



Bolivar  
Technical  
College

BTC. Where we know you by name  
and help is always available.

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# Student Catalog

## 2019 – 2020



# **Bolivar Technical College**

## **Student Catalog**

### **2019-2020**

**Revision III**

**This catalog supersedes all previous catalogs effective March 5, 2020**



# Academic Calendar

## **Fall 2019**

### *August*

26 First Day of Fall Semester

### *September*

02 Labor Day - No Classes

13 End of Drop/Add Period

### *October*

04 Last day to drop a course  
without receiving a grade

### *November*

27 Last day to drop a course

28-29 Thanksgiving Break - No Classes

### *December*

02 Classes Resume

13 Last day of semester

## **Spring 2020**

### *January*

06 First day of Spring Semester

24 End of Drop/Add Period

### *February*

14 Last day to drop a course  
without receiving a grade

17 President's Day - No Classes

### *April*

10 Last day to drop a course

24 Last day of semester

## **Summer 2020**

### *May*

04 First Day of Summer Semester

20 End of Drop/Add Period

25 Memorial Day - No Classes

### *June*

12 Last day to drop a course  
without receiving a grade

### *July*

04 Independence Day - No Classes

31 Last day to drop a course

### *August*

14 Last day of semester



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Bolivar Technical College reserves the right to modify the terms of this catalog including calendar, fees, tuition, and other items without prior notice. Should changes be necessary, appropriate notice will be given. The catalog is published for informational purposes only. Students are subject to the most recent catalog policies; however, if a student maintains continuous enrollment, every effort will be made to ensure the continuity of his/her degree/program. If a student does not maintain continuous enrollment, his/her degree/program is subject to change in alignment with the most recent provisions in the catalog. This catalog should not be construed as constituting a contract between Bolivar Technical College and any person.

*Bolivar Technical College is dedicated to the student's educational and personal development. The belief in professional, knowledgeable, dedicated faculty and specialized education will enable a student to be prepared for the job market.*

*Bolivar Technical College is committed to the community in providing a superior technical training facility that will provide for the educational needs of its people, whether it be for career growth or personal satisfaction. This college believes that through education, a dream or career goal can become reality. It is our mission to provide a quality education for the student.*

*Charlotte G. Gray, President*

## **Bolivar Technical College**

Bolivar Technical College (BTC) is a Not-for-Profit, 501 (c) (3), corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by faculty members with superior professional credentials and experience.

The members of the Board of Directors are:

President	Charlotte Gray
Vice-President	Dr. William Gray
Secretary/Treasurer	Rachael Heneise

The administrative staff members are:

Campus Director	Charlotte Gray
Director of Admissions/Registrar	Clarice Casebeer
Admissions/Student Services	Nancy Brannon
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin/Avril Pebworth
Director of Professional Nursing and Practical Nursing Programs	Marion Anema, Ph.D., RN
Professional Nursing Program Coordinator	Erin Mock, BSN, RN
Practical Nursing Program Coordinator	Kayla Holder, MSN, RN
Medical Assistant Program Coordinator	Tami Hutchinson, RMA

Bolivar Technical College provides quality instruction and an ideal learning environment both in the classroom and through hands-on experiences. The college offers *Academic Associate Degrees*, *Applied Science Degrees*, and *Certificates* upon satisfactory completion of a program.

## **Organization and Campus History**

Texas County Technical College (TCTC) began classes on October 21, 1996, in a small rented office with a couple of classrooms. Understanding the value of higher education, Texas County embraced our vision and enrollment increased. Many of the TCTC students had jobs before enrolling but were looking to advance their skills or even change careers. In 2000, TCTC was awarded a state grant and now occupies its own facilities located on South US 63 in Houston, Missouri. Due to the increased demand in the medical field, TCTC added the Practical Nursing program in 2000, a Paramedic program in 2003, an RN Bridge program in 2005, and an Accelerated LPN to RN program in 2009. In the spring of 2009, the name, Texas County Technical Institute was officially changed to Texas County Technical College, and the college continues to have a substantial impact on Houston and the surrounding areas.

Due to the population of the community of Bolivar, Missouri, key leaders became aware of the need for individuals qualified for employment in the technical and nursing/healthcare fields. They

requested that TCTC consider opening a branch campus in their community. Bolivar Technical College received authorization from the Accrediting Council of Independent Colleges and Schools (ACICS) to open a branch campus in May 2005.

## **Mission Statement**

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, technical programs and general education in response to the ever changing employment needs of the community.

## **Educational Goals**

The goals of Bolivar Technical College's programs are:

1. To provide occupational and supplemental educational programs to serve the needs of our community.
2. To provide retraining and career counseling for the labor force to meet today's changing technology.
3. To provide laboratories, classroom instruction, and work experience that reflects current practices.
4. To provide adult advanced programs creating opportunity for personal and career growth.
5. To provide the student with potential employment opportunities, aid in securing employment, and continued employment opportunities after graduation.

## **Approving Agencies and Affiliations**

Bolivar Technical College is approved to operate or is recognized by the following agencies:

- Missouri State Board of Nursing  
3605 Missouri Blvd  
Jefferson City, MO 65109  
573-751-0681
  - Full approval for the Practical Nursing program
  - Full approval for the Professional Nursing program
- Missouri Department of Health and Senior Services  
Missouri Department of Aging  
912 Wildwood  
PO Box 570  
Jefferson City, MO 65102  
573-751-6400
- Missouri State Department of Elementary and Secondary Education  
205 Jefferson St.  
PO Box 480  
Jefferson City, MO 65102
- US Department of Veterans Affairs  
[http://www.benefits.va.gov/gibill/contact\\_us.asp](http://www.benefits.va.gov/gibill/contact_us.asp)  
888-442-4551

- US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
[www2.ed.gov/about/contacts/gen](http://www2.ed.gov/about/contacts/gen)
- Vocational Rehabilitation  
220 S. Jefferson Ave #110  
St. Louis, MO 63103  
314-877-2940
- Missouri Career Center (WIOA)  
2900 E. Sunshine St.  
Springfield, MO 65804  
417-887-4343
- Missouri Health Care Association  
236 Metro Dr.  
Jefferson City, MO 65109  
573-893-2060
- Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043  
703-917-9503

Bolivar Technical College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The college is approved by the US Department of Education to participate in federally funded financial aid programs.

Bolivar Technical College holds memberships or affiliations in several educational or professional organizations, which include:

American Association of Collegiate Registrars and Admission Officers  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Student Financial Aid Professionals  
Missouri League of Nursing

## **Physical Location and Contact Information**

The Bolivar Technical College campus is located at:

1135 N. Oakland Ave.  
P.O. Box 592  
Bolivar, MO 65613

The main campus telephone number is:

417-777-5062  
1-800-440-6135 (toll free)  
FAX: 417-777-8908

The BTC World Wide Web address is:

[www.bolivarcollege.edu](http://www.bolivarcollege.edu)

The BTC physical facility consists of classrooms, skills & simulation center, computer labs, science lab, and a library. Students engage in hands-on learning scenarios with science labs, clinical skills instruction, and simulation experiences.

## **Notice of Non-Discriminatory Policies**

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans' Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with the consent of the student.

## **The U.S. Department of Agriculture (USDA) Non-Discrimination Statement**

**This institution is an equal opportunity provider and employer.**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at:

U.S. Department of Agriculture  
Director  
Office of Adjudication  
14000 Independence Ave, S.W.  
Washington, D.C. 20250-9410



By Fax:  
(202) 690-7442  
Or by email:  
program.intake@usda.gov

## Admission

Admission requirements are based on current admissions policies and are aligned with the college's practices on equal opportunity. All students seeking admission to BTC must complete requirements listed below and must be admitted into a degree or certificate program. Additional requirements are in place for the Medical Assistant, Practical Nursing, Professional Nursing, Nurse Assistant, and Medication Technician programs, and students must be able to attend all clinical or externship sites. NO Exceptions.

If a period of one year elapses during which an admitted student is not enrolled, the student must reapply for admission. Students receiving financial aid and/or students using veterans' assistance must be admitted to the college prior to receiving aid.

For admission, the requirements are:

1. Complete an application for admission to Bolivar Technical College and submit with nonrefundable \$50.00 application fee.
2. Submit proof of high school graduation with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED transcript from the state administering the test.

