manner within the various settings where OT services are provided.
2. 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.
3. Be able to use relevant occupations to facilitate participation in life roles.
4. Display ethical behavior with clients, coworkers and all stakeholders within their practice.
5. Be an advocate for the OT profession and for the clients they serve.
6. Understand the need to maintain competence through lifelong learning

LIBERAL ARTS CORE CURRICULUM

REQUIRED COURSES (15 CREDITS)

CORE AREA 1:
Freshman Component (B): Research & Writing
ENG 120 Research & Writing (3 credits)

CORE AREA 2:
Religious & Philosophical Inquiry
RLST 100 Intro to Religious Studies (3 credits)

CORE AREA 3:
Scientific Quantitative & Critical Reasoning
MATH 109 Statistics (3 credits)

CORE AREA 7: Analysis of Individuals & Societies
PSYC 101 Introduction to Psychology (3 credits)
SOC 108 Human Growth & Development (3 credits)

OCCUPATIONAL THERAPIST 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 213 Pediatrics Lab (1 credit)
OTA 220 OTA Level II Fieldwork (12 credit)
PSYC 211 Abnormal Psychology (3 credits)
The mission of the Medical Office Management Program with Health Information Management Concentration at Mercyhurst University is to produce graduates who will contribute to the quality of health care services by maintaining the highest level of ethics and security standards as Health Information Management professionals.

The Department serves health care consumers and providers in the area by providing graduates who are highly trained in the latest information management technology applications, who are knowledgeable in maintaining and analyzing electronic healthcare information and the management of healthcare systems including reimbursement, research, security, planning, quality assessment and release of information. As part of this program, students will have the opportunity to participate in an internship program, where they may work in a physician’s office or hospital department to reinforce the training received in the classroom.

**PROGRAM OUTCOMES**

1. Demonstrate the ability to design, organize and implement changes in the evolution of health information to electronic formats.

2. Evaluate and appropriately apply principles of confidentiality and privacy congruent with the standards and ethics of the health information profession.

3. Apply effective skills in the areas of written and oral communication, critical thinking, and problem solving in the practice of health information management.

4. Demonstrate proficiency in classifications and nomenclatures sufficient to support reimbursement in multiple patient care environments.

5. Demonstrate competency and skill in the technology used by the healthcare information environment.

6. Demonstrate personal behaviors, attitudes and values consistent with and appropriate to the entry-level health information management professional.

Students must earn an overall GPA of 2.0, along with a minimum GPA of 2.0 in each major course to meet graduation requirements (major courses denoted with *)

A minimum of 67 credits is required for the completion of this associate degree program.

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

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**OFFICE MEDICAL MANAGEMENT -HEALTH INFORMATION MANAGEMENT**

**LIBERAL ARTS CORE CURRICULUM**

**REQUIRED COURSES (18 CREDITS)**

**CORE AREA 1:**

- Freshman Component (B): Research & Writing
  - ENG 120 Research & Writing (3 credits)

**CORE AREA 2:**

- Religious & Philosophical Inquiry
  - RLST 100 Intro to Religious Studies (3 credits)

**CHOOSE ONE COURSE**

- MATH 100 Business Math (3 credits)
- MATH 102 Elementary Algebra (3 credits)

**OR**

- CORE AREA 5:
  - Scientific Quantitative & Critical Reasoning
  - MATH 109 Statistics (3 credits)

**CORE AREA 7:**

- Analysis of Individuals & Societies
  - PSYC 101 Introduction to Psychology (3 credits)

**CORE AREA 7:**

- Analysis of Individuals & Societies
  - SOC 108 Human Growth & Development (3 credits)

**OFFICE MEDICAL MANAGEMENT-HEALTH CONCENTRATION REQUIRED COURSES (50 CREDITS)**

**STUDENT MUST OBTAIN A "C" OR ABOVE IN ALL OF THE FOLLOWING**

- BIO 160/61 Intro to Human Anatomy & Physiology I Lecture & Lab (4 credits)
- BIO 162/63 Intro to Human Anatomy & Physiology II Lecture & Lab (4 credits)
- COMM 180 Business & Professional Communication (3 credits)
- ENG 110 Composition OR Elective (3 credits)
- HIM 100 Health Information Technology (3 credits)
- HIM 201 ICD CPT Coding I (3 credits)
- HIM 202 Electronic Health Records (3 credits)
- HIM 203 Health Insurance & Reimbursement (3 credits)
- MED 101 Medical Office Clinical Procedures (3 credits)
- MED 102 Medical Office Clinical Procedures Lab (1 credit)
- MED 103 Medical Office Diagnostic Procedures (3 credits)
- MGMT 120 Principles of Management (3 credits)
- MIS 101 Computer Applications (3 credits)
- MIS 110 Advanced Computer Applications (3 credits)

**CHOOSE ONE:**

- SECM 107 Keyboarding I OR SECM 108 Keyboarding II (1 credit)

**CHOOSE ONE:**

- SECM 108 Keyboarding II OR SECM 109 Keyboarding III (1 credit)
- SECM 111 Medical Terminology (3 credits)
- SECM 275 Health Information Management Internship (3 credits)
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 tri-state 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 10 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 Janice Haas at jhaas@mercyhurst.edu

PROGRAM GOALS

1. Graduates will be prepared for entry-level practice as a physical therapist assistant within the guidelines set forth by the American Physical Therapy Association and within the scope of practice established by the State Boards of Physical Therapy

2. Graduates will be adequately prepared to pass the National Physical Therapy Examination for the Physical Therapist Assistant.

3. Graduates will perform as safe and effective physical therapist assistants in a physical therapy setting

4. Graduates will perform as safe and effective physical therapist assistants in a physical therapy setting

PROGRAM OUTCOMES

1. Use knowledge of legal and ethical principles in clinical decision making.

2. Provide patient/client treatment in manner that is respectful, caring and empathetic.

3. Apply interventions in a safe, efficient and effective manner as directed in the plan of care and within the scope of practice of a physical therapist assistant.

4. Perform safe and effective data collection to aid in the assessment of patient status and treatment effectiveness.

5. Recognize the need for modification of interventions as related to patient/client response to treatment.

6. Identify viable treatment options for progression of treatment within the plan of care.

7. Provide effective patient/family education to achieve established goals and outcomes within the plan of care.

8. Utilize appropriate communication to aid in the effective operation of the physical therapy department and the provision of physical therapy services.

9. Complete documentation that follows professional guidelines and facility policies.

10. Engage in literature review and critical analysis of practice.
## PHYSICAL THERAPIST ASSISTANT
### DEGREE REQUIREMENTS

**CORE AREA 1:**
Freshman Component (B) : Research & Writing  
ENG 120  Research & Writing

**CORE AREA 2:**
Religious & Philosophical Inquiry  
RLST 100  Intro to Religious Studies

**CHOOSE ONE MATH:**
MATH 102  Elementary Algebra  
**OR CORE AREA 5:**
Scientific Quantitative & Critical Reasoning  
MATH 109  Statistics  
MATH 111  College Algebra

**CORE AREA 7: Analysis of Individuals & Societies**  
SOC 108  Human Growth & Development

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### PHYSICAL THERAPIST ASSISTANT
### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 240/241</td>
<td>Human Anatomy &amp; Physiology I Lecture &amp; Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 250/251</td>
<td>Human Anatomy &amp; Physiology II Lecture &amp; Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 101</td>
<td>Introduction to Physical Therapy</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 103</td>
<td>Healthcare Communication</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 104</td>
<td>Introduction to Physical Therapy Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 200</td>
<td>Kinesiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 204</td>
<td>Kinesiology Lab</td>
<td>1 credits</td>
</tr>
<tr>
<td>PTA 205</td>
<td>Pathophysiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PTA 206</td>
<td>Therapeutic Modalities for PTA</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 207</td>
<td>Orthopedic Interventions</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 208</td>
<td>Therapeutic Exercise</td>
<td>3 credits</td>
</tr>
<tr>
<td>PTA 209</td>
<td>General Rehab</td>
<td>3 credits</td>
</tr>
<tr>
<td>PTA 210</td>
<td>Neurorehab</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 211</td>
<td>Clinical Education I</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 212</td>
<td>Clinical Education II/III</td>
<td>10 credits</td>
</tr>
<tr>
<td>PTA 214</td>
<td>Professional Issues Seminar</td>
<td>2 credits</td>
</tr>
<tr>
<td>PTA 216</td>
<td>Therapeutic Modalities for PTA Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 217</td>
<td>Orthopedic Interventions Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 218</td>
<td>Therapeutic Exercise Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 219</td>
<td>Neurorehab Lab</td>
<td>1 credit</td>
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</table>
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 MUNE 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, Rubeola and Mumps titers.
  • Drug testing may be required.
  • A criminal record check may 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 tri-state 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 Christine Gluvna at cgluvna@mercyhurst.edu
1. 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.

2. 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.

3. Initiate, conduct, and modify prescribed therapeutic and diagnostic procedures.

4. Document necessary information in the patient’s medical record and other forms, and communicate that information to members of the health care team.

5. Obtain, assemble, calibrate, and check necessary equipment.

6. Use problem solving to identify and correct malfunctions of respiratory care equipment.

7. Demonstrate appropriate interpersonal skill to work productively with patients, families, staff and co-workers.

8. Accept directives, maintain confidentiality, does not discriminate, and uphold the ethical standards of the profession.


10. List and identify pharmacological agents used to treat cardiopulmonary patients, including indications and contraindications.

RESPIRATORY THERAPIST
REQUIRED COURSES

- BIO 240/241 Human Anatomy & Physiology I Lecture & Lab (4 credits)
- BIO 250/251 Human Anatomy & Physiology II Lecture & Lab (4 credits)
- CHEM 111/112 Chemistry of Life Lecture & Lab (4 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 Resp. Care
- 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

The Culinary Arts Certificate is designed to provide students with sufficient skills needed to secure an entry-level position in the restaurant/foods area. Students will gain basic skills in foods, sanitation, and nutrition as well as in purchasing and human resources. Courses in college writing, computers 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 and 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.

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

CULINARY ARTS CERTIFICATE
REQUIRED COURSES (35 CREDITS)

<table>
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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>CULN 124</td>
<td>Culinary I &amp; CULN 125 Culinary I Lab</td>
<td>6</td>
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CHOOSE ONE: (6 credits)

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<tr>
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<tbody>
<tr>
<td>CULN 164</td>
<td>Culinary II &amp; CULN 165 Culinary II Lab</td>
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<tr>
<td>OR CULN 264</td>
<td>Culinary III &amp; CULN 265 Culinary III Lab</td>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CULN 197</td>
<td>Intro to Wine &amp; Spirits</td>
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<tr>
<td>CULN 272</td>
<td>Culinary Externship</td>
<td>0</td>
</tr>
<tr>
<td>CULN 297</td>
<td>Advanced Wine &amp; Spirits</td>
<td>3</td>
</tr>
<tr>
<td>ENG 110</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>FNUT 131</td>
<td>Intro to Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HRIM 110</td>
<td>Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>HRIM 212</td>
<td>Purchasing for Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HRIM 223</td>
<td>Management for Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Business Math</td>
<td>3</td>
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</table>

INFORMATION TECHNOLOGY SPECIALIST CERTIFICATE
REQUIRED COURSES (30 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 220</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ECON 105</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 110</td>
<td>Composition</td>
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CHOOSE ONE: (3 credits)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 100</td>
<td>Business Math OR MATH 102 Elementary Algebra</td>
<td></td>
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<tr>
<td>MIS 101</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 106</td>
<td>Web Management</td>
<td>3</td>
</tr>
<tr>
<td>MIS 107</td>
<td>Web Management II</td>
<td>3</td>
</tr>
<tr>
<td>MIS 110</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 125</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>MIS 140</td>
<td>Microcomputer Operations</td>
<td>3</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 in the allied health care field.

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
Leslie Reed at leed@mercyhurst.edu

<table>
<thead>
<tr>
<th>MEDICAL ASSISTANT CERTIFICATE REQUIRED COURSES (33 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120/121  Human Biology Lecture &amp; Lab (4 credits)</td>
</tr>
<tr>
<td>COMM 180    Business &amp; Professional Communications (3 credits)</td>
</tr>
<tr>
<td>ENG 110     Composition (3 credits)</td>
</tr>
<tr>
<td>HIM 101     ICD &amp; CPT Coding I (3 credits)</td>
</tr>
<tr>
<td>HIM 203     Health Insurance and Reimbursement (3 credits)</td>
</tr>
<tr>
<td>HIM 202     Electronic Health Records (3 credits)</td>
</tr>
<tr>
<td>MED 101/102 Medical Office Clinical Procedures &amp; Lab (4 credits)</td>
</tr>
<tr>
<td>MED 103     Medical Office Diagnostic Procedures (3 credits)</td>
</tr>
<tr>
<td>MIS 101     Computer Applications (3 credits)</td>
</tr>
<tr>
<td>SECM 107    Keyboarding I (1 credits)</td>
</tr>
<tr>
<td>OR SECM 108 Keyboarding II (1 credits)</td>
</tr>
<tr>
<td>SECM 111    Medical Terminology (3 credits)</td>
</tr>
</tbody>
</table>

MUNICIPAL POLICE ACADEMY CERTIFICATE

The program of instruction associated with the Pennsylvania Act 120 Municipal Police Officers Basic Training Curriculum is designed to address the multi-faceted role of the police officer in a complex, democratic society. This 21-week program of instruction and study emphasizes task proficiency, professional development, and role and value understandings requisite for a high-quality police service.

As an entry-level program of instruction, this curriculum has a specific focus - the municipal police patrol officer. The program aims to build a firm training and educational foundation upon which a professional police career can be built.

Upon completing this program, students will be prepared for entry level positions as police officers in any municipality, park rangers, deputy sheriffs, security guards, and many other related positions in the criminal justice system. With experience, one may qualify for promotion to higher-level supervisory positions.

After completing this certificate program, a student may transfer to a two-year degree program in law enforcement, referencing associate degree requirements for course equivalency. Cadets are encouraged to consider enrolling in the associate degree program. Students have the option of attending the academy on either a “not for-credit” or “for-credit” option basis. The “not-for-credit” basis results in charges according to the fee schedule and registration for “zero” credits. The “for-credit” basis option results in charges as indicated on the fee schedule and registration for 16 credits. Whether students attend “for-credit” or “not-for-credit,” all testing procedures remain the same.

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 on the Municipal Police Cadet program please contact the Academy at 814.725.6121.