The two most common alternatives to attending an accredited high school or earning a GED are: (1) completing a homeschool curriculum that is the equivalent of a high school diploma (2) earning a high school diploma from a school that has not received accreditation from the state or regionally accrediting association (non-accredited high schools).

BTC welcomes applications from all qualified students, including students who have chosen to complete high school course work through an alternate means. For admission criteria, these students may present the following documentation:

- Pass the GED test and supply an official transcript.
- Submit a homeschool transcript showing all courses/credits/grades earned from ninth grade through graduation. Transcript may be signed by parent or legal guardian administering the program and show date of completion.
- Submit an official transcript from the institution issuing the high school diploma.

Documentation must be presented during the application process, and the Registrar will make the determination of acceptance.

3. Take the Wonderlic verbal skills test **and** the Wonderlic quantitative skills test. Prospective students are limited to three attempts to pass the basic entrance examination. If a prospective student fails to achieve this standard after three attempts, he/she is not eligible to apply for any BTC programs until the next admission period. Retest fees apply.

Minimum Verbal score: 265

Minimum Quantitative score: 250

4. Receive a satisfactory clearance on a Missouri Family Care Safety Registry background screening and criminal background check. \*\*
5. Students for whom English is a second language shall meet the same general admission/program requirements as other students.

Anyone seeking admission into BTC must have a copy of a government issued photo ID and copy of his/her social security card on file with the college.

### ***Medical Assistant***

Prior to entering the clinical classes for Medical Assistant, students will have to provide:

1. Proof of current American Heart Association Basic Life Support CPR certification.
2. A satisfactory drug screening \*\*\*
3. A current immunization record\*
4. A satisfactory health physical.

### ***Cohort requirements for the Professional Nursing Program (Associate of Science Degree in Nursing)***

1. College admission completed.
2. Satisfactory nursing exam score (TEAS/Comp Predictor).
3. A satisfactory background screening through Validity Screening Solutions. \*\*
4. Official transcript indicating successful completion of prerequisites:

Professional Nursing: Anatomy & Physiology I (4 cr); Anatomy & Physiology II (4 cr)

Bridge: Anatomy & Physiology I (4 cr); Anatomy & Physiology II (4 cr); Human Nutrition (3 cr); Chemistry (4 cr); Introduction to Psychology (3 cr)

Note: Science courses over 10 years old will not be considered for transfer.

Cumulative grade point average for ALL combined science courses must be 2.5 or higher.

5. On **April 1, 2020**, the nursing selection committee will review all completed applicant files for the first selection cycle. **ALL REQUIRED DOCUMENTS MUST BE PRESENT PRIOR TO APRIL 1, 2020, to be considered.**

The selection committee will review and score applicants based on a points rubric. Applicants will be notified with a Conditional Acceptance, Conditional Alternate, or Denial. If an applicant receives a Conditional Acceptance or Conditional Alternate, the applicant will be required to submit or complete the following items no later than **May 1, 2020:**

- Satisfactory immunization (see guideline list)
- Satisfactory health physical
- Proof of current American Heart Association CPR certification
- Meet with financial aid department

On May 1, 2020, the selection committee will review submitted documentation and notify the applicant of status. If the above items are submitted and are satisfactory, the Conditional Acceptance may be converted to Final Acceptance, and the Conditional Alternate may be converted to Final Alternate.

If an applicant does not submit all items by May 1, 2020, the Conditional Acceptance or Conditional Alternate offer **will be rescinded**.

A second selection cycle will be conducted for any completed applications submitted after April 1, 2020. The second selection cycle date will be determined at a later date.

Candidates for the Bridge program must have an undisciplined Licensed Practical Nursing license from the state of Missouri or hold a current undisciplined Nursing Licensure Compact state license and be IV certified.

### ***Cohort requirements for the Practical Nursing Program (Certificate)***

1. College admission completed.
2. Satisfactory ATI TEAS test score.
3. A satisfactory background screening through Validity Screening Solutions. \*\*

All students accepting a position in the Professional Nursing cohort or the Practical Nursing cohort must meet the following clinical requirements:

1. Proof of current American Heart Association Basic Life Support CPR certification.
2. A satisfactory drug screening\*\*\*.
3. A satisfactory health physical.
4. Current immunization record\*.

The Admissions Office will review completed student applications for the nursing programs. Upon meeting minimum cohort standards or higher, qualified applicants will be offered a seat in the Professional Nursing (including bridge) cohort or Practical Nursing cohort as long as there are seats available. Once the class has been filled, qualified applicants will be offered an alternate position.

\*Students accepted into the Medical Assistant, Professional Nursing, and Practical Nursing cohorts must provide proof of the following immunizations (NO Exceptions):

- Tuberculosis Testing (two step test required)
- Diphtheria/Tetanus Booster
- Measles/Mumps Rubella (MMR)
- Hepatitis B (Medical waiver available for Hep B series only)
- Flu shot (during flu season)
- Other immunizations if requested by clinical site/facility

All students accepted into the college are subject to the most current catalog policies and must adhere to the rules, regulations, and policies, as well as maintain a satisfactory background screening. Furthermore, students accepted into the Professional Nursing cohort, Practical Nursing cohort, and Medical Assistant programs are REQUIRED to maintain current immunizations, CPR certification, and a satisfactory background screening for the duration of the cohort.

\*\*Students must have background screening results that meet satisfactory requirements of the college. Due to the variety and complexity of background results, "satisfactory" will be determined on a case by case basis and in accordance with state and federal licensing agencies, externship and clinical sites. All documentation will be required in order to evaluate. Applicant will not be considered for acceptance into the college until all documentation has been evaluated and a determination has been made.

\*\*\* If positive drug screening results occur, a Medical Review Officer (MRO) will review the results; additional fees may apply.

### ***Admission and Applying as a Non-Degree/Non-Credential Student/Continuing Education***

The institution is not precluded from admitting, under different requirements, students who choose to enroll in non-credit/non-degree programs, or continuing education courses. Students enrolled in non-credit/non-degree programs or continuing education courses are not admitted to the college, nor are they eligible for federal student aid or financial aid from the state of Missouri.

Two programs are offered under this policy: Nurse Assistant and Medication Technician.

Requirements for admission into the Nurse Assistant course are:

1. Complete the general application for admission.
2. Submit a copy of a government issued photo ID and copy of social security card.
3. Receive a satisfactory background screening on a Missouri Family Care Safety Registry background screening.

Requirements for admission into the continuing education Medication Technician course are:

1. Complete the general application for admission.
2. Submit photo ID and copy of social security card.
3. Provide a Letter of Recommendation from the Director of Nursing or Administrator from long term care employer (current or previous)
4. Submit a copy of high school diploma or GED.
5. Submit a copy of current CNA license indicating a minimum of six months' experience as a CNA.
6. Meet minimum passing scores on the Tests of Adult Basic Education (TABE).
7. Receive a satisfactory background screening on a Missouri Family Care Safety Registry Background Screening.

The institution is also not precluded from admitting, under different requirements, students who are considered to specially circumstanced, such as CMH Paramedic students may apply to take Anatomy & Physiology I (BIO 111) and/or Anatomy & Physiology II (BIO 211).

Requirements for admission in Anatomy & Physiology (BIO 111) and/or Anatomy & Physiology II (BIO 211) not leading to an academic credential are:

1. Complete the general application for admission.
2. Submit a copy of a government issued photo ID and copy of social security card.
3. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED transcript from the state administering the test.
4. Take and successfully pass the Wonderlic entrance exam.
5. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
6. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential or continuing education seeking students.

The institution is also not precluded from admitting, under different requirements, students who are considered to specially circumstanced due to unsuccessful attempts to pass NCLEX-RN testing. Following Missouri State Board of Nursing guidelines, such students may apply to take COMM 103, Personal and Vocational Concepts.

Requirements for admission in COMM 103 not leading to an academic credential are:

1. Complete the general application for admission.
2. Submit application with \$50.00 fee.
3. Submit a copy of a government issued photo ID and copy of social security card.
4. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED transcript from the state administering the test.
5. Submit official transcript from the institution granting the associate degree in nursing.
6. Submit official proof of unsuccessful completion of NCLEX-RN.
7. Take and successfully pass the Wonderlic entrance exam.
8. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
9. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential or continuing education seeking students.

### ***Nursing Licensure***

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMO and Missouri Code of State Regulations 4CSR 200-1.010 to 4CSR 200-6.010.

Graduates of Bolivar Technical College nursing programs are eligible to apply to take the National Council Licensure Examination (NCLEX®). This is a computer-adapted examination and may be taken at testing centers locally and across the United States. Successful completion of this examination will allow the graduate to begin practicing as a nurse (LPN or RN depending on course of study). Students may obtain information about licensure in other states by contacting boards of nursing in the individual state.

All applicants to Bolivar Technical College nursing programs are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime.

**See State of Missouri Nursing Practice Act: Section 335.066 Denial, revocation, or suspension of license, grounds for, civil immunity for providing information –complaint procedures.**

**Completion of the nursing program does not guarantee eligibility to take the licensure examination.**

Applicants who meet all requirements and are accepted into Bolivar Technical College will be enrolled in their program of choice. Students will be notified by mail, and email, of their acceptance status.

Bolivar Technical College reserves the right to add or terminate classes/programs, update classes/programs, amend rules and regulations, change texts or faculty, and modify tuition or fees with adequate notice to the student.

## **Transfer of Credit and Transcript Evaluation Process**

To transfer credits from another post-secondary institution to Bolivar Technical College, the student must provide an official transcript and catalog course description, if requested, from the school attended. Transfer credits must have been earned from a post-secondary institution recognized by the US Department of Education. Transfer grades must be a “C” or higher, and courses must be equivalent to those offered at Bolivar Technical College. Transfer equivalencies are based on current policies and courses at the time the evaluation is conducted. BTC courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well. ALL transcripts for transfer course evaluation MUST be submitted to the Registrar PRIOR to the beginning of a cohort. NO Exceptions.

Transfer credit is not awarded for remedial courses.

Bolivar Technical College does not award credit for experiential learning.

Bolivar Technical College does not accept credit by exams.

To be granted a certificate or associate degree, a student must complete a minimum of 50% of a program’s total credit hours with BTC. Transferred grades are not computed in the student’s grade point average, and thus, do not affect satisfactory academic progress.

Consideration for transfer of credit hours earned over five years prior to admission to BTC will require a review and evaluation by the Registrar. Science courses over ten (10) years old are not eligible for transfer of credit. Professional Nursing applicants must have a minimum cumulative science course grade point average (GPA) of 2.5. Science courses include: Anatomy and Physiology I/II; Chemistry; Microbiology; Human Nutrition.

Advanced placement credit for the Professional Nursing program will be awarded on a case by case basis. Qualified LPNs may receive up to a total of eighteen (18) credit hours for LPN education. Upon meeting all prerequisites and successful completion of ADN-RN 190, LPN Transition Course, and ADN-RN 122, Nursing Informatics, and advanced placement credit will be awarded on the transcript as a transfer grade.

Any transferability of credits from Bolivar Technical College to another post-secondary school is entirely up to the receiving school. Students are encouraged to discuss transferring of credit with that institution.

BTC has an articulation agreement with the University of Phoenix, Purdue Global University (formerly Kaplan University), Southwest Baptist University, Chamberlain College of Nursing, and Cox College.

## **Academic Information and Policies**

### ***Academic Standard/Grading System***

Credits are expressed in semester hours and are based on a four-point system.

A	-	4.00
B	-	3.00
C	-	2.00
D	-	1.00
F	-	0.00
P	-	0.00

W	- 0.00
A	- Superior
B	- Above average
C	- Average
D	- Below average
F	- Failure
P	- Pass. Used only in the pass/fail grading system and is not calculated in the GPA.
I	- Incomplete. Students have a specified time to complete course work, or the grade is changed to a failing grade.
IP	- Course in progress
W	- Withdraw. Authorized withdrawal before the sixth week of the semester.
WP	- Withdraw/passing after the sixth week of a semester.
WF	- Withdraw/failing after the sixth week of a semester.
T	- Transfer. Indicates credit transferred from another institution.
R	- Repeated class.

**"F" Course Failure:** A course failure is a grade of "F". A grade of "F" will be figured into the cumulative grade point average. Should a student receive a failing grade, it becomes part of the student's record until the course has been retaken and successfully completed. When a student repeats a course, the higher of the two grades will be used in computing the cumulative grade point average. To qualify for graduation, the student must retake and pay additional tuition for any required course that was failed. If the course is a prerequisite for other courses, no subsequent course may be taken until the failed course has been retaken and successfully completed.

**"I" Incomplete:** If a student is unable to complete assigned work during a regular course due to mitigating circumstances such as extended illness, personal tragedy, accident, death in the immediate family or other special circumstances, a grade of "I" may be assigned by the course instructor with administrative approval. Any incomplete work must be completed within fifteen (15) business days from the end of the semester or grading period. Required class work will be determined by the instructor. An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average. An "I" grade is not an option in the Professional Nursing or Practical Nursing programs.

**"W" Withdraw:** A student may officially withdraw from BTC up until the end of the sixth week of the semester or grading period and receive a grade of "W". A "W" grade will not affect the cumulative grade point average.

**"W/P" Withdraw Passing:** A student may receive a grade of "W/P" if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is passing a course. "W/P" does not affect the cumulative grade point average.

**"W/F" Withdraw Failing:** A student may receive a grade of "W/F" if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is failing a course. "W/F" will be figured in to the cumulative grade point average.

**"R" Repeated Class:** Courses that a student chooses to repeat to improve a grade are shown on the transcript with the designation of "R" beside the repeated course. The original course then has hours attempted, hours earned, grade and grade points removed, and the course is no longer figured into the grade point average (GPA) UNLESS the repeated course has a lower grade. ONLY the higher of a repeated

course grade is recorded on the transcript with hours attempted, hours earned, grade, and grade points will be used to refigure the cumulative grade point average.

Good grades are usually correlated with regular attendance and with accurate and timely completion of all assignments. Poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

### ***Grade Point Average (GPA)***

Grades are based on total points possible. Total points earned are divided by the total points possible giving a percentage of the total points available. Total points awarded will be documented and demonstrate academic justification for assignments given. Students' homework will be factored in as points per assignment depending upon individual assignments given by instructors and will be counted into the total points possible in a class. The Practical Nursing certificate program course syllabi will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program

### ***Grade Point Average (GPA) for Medical Assistant and all General Education Courses:***

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

*Grades are not rounded for any class. 59.99 is less than 60.00 and is an "F" in all Medical Assistant and general education classes.*

### ***Grade Point Average (GPA) for the Professional Nursing cohort and Practical Nursing cohort program specific courses:***

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	94—100%	4.00
B	86—93%	3.00
C	80—85%	2.00
F	Below 80%	0.00

To determine the final grade, the same procedure stated above applies.

*Grades are not rounded for any class. 79.99 is less than 80.00 and is an "F" in nursing classes.*



## ***Academic Dishonesty***

Academic dishonesty is any behavior on the part of a student that results in the student receiving unauthorized assistance on an academic exercise or receiving credit for work which is not his/her own. Such acts include, but are not limited to:

Cheating:

- Copying from another student's exam and/or work of any kind
- Allowing another student to copy from one's exam
- Using unauthorized study aids (such as a formula, a computer, a calculator or any other unauthorized material) for an in class exam, take home exam or other work

Cheating may be either premeditated (using cheat sheets, etc.) or opportunistic (looking at another student's test paper).

Plagiarism:

- Using another person's idea, opinion, or theory
- Using facts, statistics, graphs, drawings—any information—that is not common knowledge
- Using sources without proper citations
- Paraphrasing materials without proper citations
- Quoting another person's actual words without proper citations
- Purchasing a work and submitting it as one's own

Plagiarism may be deliberate or unwitting. It is the responsibility of a student to know what plagiarism is and avoid it at all costs.

Academic dishonesty is grounds for dismissal from the college.

## ***Standards of Academic Progress***

Professional Nursing and Practical Nursing: Students must reach and maintain grades of "C" or higher in nursing core classes and general education classes. Grades will be monitored, and written warning issued for a student's average that falls below 82% in a core nursing class. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student's file. Students who fail to achieve at least 80% in a core nursing class or a "C" grade in a general education class by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for the specific course, and clinical components must be mastered in order to pass the corresponding course. Clinical evaluations will be completed regularly and available for review. A student will be terminated if he/she fails clinicals.