For more information contact
Walter Hale at whale@mercyhurst.edu

<table>
<thead>
<tr>
<th>MUNICIPAL POLICE ACADEMY CERTIFICATE REQUIRED COURSES (33 CREDITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJS 100   Introduction to Special Needs Populations (2 credits)</td>
</tr>
<tr>
<td>CRJS 102   Functions of the Criminal Justice Systems (2 credits)</td>
</tr>
<tr>
<td>CRJS 103   Professional Police Relations (3 credits)</td>
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<tr>
<td>CRJS 201   Preliminary Criminal Investigations (3 credits)</td>
</tr>
<tr>
<td>CRJS 209   Legal Procedures (3 credits)</td>
</tr>
<tr>
<td>CRJS 211   Constitutional Issues in Policing (3 credits)</td>
</tr>
</tbody>
</table>
The OASIS (Opportunities and Advancement for Students with Intellectual Disabilities for Self-Determination) 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 college-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 OUTCOMES**

1) Knowledge of the industries related to certificate area

2) Application of the knowledge presented as related to ..... certificate area

3) Continuous professional and personal development

4) Development of problem solving skills through coursework and experiential learning

**ABOUT THE PROGRAM**

Students enrolled in the OASIS Program observe and participate in coursework and labs (to varying degrees) alongside peers with 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**

**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 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.

**CORE PROFESSIONAL EDUCATION**

Students will also complete studies in specific areas related to obtaining employment in the field, such as housekeeping and human resources. A personal interview will be scheduled once an applicant has submitted all necessary credentials and has been determined a candidate.

**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.

- 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 under-take 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 requirement so the program, and must have a GPA of 2.0 and a grade of C or higher in all previous courses.

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 OUTCOMES
At the completion of the program, the graduate practical nurse will:

1. Incorporate theory from the physical, biological, social, and behavioral sciences when providing nursing care. (RIL), (Crit), (SQR)

2. Communicate effectively with clients, families, significant others, and members of the health care team. (EC), (ER), (IS)

3. Prioritize biopsychosocial needs of clients. (SQR), (IS), (ER)

4. Utilize the nursing process when providing care to meet identified needs. (EC), (Crit), (SQR), (IS)

5. Apply ethical, moral, and legal standards in keeping with the Practical Nurses Code of Ethics and applicable nursing law. (RIL), (CRIT), (ER)

PROGRAM REQUIREMENTS

| TERM 1 | PNG 101 | Practical Nursing 101, Theory |
| TERM 1 | PNG 101 C | Practical Nursing 101, Clinical |
| TERM 2 | PNG 102 | Practical Nursing 102, Theory |
| TERM 2 | PNG 102 C | Practical Nursing 102, Clinical |
| TERM 3 | PNG 103 | Practical Nursing 103, Theory |
| TERM 3 | PNG 103 C | Practical Nursing 103, Clinical |
| TERM 4 | PNG 104 | Practical Nursing 104, Theory |
| TERM 4 | PNG 104 C | Practical Nursing 104, Clinical |
RETAIL MANAGEMENT CERTIFICATE

In retail, you can pick any passion – from food to sports; music to cars – and pursue a career with lots of 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! – and jobs 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 such as sales and customer service, merchandising, human resources, operations, administrative and financial accountability.

Upon completion of the certificate coursework, students are eligible to sit for the National Professional Certification in Retail Management. This certification sets you apart and lets employers know you’re motivated and qualified to move into a management or supervisory role.

Students must have completed 33 credits and earn an overall 2.0 GPA to meet graduation requirements. Required courses appear below.

For more information please contact:

John Parente at jparente@mercyhurst.edu

BUSINESS ADMINISTRATION
RETAIL MANAGEMENT CERTIFICATE REQUIRED COURSES

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Principles of Accounting</td>
<td>3 credits</td>
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<tr>
<td>ACCT 102</td>
<td>Principles of Accounting (Prerequisite: ACCT 101)</td>
<td>3 credits</td>
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<tr>
<td>COMM 180</td>
<td>Business &amp; Professional Communications</td>
<td>3 credits</td>
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<tr>
<td>ENG 110</td>
<td>Microeconomics</td>
<td>3 credits</td>
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<tr>
<td>MATH 100</td>
<td>Business Math</td>
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<tr>
<td>MGMT 120</td>
<td>Principles of Management</td>
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<tr>
<td>MGMT 180</td>
<td>Retail Management I</td>
<td>3 credits</td>
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<tr>
<td>MGMT 280</td>
<td>Retail Management II</td>
<td>3 credits</td>
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<tr>
<td>MKTG 162</td>
<td>Principles of Integrated Marketing</td>
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<tr>
<td>MIS 101</td>
<td>Computer Applications</td>
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<tr>
<td>MKTG 162</td>
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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.

CREDENTIAL REQUIREMENTS (12 CREDITS)

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<tr>
<td>EDEC 101</td>
<td>Early Foundations</td>
<td>3 credits</td>
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<tr>
<td>EDEC 103</td>
<td>Language &amp; Literature I</td>
<td>3 credits</td>
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<tr>
<td>EDEC 105</td>
<td>Health &amp; Wellness</td>
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EARLY CHILDHOOD SPECIALIZED CREDENTIAL

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</table>
ACCT 101. Principles of Accounting I/Financial
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.

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. Prerequisite: ACCT 101 and MIS 101. 3 credits.

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. Prerequisite: ACCT 101. 3 credits.

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. Prerequisite: ACCT 101. 3 credits.

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. Prerequisite: ACCT 201. 3 credits.

ACCT 203. Intermediate Accounting III
A continuation of the Intermediate Accounting cycle which deals with several advanced topics including the accounting for leases, pensions, and income taxes. Prerequisite: ACCT 202. 3 credits.

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, qualifications for dependents, itemized deductions, filing status, and computation of taxable income. Prerequisite: ACCT 101 3 credits.

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.

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 the student 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 are utilized in this course. Prerequisites: Art 100, ART 125. 3 credits.

ART 220. Introduction to Graphic Design
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.

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 collages and retouching as it relates to a variety of clients. Prerequisites: ART 220. 3 credits.

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. Prerequisite: MATH 109. 3 credits.

BIO 102. General Biology
This course explores the basic principles of the biological sciences as they relate to cellular, biochemical, organismic, and population levels of organization. This course includes cell structure and function, chemical basis of life, energy transfers, cell metabolism and division, genetics and inheritance, DNA physiology, biotechnology, and the diversity of life. Successful completion of the course may prepare the student for additional courses in natural and biological sciences. Corequisite: BIO 103. 3 credits.
BIO 103. General Biology Lab
This course scientifically tests the basic principles of the biological sciences as they relate to cellular, biochemical, organismic, and population levels of organization. The course uses laboratory experiments to demonstrate the scientific method, and includes the following topics: cell structure and function, chemical basis of life, energy transfers, cell metabolism and division, genetics and inheritance, DNA physiologic metabolism, and the diversity of life. Successful completion of the course may prepare the student for additional courses in natural and biological science laboratories. Corequisite: BIO 102. 1 credit.

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. Corequisite: BIO 111. 3 credits.

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 huma, ecological, and pathogen caused distress in plant systems. Corequisite: BIO 110. 1 credit.

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. Corequisite: BIO 121. 3 credits.

BIO 121. Human Biology Lab
A laboratory class designed to demonstrate through models, microscopic work, and dissection the information presented in Bio 120. Corequisite: BIO 120. 1 credit.

BIO 146 Ecology and Evolutionary Biology of Organisms
An introduction to Mendelian and population genetics, ecology and evolutionary biology. Corequisite: Bio 147 3 Credits.

BIO 147 Ecology and Evolutionary Biology of Organisms Lab
A laboratory course that elucidates concepts taught in Bio 144 from a largely experimental perspective. Corequisite: Bio 146 3 Credits.

BIO 160. Introduction to Anatomy & Physiology I
This course introduces students to the structure and functioning of the human body. The study of basic biochemistry, cells and tissues serves as a foundation for the investigation of the integumentary, skeletal, muscular, nervous and endocrine systems. This course is designed for students studying medical transcription. Corequisite: BIO 160. 3 credits.

BIO 161. Introduction to Anatomy & Physiology I Laboratory
This course serves to help the students better visualize the information studied in BIO 160. Corequisite: BIO 160 1 credit.

BIO 162. Introduction to Anatomy & Physiology I
This course is a continuation of BIO 160 and focuses on the circulatory, respiratory, digestive, excretory, and reproductive systems. Corequisite: BIO 163. 3 credits.

BIO 163. Introduction to Anatomy & Physiology I Laboratory
This course demonstrates the principles discussed in BIO 162 through dissection and laboratory experimentation. Corequisite: BIO 162 1 credit.

BIO 180. Microorganisms
An introductory study of microorganisms directly impacting human health and society, including viruses, bacteria, fungi, and protists. Topics include taxonomy and identification of medically important taxa, human defense mechanisms, symbiosis, course of infections, epidemiology, and food sciences. Does not fulfill Biology major requirements. Corequisite: BIO 181. 3 credits.

BIO 181. Microorganisms Lab
Introduction to the methods of identification and culturing of medically important microorganisms and viruses. Emphasis on general and specialized cultivating methods, staining techniques, and growth experiments. Corequisite: BIO 180. 1 credit.

BIO 190. Disease Process
An introductory study of common human diseases and conditions including prevention, etiology, signs and symptom, diagnostic and treatment modalities and prognoses. This course is oriented to medical transcription and coding specialist students. Prerequisite: BIO 160/162. 3 credits.

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. Corequisite: BIO 241 Prerequisite: BIO 120 or 160. 3 credits.

BIO 241. Human Anatomy & Physiology I Lab
A detailed study of human anatomy coupled with an extensive mammalian dissection. Corequisite: BIO 240. 1 credit.

BIO 250. HUMAN ANATOMY AND PHYSIOLOGY II
A continuation of Biology 240, including the circulatory, respiratory, renal, digestive, endocrine, and reproductive systems of the human body. Prerequisite: BIO 240. Corequisite: BIO 251. 3 credits.

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. Prerequisite: BIO 240. Co-requisite: BIO 251. 3 credits.

BIO 251. Human Anatomy & Physiology II Lab
Physiological experimentation designed to illustrate topics covered in BIO 250. Co-requisite: BIO 250. 1 credit.

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 & B IO251), are needed to ensure foundational knowledge in the basics of cellular, histological and systemic anatomy and physiology expanded within this course. 

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, protists, 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. 

CHEM 101. Chemical Principles
A survey of fundamental chemical principles. Satisfies a liberal studies and core requirement. **Corequisite:** CHEM 102. 

CHEM 102. Chemical Principles Lab
Experimental work corequisite to Chemical Principles. **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. **Corequisite:** CHEM 112. 

CHEM 112. Chemistry of Life Lab
Experimental work corequisite to CHEM 111. 

**CHEM 113. 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. 

**CHEM 114. Bio-Organic Chemistry Lab**
The lab will explore the role of RNA/DNA proteins, genomes, carbohydrates and other biochemical functions of the human body. **Corequisite:** CHEM 123. 

**COMM 174. Film Appreciation**
An analysis of the aesthetic nature of film and how film has influenced society. 

**COMM 180. Business & Professional 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. 

**COMM 183. Electronic Media Production**
Students are given basic instruction in producing video in and outside of the television station. Instruction combines theoretical concepts with practical field experience. **A HELM Course**

**COMM 190. New Media**
This course introduces students to technologies which have changed the role of communication professionals. Topics include implementation of the Internet to reach audiences, copyright issues and impact on media, discussion of new technologies such as animation, streaming media and new digital technologies and formats. 

**COMM 230. Principles of Public Relations**
This course explores how and why organizations communicate with various public to help create, maintain, enhance and change organizational reputations. 

**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. 

**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. 

**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. 

**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. 

**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. 

**CRJS 201. Preliminary Criminal Investigation**
Basic procedures in the investigation of criminal matters. Includes interview procedures, crime scene examinations, development of information, procedures for solving crimes, surveillance and preparing reports. Case problems will be presented for resolution. 

**CRJS/SOC 203. Deviant Behavior**
A psychological and sociological examination of pathological behavior. Will include discussion of deviancy as a problem in both individual adjustment and social organization.
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 basic course 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.  
A HELM Course- 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.  
Prerequisite: CRJS 101. 3 credits.

CRJS 208. Criminal Investigation I
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.  
Prerequisites: CRJS 101, CRJS 207. 3 credits.

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 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. Prerequisite: CRJS 101. 3 credits.

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).  
Corequisites: HRIM 110-Sanitation and Safety (2-credits) and CULN 125-Culinary Arts I Lab 1-credit)  
3 credits.

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-Sanitation and Safety (2-credits) and CULN 124-Culinary Arts I (3-credits).

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-Culinary Arts I (3-credits) HRIM 110-Sanitation and Safety (2-credits) Corequisites: CULN 165-Culinary Arts II Lab (1-credit).
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-Culinary Arts I (3-credits) HRIM 110-Sanitation and Safety (2-credits) Corequisites: CULN 164-Culinary Arts II (1-credit)

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 222. 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-Culinary Arts II (3-credits) and CULN 165-Culinary Arts II Lab.
Corequisites: CULN 225-Culinary Arts III Lab (1-credit)

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, 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-Culinary Arts III (3-credits) and CULN 225-Culinary Arts III Lab (1-credit)
Corequisites: CULN 265-Culinary Arts IV Lab

CULN 265. Culinary Arts IV Lab
A laboratory approach taken as a corequisite to Culinary Arts III. Regulation uniform required. 3 credits.

CULN 272. Culinary Externship
This is an on-the-job training and learning experience in a culinary facility providing the student with the opportunity with the opportunity to gain additional knowledge of the industry. An externship must total 400 hours. Registration fee required. Non-credit

CULN 297. Advanced Wine & Food Appreciation
This course continues the study of wines and beverages begun in introduction to Wines and Beverages. Particular emphasis is placed on the integration of beverages with food. go further the study of the selection of wines to accompany specific foods and menus, cooking with wines and other alcoholic and non alcoholic beverages, and the service of beverages will be key elements of this course. Additional information will be provided to further the study of the production and and the popularity of wines. 3 credits.

DANC 100. Dance Appreciation
This course is an introduction to dance as a creative discipline and cultural expression that reflects 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.  

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.  

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.  

EDEC 101. Early Foundations
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.  

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. Clinical Required. ~A HELM Course~  

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 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.  