Medical Assistant: Should a student earn a final grade of an "D" or "F" in a first semester required course in the program, he/she will not be terminated from the program. However, the student must repeat those course(s) from the cohort's first semester in order to progress to the second semester. Course availability is dependent upon program sequence and is offered at the discretion of the college.

## Satisfactory Academic Progress (SAP)

Bolivar Technical College requires students who are attending the school to be making satisfactory progress toward the completion of the educational objectives. All students must meet the minimum standards set forth in the Satisfactory Academic Progress requirements, or they shall be deemed not making satisfactory progress, and those students previously eligible for specific financial aid will be considered ineligible for financial aid until satisfactory standards are met.

All programs at BTC meet or exceed guidelines from the U.S. Department of Education regarding establishment of satisfactory academic progress. Students may contact administration for copy of these guidelines.

### ***Cumulative Grade Point Average (CPGA) Requirements***

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the table. These requirements will be reviewed at the end of each semester to determine if a student's CGPA is in compliance.

### ***Rate of Pace toward Completion Requirements (Percent successfully completed)***

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered making satisfactory academic progress (67%). Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. As with the determination of the CGPA, the percentage completion requirements will be reviewed at the end of each semester to determine if the student is progressing satisfactorily.

### ***Maximum Time in Which to Complete***

A student is not allowed more than 1.5 times, or 150%, of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150%, of the number of credits in their program of study. Rate of pace measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum time frame.

### ***Maximum Time in Which to Complete by Program***

Medical Assistant (Associate degree)	61.60 credit hours	92.25 Maximum
Medical Assistant (Certificate)	46.50 credit hours	69.75 Maximum
Practical Nursing	62.00 credit hours	93.00 Maximum
Professional Nursing	72.00 credit hours	108.00 Maximum

A BTC student's progress is considered satisfactory when meeting the following minimum requirements:

<b>Total Number of Credits Attempted</b>	<b>Minimum **CGPA</b>
1 – 25	1.50
26 – 48	1.75
49 – 72	2.00
73 – 108	2.00

**\*\*Cumulative Grade Point Average**

Rate of Pace is calculated by dividing the cumulative number of credit hours completed with a grade of D or higher by the cumulative number of credit hours attempted.

ALL students must maintain a pace equal to 67% of their cumulative hours attempted in order to graduate within the minimum time frame allowed. Refer to Nursing Handbook for core nursing classes minimum CGPA allowed.

For the student who chooses to earn an additional degree, the maximum time frame will be based on the hours required to complete the program.

### ***Application of Grades and Credits***

In calculating the rate of pace, grades of "F" (Failure) and "WF" (Withdraw Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and "R". The original course credits remain included in the total number of hours attempted and hours earned in order to determine the required level of CGPA and rate of pace.

Transfer credits are not included in the calculation of CGPA.

For students who transfer between BTC programs or seek an additional degree, all grades and credits attempted for courses common to both programs will be applicable to the new program. If a student graduates from one program and enrolls in another BTC program, all grades and credits attempted for courses common to both programs will be applicable to the new program and will be calculated in the satisfactory academic progress measurements of the new program.

An "I" grade is not figured to the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress (SAP) measurement.

Bolivar Technical College does not offer remedial courses.

### ***Academic Probation, Financial Aid Warning and Financial Aid Probation***

A student will be placed on academic probation when his/her rate of pace or cumulative grade point average (CGPA) is less than the minimum at the end of the semester. During the period of academic probation, students are considered to be on financial aid warning.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising or extra tutoring sessions. Upon completion of the probationary period of one semester, the student's progress will be reevaluated.

to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or CGPA at the close of the probationary semester or grading period, will be dismissed and will no longer be eligible for financial aid.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Campus Director level if he/she feels the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstances. Students who choose to appeal must submit a completed appeal form to the Registrar's office within ten (10) days of notification they are not making SAP. The appeal form must include a statement as to why the student did not meet SAP and an explanation of what corrective measures have been taken to ensure satisfactory progress in the future. The school will respond to the appeal in writing, either approving or denying, within three (3) business days. If the appeal is granted, the student will be entered on academic probation and financial aid probation. Students on financial aid probation are eligible to receive financial aid during this period. If, at the next review point, the student meets both requirements, he/she will be removed from academic and financial aid probation. If the student fails to meet the requirements of the probation, the student will be withdrawn and will be ineligible for financial aid.

### ***Reestablishing Satisfactory Academic Progress***

Students returning to Bolivar Technical College following academic dismissal must submit an application for readmission. The campus director, program director, and registrar must approve the readmission. If readmission is approved, the student will be notified in writing. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within their first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal (1) will be reentered on academic/financial aid probation (2) are ineligible for financial aid, and (3) must bring their CGPA or rate of pace up to the minimum standards by the end of the first academic semester. If the student does not meet minimum standards at the end of the probation semester, he/she will be academically dismissed the second time. However, a student may submit an appeal if he/she feels extenuating circumstances resulted in lack of progress during the probation semester. (See Academic Probation)

### ***Satisfactory Academic Progress and Financial Aid***

Students must meet the standards of satisfactory progress in order to remain eligible to receive financial assistance as well as to continue as a student at BTC.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of pace requirements, maximum completion time restrictions, probation provisions, academic dismissal, and appeals procedures as outlined in the satisfactory academic progress section of this catalog.

Students who have been academically dismissed are no longer active students and are ineligible for federal financial assistance. Reinstatement of financial assistance eligibility will occur only after a student is readmitted following dismissal or in the event the student's appeal results in re-admittance.

### ***Graduation Requirements***

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of courses in their program of choice within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate, Applied Science Degree, or Academic Associate Degree**. No student will be allowed

to graduate with an “F” in any required course without retaking the course and successfully completing it.

Bolivar Technical College will have graduation ceremonies twice a year, in May and December. The graduation ceremony will represent all programs for students who have met all graduation requirements from the most recent semester.

### ***Graduation Honors***

#### *Degree programs*

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude 3.50 – 3.75
- Magna cum laude 3.76 – 3.89
- Summa cum laude 3.90 – 4.00

#### *Certificate programs*

Students who graduate with outstanding academic achievement from a certificate program are entitled to the following honor based upon cumulative grade point average.

- Honors 3.85 – 4.00

### ***Cancellation and Withdrawal***

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office in writing with intent to withdraw. There are no exceptions. Refer to refund policy. Nursing students are required to confer with program directors. **Non-attendance does not constitute official withdrawal.**

A withdraw from class after the end of the sixth week of a semester will be assigned a withdraw/passing (W/P) or withdraw/failing (W/F). Withdraw/failing will be included in the calculation of the CGPA; withdraw/passing does not affect the calculation of the CGPA.

NO course may be dropped the last two weeks of a semester.

### ***Administrative Withdrawal***

Administrative withdrawal occurs if a students does not attend a seated course and fails to contact the school within four (4) consecutive days or ten (10) business days, whichever comes first. An administrative withdrawal may occur due to documented extenuating circumstances and are handled on a case by case basis.

Students should be aware that an administrative withdrawal may reduce the amount of financial aid they receive and could necessitate repayment of aid already received. It does not relieve their obligation to pay all tuition and fees due to the college. Please direct all questions regarding the policy to the administrative office.

## ***Appeal and Grievance Policy***

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise. Grievances or appeals submitted signed by a group will not be addressed.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen (15) business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: Loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to positive drug screens. Please refer to substance abuse policy on page 33.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present his/her complaint as outlined in Step 2.

Step 2: A student may present his/her grievance to the program director (or campus director as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the campus director's decision, the student may proceed with Step 3.

Step 3: A student may then present the grievance to the Bolivar Technical College president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the president's decision, the student may proceed with Step 4.

Step 4: A student may then present the grievance to the Board of Directors. The student has three (3) business days to present the grievance in writing to the Board of Directors after Bolivar Technical College's president has made a decision. The decision of the Board of Directors is final.