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. ~A HELM Course~ 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 clinicals, 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 I Required. Prerequisites: EDEC 101, EDEC 103, EDEC 201, ESPE 101  

4 credits.
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 I Required. ~A HELM Course~ Prerequisite: ESPE 101. 
4 credits.

EDEC 207. Observation and Assessment I  
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. ~A HELM Course~ Prerequisites: EDEC 101, EDEC 103, ESPE 101 3 credits.

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.

EDEC 274. Clinical I  
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 it 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 fifteen hour clinic during regular school hours is required. Prerequisites: ESPE 101, Sophomore level and above. Must have state mandated clearances Acts 34, 114, and 151. ~A HELM Course~ 3 credits.

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.

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. ~A HELM Course~ Prerequisite: ESPE 101. 3 credits.

ESPE 202. Inclusive Practices 7-12  
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 7 through 12. Clinical I Required. Prerequisite: ESPE 101. 3 credits.

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. ~A HELM Course~ Prerequisite: ESPE 101. 3 credits.

ENG 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.

ENG 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.

ENG 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.

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. Prerequisite: ENG 120. 3 credits.
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. 
Prerequisite: ENG 120. 3 credits.

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. 
Prerequisites: ENG 120. 3 credits.

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. 
Prerequisites: ENG 120. 3 credits.

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--
Corequisite: ENVS 101 3 Credits.

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--
Corequisite: ENVS 100 1 Credit.

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. 
Prerequisites: ACCT 101, ACCT 102, ECON 105 3 credits.

FNUT 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 food diets. 3 credits.

FPM 100. Introduction to Facility Management
Course familiarizes the student with the business of Facility Management as it pertains to the facilities management professional. It introduces the concepts of operations and maintenance technology, management of people, and the administration of real estate and construction projects. The course also stresses leadership and organization skills as key to successful facility management. 3 credits.

FPM 101. Facilities Management-Operations & Management
Course offers a practical study of the facility manager’s role in administering and maintaining a building or site. Emphasis is placed on the use of technology in constructing effective preventative maintenance systems, contracting and maintaining relationships with vendors and administering internal staff. 3 credits.

FPM 102. Facilities Management- Code & Regulation Compliance
Course familiarizes the student with the codes, regulations and systems that are critical in complying with the many external agencies that govern building occupancy and safety, including regulatory agencies such as O.S.H.A. and with participation in continuous improvement methodologies such as behavior-based safety. 3 credits.

FPM 104. Facilities Management-Operations and Maintenance
Course offers a practical study of the facility manager’s role in administering and maintaining a building or site. Emphasis is placed on the use of technology in constructing effective preventative maintenance systems, contracting and maintaining relationships with vendors and administering internal staff. 3 credits.

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. 
Prerequisite: ACCT 101. 3 credits.

FPM 210. Facilities Management- Business Workshop
Course provides a study of the state of the facilities management industry. Utilizing on-line and professional resources, students discuss and analyze current issues and explore professional opportunities and trends. Emphasis is given to the professional designations of the International Facilities Management Association, including the Facility Management Professional (FMP) and Certifies Facility Manager (CFM) 3 credits.

FPM 275. Facilities Management- Business Workshop
An off-campus, non classroom learning experience directly related to facilities management and making use of skills acquired in the pursuit of the associate’s degree in facilities and properties management. 3 credits.
HCS 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.

HCS 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.  
4 credits.

HCS 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.

HCS 305 Research & Evidence Based Practice
How horrific it is 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.

HCS 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 health care 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.

HCS 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.
HCS 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 healthcare 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 packages for statistical analyses.  

3 credits.

HIM 100. 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 200. ICD & CPT Coding II
This course is a continuation of ICD & CPT Coding I and will cover more in depth scenarios and complex diseases in patient health care. Students will abstract patient information from medical records and apply official coding guidelines for optimal reimbursement. Students will be introduced to primary and secondary diagnoses when coding large charts with various real-life scenarios.  

3 credits.

HIM 201. CPT Coding
This is a capstone coding course that will cover auditing and combining procedures and diagnoses together to fully code a medical record. Students will focus on both hospital-based and physician-based reporting practices to include auditing, evaluation and management, all surgical sections of CPT, radiology, pathology, laboratory, anesthesia and medicine.  

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 us of applying participating providers’ adjustments, compliance issues, EOBs and clean claim submissions.  

3 credits.

HIM 204. Health Insurance and Reimbursement
This course will provide students with the basic concepts and principles of law, including legal analysis and terminology, found in the healthcare field and health information sector. Emphasis is on various legal issues regarding health information, including HIPAA, release of health information, consent forms, liability of health care providers, concepts and methods of risk management in the healthcare field, and other current medical/legal issues.  

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.  

3 credits.

HIS 232. African Americans in Film
The role of African Americans in cinematic films has varied widely, ranging from “brutal savages” in D.W. Griffith’s Birth of a Nation to dynamic and powerful leaders as seen in Spike Lee’s Malcolm X. This course explores the African American experience through the cultural medium of cinema. Particular emphasis will be placed on examining how Hollywood represented African-Americans and thereby reinforced, shaped and altered public perceptions of race and the role of blacks in society. The course will also investigate how historical developments in turn influenced the depiction of African-Americans in film, examining the modern Civil Rights struggle within the context of the film industry.  

3 credits.

HIS 270. 20th Century World History
In this course students survey the major issues that have shaped the twentieth-century human experience from the beginning of World War I to the present time. The course assesses the causes and consequences of global violence so prevalent in the twentieth-century. It is centered on teaching an appreciation for non-western cultures and considers relations between non-western powers (specifically, Middle Eastern, African, and Asian countries) and European and American powers. We examine the development of modern warfare, new political ideologies, and the fall of communism. Twentieth-century World History exposes students to diverse perspectives and key social, cultural, and political events that shaped our world today.  

3 credits.

HMC 205. Introduction to Event Management
This course begins a detailed analysis of the meetings and convention industry. Each market segment is examined in-depth and its relationship to other segments is explored. How the meetings and conventions business contributes to hospitality profitability are analyzed. Each student will be given the opportunity to practice event planning by developing a special event contract. Site selection, room set-up, food and beverage requirements, attendee expectations are identified.  

3 credits.

HRIM 100. Introduction to the Hospitality Industry
This course is designed to familiarize the student with the history of the hospitality industry, industry trends, and the services required by customers. Most industry divisions and career paths will be highlighted. Minimal travel fees may be associated with the course.  

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, taught in the Marriott Cafe facility, 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. -A HELM Course-  
1 credit.

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 Restaurant Association signifying that he/she is ServSafe certified.  
2 credits.

HRIM 175. Hospitality Engineering
This course is a practical study into the engineering systems, maintenance requirements, and sanitation requirements of the hospitality facility. It helps build a strong working relationship between the hospitality manager and repair personnel, maintenance personnel, architects, contractors, equipment dealers and health authorities.  
3 credits.

HRIM 201. Hotel Rooms Management
Emphasis of the course is introducing the student to the fundamentals and operation of the rooms management of a hotel from a managerial perspective. Primary concern is that the student understands how the different departments within the hotel interact and why coordination, communication, recordkeeping and management are so important. Minimal travel fees. Prerequisite: ACCT 101.  
3 credits.