Complaints against the school may be registered with:  
Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043

1-703-917-9503

Missouri Department of Higher Education  
205 Jefferson Street  
PO Box 1469  
Jefferson City, MO 65102-1469  
1-800-473-6757

### ***Attendance Policy***

Good attendance is a mark of dedication which is a component of professionalism that future employers consider seriously. Students are expected to attend all classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. Employers consider regular attendance as the first step in becoming a successful and productive employee. Education at BTC is designed to prepare students in the proper skills and attitudes necessary for success in their chosen field.

Each program varies by credit hours. Satisfactory progress towards earning an associate degree or certificate means students must meet academic and attendance requirements.

1. Students are to maintain a minimum of 90% attendance, or higher, for each semester. Minimum 90% attendance average is required to begin externship or graduate.
2. Students who are below the required 90% attendance at the end of a semester will be placed on attendance probation and given the following semester to demonstrate the ability to maintain the 90% attendance average. At the end of the attendance probation semester, if the student has not met the 90% requirement, he/she will be terminated from the program. **Due to the nature of the Practical Nursing cohort and Professional Nursing cohort programs, attendance probation is NOT an option for those programs.**
3. Extenuating circumstances will be considered on a case by case basis. Documentation for extenuating circumstances must be submitted within seven (7) calendar days of returning to class.
4. A student may make up assignments missed for class at the discretion of the instructor.
5. Students are required to call the school if they are going to be late or unable to attend class.
6. Doctor's visits and other appointments should be scheduled beyond school hours.
7. Any hospitalization requires a release from the doctor to return to class.
8. If a student is absent in excess of four (4) consecutive class days or ten (10) business days, whichever comes first, without notifying the school, the student will be subject to termination.
9. Early departures/tardies will be calculated as follows: if the student is 1-15 minutes late, one quarter of an hour will be added to total hours missed; 16-60 minutes tardy/early departure will result in one hour being added to total hours missed.
10. Non-compliance with attendance policy is grounds for dismissal.
11. No Final Exam will be given early or late.

### ***Leave of Absence Policy***

Bolivar Technical College's programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to mitigating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the campus director. The student must meet with the campus director and program

director, provide documentation, if possible, and sign a written request prior to the leave of absence. If unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted. The maximum length of the total LOA time within a twelve month period is ninety (90) calendar days.

If a permanent withdrawal is approved, the student will be officially dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within thirty (30) days. A student who fails to return from a LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state, or institutional policy.

The effect the LOA has on satisfactory progress is dependent upon the length of the leave and timing of classes. Students considering requesting a leave of absence should be aware that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Maximum length of LOA granted within a semester's time is thirty (30) calendar days with approved documentation.
- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.
- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA unless a PELL disbursement is due prior to LOA. In this case, PELL grant may be disbursed.

Due to the intensity of the Practical Nursing cohort program or Professional Nursing cohort program, a leave of absence is not permitted.

### ***Termination***

A student may be terminated from a class or a program due to excessive absenteeism, grade failure, conduct, violation of rules and regulations, unpaid tuition, falsifying application information, inability to attend or participate in clinical/externship, or academic dishonesty. The student will receive a refund according to the refund policy.

### ***Readmission***

Students who wish to reenter Bolivar Technical College after withdrawing due to mitigating circumstances or academic dismissal must submit an application for readmission. Students who left the college with a balance owed must pay the balance in full before reapplying. If accepted, students in general programs (programs except RN and PN) will reenter the semester from which they withdrew or were terminated (if returning on academic probation, please refer to Reestablishing Satisfactory Academic Progress policy). Students may apply to be admitted into the Professional Nursing program or Practical Nursing program only twice.



If a student withdraws or is terminated from a nursing cohort, he/she may reapply for acceptance into a cohort if he/she meets current college admissions criteria as found on page 5 and program cohort admissions as found on page 6. This includes but is not limited to:

- Retake the nursing exam and meet minimum criteria or higher if NOT attempting to test out of first semester core nursing classes passed.
- Submit a satisfactory health physical examination.
- Submit record of current immunizations.
- Submit updated satisfactory Missouri Family Care Safety Registry background screening.
- Submit a satisfactory updated Validity criminal background screening. The student is responsible for the fee.
- Complete a satisfactory drug screen.

Students who successfully complete cohort Practical Nursing/Professional Nursing readmissions criteria may seek to have previously passed first (1<sup>st</sup>) semester nursing core classes waived following the procedure below. The waiver applies to the Practical Nursing/Professional Nursing first semester only pending the same curriculum/classes are available. Readmissions to the Professional Nursing Bridge cannot test out of Nursing Informatics or Transitions.

- Pass the Assessment Technologies Institute (ATI) comprehensive exams, where applicable, with a Level 2 competency, or higher, for nursing courses that were successfully completed during the first (1<sup>st</sup>) semester. The student is responsible for testing fees and is limited to one (1) attempt on the ATI comprehensive exams.
- Pass first semester nursing courses' final exam for which there is not an ATI comprehensive exam. *Applies to first semester core classes only.* The student is responsible for testing fees and is limited to one (1) attempt on the final exam.
- Demonstrate proficient nursing skills in a lab setting. The student is responsible for a \$32.00 per hour lab usage fee.

First semester Practical Nursing/Professional Nursing core classes only may be waived due to the clinical components within subsequent semesters.

PLEASE NOTE: Nursing curriculum may change. Students, if accepted, will reenter under the current catalog.

Students reapplying for ANY program after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program director, faculty and president.

Students in the Medical Assistant program applying for readmission after being dismissed for attendance issues, once readmitted, will reenter the program on attendance probation for one semester. Students are then expected to end the probation semester with a 90% attendance average or higher to remain in the program of choice.

Repeating courses has a direct impact on financial aid available to the student. Check with the financial aid officer for further information. Applying for readmission does not guarantee acceptance into a program.

## **Financial Aid**

Bolivar Technical College students may apply for scholarships, grants, or loans to assist them with school expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's education costs. Students do not repay scholarships or grants but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms.

Bolivar Technical College's administrative staff will provide information and various forms needed to determine financial aid eligibility. Financial aid forms must be accurate and complete. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year. Though Bolivar Technical College's financial aid officer is responsible for accurate distribution, explanation, documentation with validation of federal financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits.

Bolivar Technical College has been approved by the U.S. Department of Education for participation in the Title IV programs listed in this section. When completing a Free Application for Federal Student Aid (FAFSA) on-line ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), BTC's school code is: 042557. Once eligibility is determined, an electronic report will be sent to both the student and the respective campus. Please note the FAFSAs submitted may require additional verification documentation from the student. Award letters will be sent to the student upon receipt and acceptance of those documents.

### ***Clock to Credit Hour Definition for the Purpose of Awarding Federal Financial Aid***

Non-degree programs that are not fully transferrable to degree programs of at least two years in length at the same institution are eligible to convert clock hours to credit hours for purposes of awarding federal financial aid. In doing so, these programs may seek to combine a minimum number of hours in a range of hours of student work outside of class with a required minimum number of hours of instruction alone to meet or exceed a total number of clock hours of instruction. The evaluation of the clock-to-credit hour program is based upon the following federal conversion formulas:

The institution's student work outside of class combined with the clock hours on instruction meet or exceed the following numeric requirements:

- (1) A semester hour must include at least 37.50 clock hours of instruction.
- (2) The clock hours of instruction must include at least 30 hours with at least 7.5 hours of out-of-class work.

Students' homework will be factored in as points per assignment depending upon individual assignments given by instructors and will be counted into the total points possible in a class. The Practical Nursing and Medical Assistant certificate programs course syllabi will articulate required course work. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

### ***Financial Aid Application and Forms***

Students are required to submit student aid applications on an annual basis. Students may be eligible to receive Federal Student Aid (FSA) funds once they have completed the entire financial aid process.