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
This course will overview the history and position of selection, preparation, commercial equipment operation and sanitation and will provide students with basic culinary skills and food science principles. The course will also introduce the students to the social professional and prepare the student for an advanced level of food service production and management. Corequisite: HRIM 110, HRIM 235 3 Credits.

HRIM 235 Intro to Food Service Management Lab
Lab time emphasizes techniques discussed in lecture. Professional attire required of all hospitality students in Marriott Café facility. Corequisite: HRIM 234 Lab fee 1 Credit.

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.
IDST ***. Interdisciplinary Studies/Integrative Courses

IDST classes are designed for students to be exposed to and engage in the academic conversations between the disciplines that a Liberal Arts education offers to them. As such, students will be asked to think critically, write thoughtfully, and speak authoritatively. IDST classes involve students in the components of reading, writing, research, discussion, and analysis. By the end of the course, students should be able to synthesize the materials covered in class into formal and informal written and oral expressions that present a greater awareness of the material covered. Furthermore, every IDST course should help students transition to college, establish self-management skills, become familiar with campus resources, and engage with the academic culture of Mercyhurst University in a way that will promote success. All incoming freshman must complete one IDST interdisciplinary course. Topics vary from year to year. Please consult the schedule for current offerings. 4 credits.


Course consists of an overview of Homeland Security, Emergency Preparedness and Response. The course will include an in-depth introduction to the history and structure of the U.S. Department of Homeland Security. The course also acts as an introduction to the established standards for emergency preparedness and response and disaster recovery. This course will examine the structure and relationships of the homeland security agencies and emergency response entities at the federal, state and local levels. This course will explore how the public and private sectors in the U.S. prepare for and respond to emergencies and disasters. 3 credits.

ISS 107. Business Continuity Planning

This class introduces the students to concepts and practices of business continuity planning and business disruption resumption/recovery. Student will be introduced to both risk analysis and vulnerability assessments providing students an overview of the basic elements of a business continuity plan. The course will also introduce the students to the review tools contained in the COBR A or ‘Consultative, Objective and B I-functional Risk Analysis’ methodology. As a capstone for this course, the students will prepare continuity plans for a local business. 3 credits.

ISS 205. Risk Management

This course will concentrate primarily on the development and implementation of a Vulnerability Assessment program. Students will look at the three interrelated elements of Risk analysis: risk assessment, risk perception and risk management. Students will also consider the role of vulnerability assessments in the risk assessment process, and learn how it supports the development of the Hazard Mitigation Plan and the Site Physical Security Program. 3 credits.

ISS 210. Cyber security, Warfare & Investigation

This course will introduce students to the cyber threats faced by individuals, businesses and government agencies and methods for preventing them. Students will be introduced to the cyber architecture and platforms that enable the cyber world to function and how they can be exploited for criminal activity or to threaten our national security. Students will understand the fundamentals of computer technology and how cyber-attacks are conducted and investigated. By learning the methodology of investigation and analysis procedures associated in the application of real world cyber-attacks, students learn to identify threats and apply appropriate protections. They will be able to apply methodologies to produce and communicate information gathered to cyber security technical staff and non-technical audiences. Students will gain knowledge of key terminology, online tools used by analysts, the development of legislation, key government agency roles, & the nature of cyber threats/attacks. 3 credits.

ISS 275. Communication for Intelligence & Security

This course introduces students to the fundamentals of effective intelligence and security writing and presentation. Emphasis is placed on the variety of forms of writing, briefing styles, government forms and applications, grants and evaluations. The students learn to clearly communicate and apply intelligence to security issues. 3 credits.

ISS 295. Intelligence Collection, Analytic Methods, & Decision Tools

As emergency management and homeland security expand to cover all hazards there is an increased demand for professionals to understand and apply intelligence analysis in the field. This course acts as a capstone of the previous five terms and provides the students with the opportunity to synthesize and apply their knowledge to real world problems. This course will offer hands-on experience using simulators and modeling tools in realistic crisis scenarios. 3 credits.

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 related to percentages, proportions, rates and averages; 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 core requirement. 3 credits.
MATH 109. Statistics
This course is an introduction to the uses of statistics and probability as decision and problem-solving tools. Topics include: 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.
Prerequisite: MATH 102 or EQUIVALENT. 3 credits.

MATH 111. College Algebra
A course in algebra fundamentals. Topics include sets, relations, functions, exponents and radicals, equations, inequalities, polynomial and rational functions, exponential functions, logarithmic functions, and graphing techniques.
Prerequisite: MATH 102 or EQUIVALENT. 3 credits.

MGMT 201. Spring Vineyard Operations
Explores the principles and practices of pruning and training grapevines, cold hardiness, winter injury and frost protection. Early season vineyard floor management, canopy management and pest identification and scouting are also examined. Students gain practical experience in a commercial vineyard in winter injury assessment, pruning and training, crop management, and pest control skills. 3 credits.

MGMT 202. Summer Vineyard Operations
Focuses on summer vineyard management tasks and issues including: training young vines, canopy and fruit management practices, pest monitoring, and management, and vineyard floor management. Emphasis is placed on establishing and maintaining vine and crop balance. Crop estimating and grape contracts are also covered. 3 credits.

MGMT 203. Fall Vineyard Operations
Provides an overview of activities in the vineyard that occur during late Summer and Fall, including harvest. Criteria for determining fruit ripeness and timing of harvest are examined, as well as the pros and cons of hand and machine harvesting. Post-harvest activities are introduced. 3 credits.

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.
Pre-requisite: MGMT 120. 3 credits.

MGMT 250. Principles of Health Insurance Management
This course covers the basic aspects of health insurance. Topics include: premiums, deductibles, regulations, and policy terms. The funding of long-term health care and the role of private insurance will be discussed. 3 credits.

MGMT 252. Principles of Life Insurance Management
This course covers the basic aspects of life insurance and how it delivers financial security. Topics include: premiums, deductibles, regulations, and policy terms. Students will also study solvency and profitability in the insurance industry. 3 credits.

MGMT 254. Property Casualty Overview
This course covers the basic aspects of how property casualty insurance protects a person against the loss of a physical property (or the loss income the property generated). Personal lines include automobile, dwellings, watercraft, umbrella, and many more. Commercial lines range from capital assets, general liability, and umbrella policies.

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, 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 web pages, using both text editors and design programs.  

3 credits.

MIS 107. Web Management II
This course is designed to provide a guide for the beginning programmer to develop web applications using the JAVA programming language. Students will focus on sound programming concepts and syntax.  

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. Prerequisite: Word and Excel basics.  

3 credits.

MIS 125 Visual Basic Programming
An introduction to Visual Basic programming language, with an emphasis on the development of good programming habits and skills. Topics will include the development of graphical user interfaces and the understanding of fundamental programming concepts such as variable, decision, conditional, loop, sub procedures, arrays, data files.  

3 credits.

MIS 126. 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, decision, structure, functions, arrays, objects, classes, inheritance. Satisfies the core requirement in mathematics.  

4 credits.

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.  

Prerequisite: MIS 140  

3 credits.

MIS 207. Web Management I
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, network routing and virtual circuits. Network software utilized in the course will include latest Microsoft server/client software and Linux. Prerequisite: MIS 101, MIS 140  

3 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 120. Clinical Laboratory
This course is designed to be introductory to the field of Clinical Laboratory Science. We will explore topics including the role of the clinical laboratory professional, medical terminology, lab safety, quality assessment, basic laboratory equipment, the microscope, lab calculations, reagent preparation, blood collection, specimen preparation and handling, basic hematology, and urinalysis theory and techniques. In addition to these we will also cover the topics of basic hemostasis, hemostasis disorders, basic coagulation tests, immunology and immunohematology will be explored. The instrumentation and lab testing procedures used in these areas will be studied.  

6 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 these 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 clinical chemistry 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 250. 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.

4 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.

MUS 100. Music in Society
TAn exploration of music from Medieval chant through Rock, and an examination of its impact on politics, culture, history, and education. There is a strong emphasis on the acquisition of listening skills as the primary vehicle for fully comprehending musical meaning, style, and form. The course is international in scope, including music traditions from around the world. Students are encouraged to reflect on music's relevance to their studies at Mercyhurst and their daily lives

3 credits.
NURS 130. Nursing I
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.  
2 credits.

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 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 take place in simulated lab and an acute care facility.  
4 credits.

NURS 210. PN TO RN Role transitions clinical lab
The clinical experiences designed to compliment 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 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 (Lecture & Lab 3 credits each)
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 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 (3 credits)-Lab (4 credits)
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 (3 credits)-Lab (4 credits)
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-Senior Project
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. Prerequisites: Successful Completion of OASI-091.

0 credits.
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). 
Prerequisites: Successful Completion of OASI-091 & OASI-092, Program Permission. 
0 credits

ORI 095. STUDY SKILLS
This course is a repeatable non-credit bearing course in which students complete designated study hours in a quiet structured environment. This course is designed to assist with the transition to college life and enables freshmen and sophomore students to exercise their time-management, studying, and test-taking skills. The Study Skills Development course integrates with and helps to support the goals of ORI 101, The MUNE Experience. 
0 credits.

OAI 101. The MUNE Experience
The MUNE Experience course is an important part of the transition to college life at Mercyhurst University, the Northeast campus. MUNE experience is a one-credit, letter graded course that challenges first year students to consider aspects of the college “experience” including common choices, obstacles and realities confronting them in the scholarly environment of MUNE. The primary purpose of this course is to model learning and motivational strategies that are essential to academic success. In addition, students will identify, reflect upon, and adopt valuable tools to assist them in their studies as well as later in their career life. Students will also discover resources and opportunities available to support them in reaching their goals as a student at MUNE. All new students at MUNE are encouraged to enroll in this course during their first semester. 
1 credit.

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.
Prerequisite: OTA 101, B IO 240/241, 250/251
Corequisite: OTA 250/251 
3 credits.

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 OT remediation of dysfunction in this area. OT practice theories and models commonly utilized in mental health practice areas are studied in this course. 
3 credits.

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.
Pre-requisite: BIO 240, 241, B IO 250, 251, OTA 101, 210, 211, 202, 212, PSYC 101, 211, HDFR 110
Corequisite: OTA 213. 
3 credits.

OTA 205. Professional Issues
This course will provide the OTA student with a knowledge of professional issues, health care 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. Participants will choose topics to present in the course and be responsible for leading discussion.
Pre-requisite: BIO 240, 241, B IO 250, 251, OTA 101, 210, 211, 202, 212, PSYC 101, 211, HDFR 110 
3 credits.

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, certified occupational therapy assistants, speech pathologists, teachers, activity directors, physical therapists, social workers, nurses, recreational therapists. 
3 credits.

OTA 207. Principles & Skills: Intervention Skills for 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. 
3 credits.

OTA 208. Principles & Skills: Intervention Skills for 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 credits.
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. 3 credits.

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.

Prerequisite: OTA 101, BIO 240/241, 250/251 and PSYC 101, 211.
Corequisite: OTA 201. 1 credit.

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.

Prerequisite: OTA 101, BIO 240/241, 250/251 and PSYC 101, 211.
Corequisite: OTA 203. 1 credit.

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. The Fieldwork II placements will occur in two different treatment and distinct settings in order to provide the student with a broader sense of the scope and domain of the OT profession. The intent of Fieldwork II is for the student to provide OT services to clients within the framework of purpose, meaning, and occupation, the guiding forces of the OT profession. Each setting will involve 8 weeks of fulltime equivalent hours for a total of 16 weeks.

Prerequisite: OTA 101, BIO 240/241, 250/251 and PSYC 101, 211.
Corequisite: OTA 201. 12 credits.

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 102. Philosophy of Human Nature
An examination of issues involving the nature of persons and human existence. Topics include freedom of action, the relationship of human nature to social reality, the extent to which humans are selfish, the nature of genuine self-interest, the basic problem of human existence, the meaning of life and the good life. 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 health care, 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.

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 health care, 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 mastery. 416 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.
Prerequisites: None 178 Clinical Hours
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. 418 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.
Prerequisites: PNG 101, PNG 101-C
Corequisite: PNG 102 Clinical-210 hours 42 Lab 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 health care 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. 418 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. Clinical. 252 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, changed in body image, prognosis, complications, applicable nursing diagnoses, treatment, and patient education. 418 HRS

PNG 104 - 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. Clinical- 248 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.

Pre-requisite: PSYC 101 3 credits.

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 health care, as well as the physical and mechanical principles relative to body function. Topics of instruction includes 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.

Prerequisite: BIO 240/241 PTA 200/204 4 credits.

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. Prerequisite: Bio 240/241, PTA 200/204 Corequisite: PTA 101 4 credits.

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.

Pre-requisite: Acceptance to PTA program.

Co-requisite: BIO 240/241, PTA 204 4 credits.

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.

Co-requisite: BIO 240/241, PTA 200 1 credit.

PTA 205 - Pathophysiology
This course examines the medical, surgical, and multi-system 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.

Prerequisites: BIO 240/241, PTA 200/204 3 credits.

PTA 206 - Therapeutic Modalities for the PTA
In this course students will learn theory and application of various physical agents utilized in physical 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, infrared, ultraviolet, external compression, and electrical simulation currents.

Prerequisites: PTA 101/104 & PTA 208/218 4 credits.

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 procedures and modalities used in the management of orthopedic injuries will be emphasized.

Prerequisites: BIO 240/241, PTA 200/204 4 credits.
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.
Prerequisites: PTA 101/104 & PTA 207 3 credits.

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.
Prerequisites: PTA 208/218
Corequisites: PTA 210/219 3 credits.

PTA 210. Neurorehab
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 Alzheimer’s. Treatment techniques specific to the care of individuals with neurologic conditions will be presented.
Prerequisites: PTA 208/218
Corequisites: PTA 209/219 4 credits.

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.
Prerequisite: PTA 208/218
Corequisite: PTA 209/210 4 credits.

PTA 212. PTA Clinical Education II/III
This is the second clinical course. This clinical experience occurs as a series of two, seven week clinical placements with a total of 560 contact hours. The student will continue to gain experience in patient care under the direct supervision of a qualified physical therapist assistant and/or physical therapist. The experience is structured to provide the student with the opportunity to refine their skills and demonstrate competency in the management of patients with more complex problems.
Prerequisite: PTA 211 10 credits.

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.
Prerequisites: PTA 211
Corequisites: PTA 212 2 credits.

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.
Prerequisites: PTA 101/104, PTA 208/218 1 credit.

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.
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 sued 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.
Prerequisite: PTA 101/104 & PTA 207
Corequisite: PTA 208. 1 credit.