## *Application Process*

1. FAFSA (Free Application for Federal Student Aid)
  - Each applicant requesting federal financial aid completes a FAFSA according to its accompanying instructions. The FAFSA form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). From the application data, the financial aid staff obtains the Expected Family Contribution (EFC) and makes a preliminary determination of Federal Pell Grant eligibility. The application data is also used to determine the amount of a student's Direct Loan eligibility and campus-based funds.
  - The FAFSA documents the student's intent to use all federal aid solely for educational purposes. The student also certifies that he/she is not in default on a federal financial aid loan and does not owe a refund to a federal financial aid grant received at any post-secondary institution.
2. Verification
  - Students may be asked to verify information given on the FAFSA. Verification requires the student submit a verification worksheet and federal tax return transcript for the most designated calendar year. Additional documents may be required during verification.
  - Students may be asked to provide additional documentation to resolve an Unusual Enrollment History flag on the FAFSA. Documentation may include, but is not limited to, transcripts from ALL previously attended post-secondary institutions.
  - NO federal student aid can be disbursed until all verification documentation has been submitted, evaluated, and approved.
3. Master Promissory Note (MPN)
  - In order to be eligible to receive a Direct Loan, a student must sign an MPN. The MPN will be completed by the student on the MPN web site, which will include the Borrower's Rights and Responsibilities ([www.studentloans.gov](http://www.studentloans.gov)). Students are able to obtain additional loans without having to sign a new MPN for each academic year.
  - The Financial Aid Office can refuse to certify a student's loan application on a case-by-case basis if the reason is documented for the action, and the office provides the reason in writing to the student.
4. Entrance Counseling
  - First time Direct Loan borrowers must receive entrance counseling before the first disbursement of the loan can be made although BTC requires all students to do entrance counseling. BTC will provide access to entrance counseling online, or students may go to [www.studentloans.gov](http://www.studentloans.gov) to complete entrance counseling.

### ***General Title IV Student Eligibility Requirements***

To be eligible for Federal Student Aid (FSA) funds, a student must meet the criteria listed below. Bolivar Technical College staff ensures that eligibility requirements are met before the awarding of aid occurs. A student must:

- Be accepted into the college.

- Have a high school diploma or its recognized equivalent (e.g., a GED).
- Have a valid social security number with the Social Security Administration.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service, if required.
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder.
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not be liable for an overpayment of a Title IV grant or federal student loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt.
- Be making satisfactory academic progress (SAP).
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Dept of Education or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.

Students must complete the FAFSA (Free Application for Federal Student Aid) and indicate Bolivar Technical College as one of the student's schools of choice. Once the Student Aid Report (SAR)/Institutional Student Information Report (ISIR) is received, it is reviewed to ensure that the student meets the eligibility criteria.

If the student meets the eligibility criteria for federal financial aid and all the required documents have been received, he/she is then awarded financial aid funds.

### ***Financial Aid History***

Prior to disbursing FSA program funds, BTC will check the financial aid history for a student who has received aid at other institutions. This will be done by reviewing the financial aid history from the National Student Loan Data System (NSLDS) that appears on the student's ISIR or directly from the NSLDS website. Students may track their entire federal financial aid history by going to: [www.nslds.ed.gov](http://www.nslds.ed.gov).

### ***PELL Grant***

The Federal PELL Grant is an entitlement program through the US Department of Education which provides grants for students' education based on need. The amount of the grant is based on family size, income, assets, number of credit hours per semester, and cost of attendance at a given school. Students must file a FAFSA to determine eligibility. Students do not repay PELL Grants.

### ***William D. Ford Federal Direct Loan Program***

The Direct Loan program provides low interest, long-term loans to students and their parents to help meet educational expenses. Direct Subsidized Loans are awarded on the basis of financial need. Direct Unsubsidized Loans are designed to provide financial aid to students who do not demonstrate need for the Subsidized Stafford Loan. Payment on both the subsidized and unsubsidized loan begins six months after the student completes or leaves his/her educational program. Students must first file a FAFSA (Free Application for Federal Student Aid) to apply for student loans. Any student who borrows student loan funds must complete a Master Promissory Note and entrance loan counseling as conditions of receiving student loan monies. Students must also complete exit counseling upon graduation, withdrawing, or

dropping below half time status. Master Promissory Notes, Entrance Counseling and Exit Counseling must be completed at: [www.studentloans.gov](http://www.studentloans.gov). **This is a loan, and repayment is required.**

### ***Federal Plus Loans***

Direct Plus Loans are available to assist qualified parents to borrow in order to pay the education expenses of a dependent student. Plus Loans are limited to the difference between the student's total cost of education and other financial aid the student may receive. **This is a loan, and repayment is required.**

### ***Loan Disbursement Notification***

Students and parents (if applicable) are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (i.e. Subsidized, Unsubsidized, etc.), the disbursement date, and the amount. Students and parents are notified in writing of the date and the amount of the disbursement no earlier than 30 days before and no later than 7 days after crediting the student's account. The notice explains the borrower's right to cancel all or a portion of the disbursement and the procedures for doing so.

### ***Credit Balances***

Credit balances are released to the borrower within 14 days after the credit balance occurs.

### ***Federal Supplemental Education Opportunity Grant (FSEOG)***

FSEOG funds are awards based on the availability of funds and the student's level of need. There is no guarantee every eligible student will be able to receive an FSEOG.

The purpose of the FSEOG Program is to provide grants to undergraduate students - who have not received a bachelor's or first professional degree - to help pay for their postsecondary education. All such students are eligible to apply for the grant, regardless of enrollment status or dependency status.

The institution ensures that FSEOG funds are reasonably available to eligible students (to the extent of available funds) who demonstrate financial need. Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year as opposed to those enrolling later in the award year. To this end, the institution has established and published deadlines throughout the award year that students must meet in order to be considered for the grant.

#### **Application Procedure:**

Students make application by submitting a completed 2019/2020 FAFSA to the federal processor via FAFSA on the Web or by other means and meeting the published deadline. The deadlines are as follows:

Fall 2019	September 27, 2019
Spring 2020	February 11, 2020
Summer 2020	June 5, 2020

#### **Selection Procedure:**

Students who meet the deadline are evaluated as to which of the following selection groups they belong:

- First Selection Group – those who have the lowest Expected Family Contributions (EFC) who are also eligible to receive a Federal PELL Grant.
- Second Selection Group – those who have the lowest Expected Family Contributions (EFC) who will not receive a Federal PELL Grant.

Awards are made first to the First Selection Group and then to the Second Selection Group, as funds allocated for the semester allow.

**Timing of Disbursements:**

Disbursements are made on a per semester basis.

**Award Amounts:**

The FSEOG funds received by the college will change each award year; therefore, allocations will be made on a projected award year basis. Awards are made in the amount of a minimum of \$200 per award year (assuming unmet need allows) and available funds.

**Award Notification Method:**

Students are notified as to their award amounts via a written Award Letter.

***Federal Work Study Program***

The Federal Work Study Program provides jobs for eligible students who must earn funds to pay a portion of their educational expenses. Students must be PELL eligible and enrolled for a least half time to qualify. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work, and availability of FWS funds at the institution. Students must apply for a position according to college guidelines to be considered for Work Study.

**NOTE: The regulations governing all federal financial assistance programs are subject to change.**

***State Financial Aid Programs***

**Access Missouri Financial Assistance Program:**

This grant is administered by the State of Missouri and requires the following:

- Have a FAFSA on file by February 1 of each year (Priority deadline; April 1 Final deadline).
- Have any FAFSA corrections made by July 31 of each year (if a student is eligible, school choices may be added until September 30 of each year by contacting the MDHE).
- Be a U.S. citizen or permanent resident and a Missouri resident.
- Be an undergraduate student enrolled full time at a participating Missouri school (students with disabilities who are enrolled in at least six credit hours may be considered to be enrolled full time).
- Have an EFC of \$12,000 or less.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received a first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours.

**Renewal Students:**

- Continue to meet the eligibility requirements for initial students.

- Maintain a minimum cumulative grade point average (CGPA) of 2.5 and otherwise maintain satisfactory academic progress as defined by the school. If this is the first academic year in which you have received an Access Missouri payment, this requirement does not apply.
- Have not received an Access Missouri award for a maximum of five semesters at a two-year school or ten semesters at any combination of two-year or four-year schools, whichever occurs first.

### ***Marguerite Ross Barnett Memorial Scholarship:***

This grant is administered by the State of Missouri and requires the following:

- Have a Free Application for Federal Student Aid (FAFSA) on file by August 1 of each year.
- Be enrolled at least half time, but less than full time (6-11 credit hours), at a participating Missouri post-secondary school.
- Be employed and compensated for at least 20 hours per week.
- Be at least 18 years old.
- Demonstrate financial need.
- Be a U.S citizen or permanent resident and a Missouri resident.
- Not be pursuing a degree or certificate in theology or divinity.
- Have not received a first bachelor's degree, or completed 150 semester credit hours.
- Not be employed under the Title IV College Work Study Program.

Renewal Students:

- Continue to meet the eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5.
- Otherwise maintain satisfactory academic progress as defined by the school.

### ***Veterans' Assistance***

Students who are or may be eligible for educational benefits from the U. S. Department of Veteran Affairs are required to notify the financial aid office to complete the enrollment process. Each benefit is unique and requires program specific paperwork to be completed in a timely manner to facilitate processing a claim. Additionally, Veterans programs vary extensively in terms of compensation, dependent upon such factors as time in service and rate of progression through a program.

To begin the process of applying for GI Bill<sup>®</sup> benefits, visit: [www.gibill.va.gov](http://www.gibill.va.gov) and click on "Apply for GI Bill<sup>®</sup> Benefits" completing the correct form. Prospective students are urged to contact their local Military Education Officer to discuss benefit options. BTC is committed to assisting veterans in every possible way so as to take full advantage of the benefits earned while in service to our country.

BTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Any student called to active military service is encouraged to contact the administrative office to help coordinate his/her time away from the college. Students may need to refer to the Readmission policy to determine possible options upon return.

Whenever possible, normal procedures for withdrawing from all classes should be followed. However, if a student is unable to follow these procedures due to special circumstances, the college will accept appropriate documentation (such as orders) from a family member of the student.

**Tuition/Fees:** Students who must withdraw from all classes during a semester due to required military service will receive a 100% credit on their account for their tuition and fees at the time of the withdrawal regardless of regular refund schedule. The 100% refund applies only to classes that are officially processed as a withdraw.

**Books/Access Cards/Study Guides:** Students who must withdraw from all classes due to required military service may receive a full refund for UNUSED books, Access Cards, and Study Guides purchased through Bolivar Technical College.

**Grades:** Should students be mobilized at such a point in the semester that the course instructor believes they have completed a majority of the material in their class, the instructor may assign a passing grade. If students are not assigned a passing grade, students will receive a W grade even if the withdrawal takes place after the last day to drop/withdraw deadline.

### ***Other Financial Aid Resources***

- Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIOA; formerly WIA)
- TRA (Division of Workforce Development)

### ***Institutional Scholarships***

High school seniors are eligible for the BTC institutional scholarship awarded in the spring of the current academic year.

Criteria include:

- Must be seniors and graduate by the end of the current academic year.
- Must be accepted into a Bolivar Technical College program following graduation from high school or the next available enrollment for that program.
- Must complete and return applications no later than deadline given on application.
- Must demonstrate financial need.
- Must demonstrate participation and leadership in school and community activities.
- Two applicants will be selected from each high school represented and will be notified by mail.

Bolivar Technical College will award scholarships of \$500.00 each.

Bolivar Technical College reserves the right not to award either scholarship if there are no applicants who meet the minimum criteria.

### ***Bolivar Technical College CMH Employee Institutional Scholarship***

Citizen Memorial Healthcare employees are eligible for the Bolivar Technical College CMH Employee Institutional scholarship. Awards are available during the fall, spring, and summer semesters.

Criteria include:

- Current CMH employee & compensated for at least 20 hours per week.



- Enrolled in a cohort program of at least half-time (6 credit hours).
- Completed a current Free Application for Federal Student Aid (FAFSA).
- Demonstrate financial need.
- Be a Missouri resident and a United States citizen or permanent resident.

**Renewal Students:**

- Continue to meet eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5.
- Maintain satisfactory academic progress as defined by BTC.

To apply, complete the employment verification form available in BTC's financial aid office. The deadline for applying is as follows:

<u>Semester</u>	<u>Available</u>	<u>Deadline (by 5:00 p.m.)</u>
Fall 2019	July 26, 2019	August 26, 2019
Spring 2020	December 6, 2019	January 6, 2020
Summer 2020	April 4, 2020	May 4, 2020

Awards and award amounts are provided each semester based on limited funding availability. Student's must reapply each semester and complete the employment verification form. All eligible students may not be funded. If a student does not complete a semester, the scholarship awarded for that semester will be rescinded.

Each semester the BTC financial aid office will certify the student's eligibility based on the completed employment verification form and enrollment status. Final eligibility is determined by BTC. The financial aid office will notify the student of the scholarship awarded through an award letter.

### ***Cancellation Policy***

Students have the right to cancel within three business days of signing the enrollment agreement with a full refund of all monies paid to the school less registration fees of 10% of the contract price or \$100, whichever is less.

### ***Refund Policy***

Once the student officially notifies the administrative office and the program director/instructor with the request to withdraw or is terminated, the school will calculate a refund or payment arrangement as of that date. If the student is a minor, requests should be signed by both the student and parent/guardian. Any balance of the refund money due the student shall be made within thirty (30) days. If a student receives funds from any other financial aid program, all refunds shall be as prescribed by that funding agency's refund policy.

Federal regulations require that when a student officially withdraws or stops attending classes, the amount of Federal Title IV aid assistance a student has "earned" up to the last date of attendance must be calculated using a pro-rata formula. If a student completes more than 60% of a period of enrollment, (fall semester, spring semester, summer semester) a student will have earned all of the financial aid awarded, and his/her account will not be adjusted. Students attending less than 60% of a semester will have federal financial aid recalculated. If a student received more financial aid than he/she

has earned, the excess funds will be returned on the student's behalf by the college to the program from which aid was received. In most instances, a student will be left owing the college.

Upon official notification of withdrawal, the financial aid officer will perform the return calculation, and students will be notified by mail. If there is an outstanding balance, students are responsible for making payment arrangements with the college.

Students who withdraw from all classes prior to completing more than 60% of a semester will have their federal financial aid recalculated based on the percent of the semester they have completed. For example, a student who withdraws completing only 30% of the semester will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned. "Title IV funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

Refunds are returned according to federal policy in the following order: Unsubsidized Direct; Subsidized Direct; Direct Plus loans; PELL Grant; FSEOG; other federal, state, private, institutional sources of aid, and then the student.

Students who drop or withdraw may be entitled to a refund for tuition and semester fees (preadmission fees are not included in refund) according to the following schedule:

- |  |           |
|--|-----------|
| • Within the first week of the semester  | 100%      |
| • Within the second week of the semester | 75%       |
| • Within the third week of the semester  | 50%       |
| • Fourth week or later                   | no refund |

### ***Tuition and Payment Plans***

When a student registers for classes, he/she accepts the responsibility for any balance owed to the college. Bolivar Technical College's administrative office staff is available to discuss financial aid and payment plans with the student and/or parents. Tuition is on a per program/credit hour basis. Tuition and other semester charges are due on the first day of a semester.

### ***Payment Options***

Tuition and fees are payable in full on the first day of the scheduled semester, or students may elect to pay their tuition and fees over the course of the semester by using the college's payment plan. BTC offers a payment plan to students who do not have enough financial aid to pay tuition and fees or balances after financial aid (if applicable) has been applied.

A student may select one of the following options:

- A. Full payment – Pay in cash, check, credit/debit card, or money order the first day of the semester.
- B. Payment plan – Students selecting the Payment Plan must agree to pay half of the total semester charge for tuition and fees on or before the first day of the semester.

A student selecting a payment plan must sign a BTC promissory note during the first week of the semester. Any balance not paid in full by the second week of the semester will automatically be placed on the payment plan.

Students will agree to pay a minimum of half of their balance at 30 days and the final balance no later than 60 days into the semester. The payment plan cannot exceed 60 days into the semester. Failure to meet the payment plan may result in dismissal from the college.

Payment due dates are:

- **Fall 2019**
  - August 26, 2019 (first day of semester)
  - September 26, 2019
  - October 25, 2019
  
- **Spring 2020**
  - January 6, 2020 (first day of the semester)
  - February 6, 2020
  - March 6, 2020
  
- **Summer 2020**
  - May 4, 2020 (first day of the semester)
  - June 4, 2020
  - July 3, 2020

NOTE: A monthly payment plan fee of \$30.00 will be assessed to a student selecting the Payment Plan. The monthly fee will not be waived. Students will also be charged a 5% late fee based on the outstanding balance beginning with the due date of the second payment.