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.
Corequisite: PTA 209/210. 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.
Prerequisite(s):
MATH 102, BIO 240, BIO 241, CHEM 111, CHEM 112
Corequisites: None 3 credits.

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.
Prerequisites: RES 101
Corequisites: RES 110, RES 122. 3 credits.

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.
Prerequisites: RES 101
Corequisites: RES 110, RES 122. 1 credit.

RES 120. Respiratory Therapy II
A continuation of RES 110 Respiratory Therapy I, 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.
Prerequisites: RES 101, RES 110, RES 111, RES 122.
Corequisites: RES 121, RES 205, RES 212 3 credits.

RES 121. Respiratory Care Equipment II
A continuation of RES 111, Respiratory Care Equipment I, 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.
Prerequisites: RES 101, RES 110, RES 111, RES 122.
Corequisites: RES 120, RES 205, RES 212 1 credit.

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.
Prerequisites: RES 101
Corequisites: RES 110, RES 111. 2 credits.

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.
Prerequisites: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisites: RES 223, RES 221 2 credits.

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.
Prerequisites: RES 101, RES 110, RES 111, RES 122
Corequisites: RES 120, RES 121, RES 221 4 credits.

RES 212. RT Clinical Practicum
A clinical externship in which students work under supervision in affiliated institutions for two days a week. The students will apply therapeutic and diagnostic procedures. Included are general floor 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
Prerequisite: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisite: RES 201, RES 223 11 credits.

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.
Prerequisite: RES 101, RES 110, RES 111, RES 120, RES 121, RES 122, RES 205, RES 212
Corequisite: RES 201, RES 221 3 credits.
RIAP 177. Introduction to Intelligence Analysis
This course is an introduction to the structure, function and process of the Intelligence Community in the disciplines of National Security, Law Enforcement, and Competitive Intelligence. First year students are exposed to basic skills in writing, research, and presentation.

Prerequisite: RIAP 177 3 credits.

RIAP 178. Advanced Intelligence Analysis
This course introduces students to the collection and analysis techniques used by entry level analysts. Students work on a term-long project that incorporates data basing, collection planning, organizational and link analysis, and structured analysis techniques. Computer software programs are used to enhance that analytical product. A threaded discussion of the psychology of intelligence analysis is integrated into course material.

Prerequisite: RIAP 177 3 credits.

RIAP 275. Intelligence Writing & Presentation
This course introduces students to the fundamentals of effective intelligence writing and presentation. Emphasis is placed on the variety of forms of intelligence writing, briefing styles, and evaluations of intelligence products for form and substance, and application of numerous advanced analytical techniques.

Prerequisite: RIAP 178 3 credits.

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 knowledgably in other disciplines.

-A HELM course-

3 credits.

RLST 285. 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 240. Medical Ethics
Medical Ethics is a discipline that examines the issues of health care, distribution of medical resources, death, suffering, and overall well being. In order to examine the issues relevant to medical ethics, we will focus on the contributions made by contemporary social thinkers, classical ethical theorists, 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 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.
Prerequisite: SECM 107 1 credit.

SECM 109. Keyboard III
Advanced typewriting consists of integrated office projects (simulations) that enable students to work as secretaries in a variety of offices, including insurance, banking, legal, medical, government, and various other professions. Students must use their creative and decision-making abilities in all projects. The student will develop new production competencies such as editing, composing, abstracting data, prioritizing, and managing workflow. A minimum of 55 wpm for five minutes with three or fewer errors must be achieved. 1 credit.

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 paper is required upon internship completion. Students will be evaluation jointly by the instructor and employer/supervisor on successful completion of the internship and professional and ethical conduct. 3 credits.

SMGT 111. Sport Management Lab I-Pool Management
This lab covers pool operation and management. The training will be a combination of classroom & "hands-on" experiences at the university's Aquatic Center. Water analysis, chemical treatment and an equipment overview will be discussed. Non-credit.

SMGT 112. Sport Management Lab II-Aquatic Management
Successful completion of this lab will certify students as lifeguards with advanced CPR and First Aid. Non-credit.

SMGT 113. Sport Management Lab III-Life Saving Techniques
Successful completion of this lab will prepare students to handle emergency situations. Topics covered will include First Aid, CPR and Automated External Defibrillators. Non-credit.

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.

SMKT 205. Facility Management
This course is designed to study the planning, development and administration of sports facilities such as physical education, athletics, recreation, and fitness/wellness centers. The course also will address the basics of sport equipment management. Course content will be covered through the discussion of three major areas: the facility planning and design process, management and risk management of facilities, and equipment management. 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. - A HELM Course - Non-credit.

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 addressed. 3 credits.

SOCW 107. Introduction to Social Work
Explores the nature of the social work profession including its history and value base. This course will familiarize the student with the direction of social work for the future beginning practitioner. Students have the opportunity to gain an understanding of the various social service agencies and populations served by social workers. -A HELM Course- 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

THEA 101. Theater Appreciation
A basic introduction to theatre, its development, nature, and practice. This course will expose the student to theatre as an artistic, social, and commercial institution. 3 credits.
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<td>President</td>
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<td>James M. Adovasio, Ph.D.</td>
<td>Provost</td>
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<td>Phillip J. Belfiore, Ph.D.</td>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>Gary Brown, Ph.D.</td>
<td>Sr. Vice President and COO-McAuley College of Associate Degree Studies</td>
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<tr>
<td>S. McAuley</td>
<td>COO</td>
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## ACADEMIC STAFF

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<tr>
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<tbody>
<tr>
<td>Andrea Barnett, M.A.</td>
<td>Assistant Vice President for Academic Affairs</td>
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<tr>
<td>Michele Wheaton, M.S.</td>
<td>Assistant Vice President for Academic Services</td>
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<td>Jeanette Britt</td>
<td>Chief Information Officer</td>
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<tr>
<td>S. McAuley</td>
<td>President</td>
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<td>Jan Kelsey, B.S., C.P.A.</td>
<td>Vice President for Finance and Treasurer</td>
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<tr>
<td>Michael P. Lyden, Ed.D.</td>
<td>Vice President for Enrollment Management</td>
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<tr>
<td>Gary Brown, Ph.D.</td>
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<td>Lora Hamblin</td>
<td>Assistant Provost McAuley College of Associate Degree Studies</td>
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<tr>
<td>Brian Reed, Ph.D.</td>
<td>Dean of Faculty</td>
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<td>Michele Wheaton, M.S.</td>
<td>Assistant Vice President for Academic Services</td>
</tr>
<tr>
<td>Esther Maria Claros Berlloz</td>
<td>Coordinator of Academic Records &amp; Graduation</td>
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<tr>
<td>Brian Dewey</td>
<td>Athletic Director McAuley College</td>
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<tr>
<td>Jacob Hordych</td>
<td>Assistant Athletic Director/SID</td>
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<td>Barry Nuhefer</td>
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<td>John Parente</td>
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<td>Assistant Director of Student Life</td>
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<tr>
<td>Linda Rhodes</td>
<td>Director, Hirtzel Institute on Health, Education &amp; Aging</td>
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<td>Michelle Simpson</td>
<td>Director of Student Life</td>
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<tr>
<td>Stacey Wiley</td>
<td>Administrative Assistant-Office of Academic Affairs</td>
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## Contact Information

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