Late fees are assessed at a 12% per annum on any past due account once someone is no longer enrolled for any class/cohort. Any balance not paid as agreed upon in the payment plan, will be assessed interest at 1% per month on the unpaid balance or 12% per annum. Any collection costs or legal fees incurred during collection of an account will be the responsibility of the student.

Students who fail to comply with payment plan in any semester may be denied the opportunity to register for future semesters and may be denied the opportunity to participate in future payment plans.

All delinquent accounts will be charged accumulated interest/late fees/any attorney/legal fees and collection fees.

Transcripts and diplomas will not be released until all the student's financial obligations to the school have been met and/or Direct Loan exit counseling (if applicable) has been completed at:

www.studentloans.gov. Requests for transcripts and/or diplomas will be held for ten (10) business days when payments for outstanding charges are made by personal check.

### ***Students' Rights and Responsibilities***

As a student, you have the right to:

- Know what financial assistance is available to you, including all federal, state, and institutional programs.
- Know the deadlines for submitting applications for applicable financial aid programs and the process required.
- Know how your financial aid is determined.
- Know what resources are considered in the calculation of your financial need, and how much of your need as determined by BTC has been met.
- An explanation of the types of aid contained in your financial aid package.
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. You have the right to know interest rates, total amount to be repaid, procedures of repayment, when repayment begins, and how long you have to repay the loan.
- Know criteria for continued financial aid eligibility, including guidelines for Satisfactory Academic Progress as defined by the Department of Education.
- Know the method and frequency of financial aid disbursements.

As a student, you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform the staff of BTC if you intend to enroll less than full time for any semester so your aid can be properly adjusted and disbursed.
- Inform the staff of BTC of any outside scholarships or additional resources you receive.
- Fill out the FAFSA application completely and as accurately as possible. Provide all requested documentation if selected for Verification, and submit in a timely manner.

- Read and understand all forms you are asked to submit and sign, realizing you are legally responsible for all agreements you sign.
- Know and comply with all policies and procedures of Bolivar Technical College.
- Manage your financial aid experience.

## **General Information and Regulations**

### ***Clinicals***

Training specific to health related courses is offered in a health-care facility that is contracted to provide instructional opportunities for medical related activities. Students are required to participate and be eligible to participate in all assigned clinical sites/activities. BTC is not obligated to locate an additional clinical site to accommodate a student. NO Exceptions.

### ***Conduct***

Each student is required to conduct him or herself in a professional manner while attending Bolivar Technical College and facilities Bolivar Technical College contracts with (externship, clinical sites, etc.). Violation of conduct will subject the student to suspension or termination. Students may be terminated for any of the following reasons: smoking in the building/per smoking policy, intoxication, stealing, destroying or vandalizing school or an individual's property (student will be held responsible for the cost of any damages), deliberate breach of dress code, academic dishonesty, profanity, lewd or inappropriate gestures, comments or jokes considered undesirable, insubordination to school officials, weapon usage, the possession, distribution, or usage of drugs/alcohol at the facilities or at any school activity.

Students must also conduct themselves in such a manner so their behavior does not significantly disrupt or interfere with the learning process or infringe on the rights/safety of other students or staff.

Facilities must be left clean and orderly. **Food and drinks will be allowed in designated areas only. No food in the classrooms, computer labs, science lab, or skills & simulation center. Drinks are permitted in the classrooms.**

Children are not permitted in instructional facilities at any time.

All electronic devices MUST be turned off during class/clinical.

### ***Credit Hour Courses***

Bolivar Technical College reserves the right to change a course, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

### ***Definition of Credit Hour***

A credit hour course consists of a minimum of 15 classroom lecture periods of not less than 50 minutes each; 30 laboratory contact hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline-related work experience with an approved preceptor or a direct clinical supervisor.

### ***Dress Code***

Students attending Bolivar Technical College are required to dress appropriately for the academic setting. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the college.

### ***Externship***

The school will recruit local businesses to participate in externship training. Students are required to complete the entire externship hours of their program working in a program-related industry; externship hours are defined by each program curriculum. Students do not receive any wages or other types of compensation for the externship hours.

### ***Inclement Weather Policy***

Extreme weather may require Bolivar Technical College to cancel classes. Information regarding class cancellation will be available on local television, Moodle, and designated social media. If no announcement is made, it may be assumed classes will be in session.

If students believe road conditions are unsafe near their home, and school is in session, they are responsible for contacting the school.

Days missed due to inclement weather will be made up, and regularly scheduled days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

### ***Tobacco-Free Facilities***

Effective July 1, 2013, BTC is a tobacco free school and campus.

The tobacco-free policy prohibits the use of tobacco products in our college and all adjacent areas. Tobacco products cannot be used by students/employees anywhere on the grounds or inside the facilities. Furthermore, students/employees may not smoke, vape, or use tobacco in any form while wearing their BTC ID badge, at any clinical facility, or college activity representing BTC.

Students/employees may NOT smoke or vape in their vehicles while on campus. Employees/students with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students/employees may smoke or use other forms of tobacco while off duty and off college grounds as long as they are not representing BTC in an official capacity.

### ***Drug and Alcohol Abuse Prevention***

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the Drug-Free Schools & Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the US Department of Education, the campus can submit it.

### **DFSCA Biennial Review Information**

The regulations do not specify a date by which the biennial review must be completed and on file – they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-number year (1990), BTC will conduct a biennial review by the end of each even number calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

### **Documentation**

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends.

### **Policy/Program**

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance into any healthcare related program.
2. Random drug screening for any student or employee if deemed necessary.
3. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and

the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

### **Legal Sanctions**

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

#### **Health Risks: Specific serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:**

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student/employee and must be paid at the time the appeal is submitted. If positive drug



screening results, a Medical Review Officer (MRO) will review results. Additional fees may apply.

The findings from the second independent laboratory are final, and decisions made regarding student/employee retention resulting from those findings are final.

**BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.**

**The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:**

**Substance Abuse Treatment Locator**

- [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov) 1-800-662-HELP  
or  
1-800-662-4357

**Alcoholics Anonymous**

- [www.aa.org](http://www.aa.org)

**Cocaine Anonymous**

- [www.ca.org](http://www.ca.org) 1-800-347-8998

**Nar-Anon**

- <http://nar-anon.org> 1-800-477-6291

**National Council of Alcoholism and Drug Dependence Hopeline**

- [www.ncadd.org](http://www.ncadd.org) 1-800-NCA-CALL  
or  
1-800-622-2255

**Springfield**

- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

**Greene County**

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Missouri Drug Rehabilitation Treatment Center 800-435-2890

**Polk County**

- Bolivar Police
- Polk County Sheriff's Office

417-326-5298

417-777-9020

***Testing, Tuition, Books, Supplies, Application, Lab, and Equipment Usage Fees***

Tuition is based on operating expenses and will vary from year to year. Refer to the tuition, textbooks and supplies, and fee charges.

***Educational Materials and Supplies***

Appropriate textbooks and materials/supplies are used for each course. Students will be given the opportunity to select to (1) purchase all textbooks and/or supplies through BTC or (2) purchase all textbooks and/or supplies on their own. If students choose to purchase supplies or textbooks on their own, they may not change their first decision once forms have been submitted to administration. A textbook/supply list will be made available listing all information needed to purchase the correct textbook or supplies. It is the student's responsibility to have the correct textbooks/supplies available by the first day of class or when the instructor requests them. BTC is not responsible for textbooks or supplies that do not match the textbook/supply list bought by the students on their own.

Students must make sure all textbooks/materials/supplies purchased match exactly the list distributed prior to the beginning of a class/program.

**Student Services*****Academic Counseling***

Individual faculty and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to meet with course instructors to determine a plan for improving the student's academic standing. Faculty may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources.

***Housing***

Bolivar Technical College neither has nor provides residential housing. The administrative office can provide a list of local realtors that can provide such information.

***Illness and Injury***

In the case of emergency illness or an injury, Bolivar Technical College will activate EMS and notify the responsible person listed as the student's emergency contact. Bolivar Technical College is not responsible for injuries or any expenses incurred.

### ***Insurance***

Each student is responsible for his/her own medical costs. The school does not provide accident or health insurance.

### ***New Student Orientation***

An orientation for students is provided at the beginning of each program. Specific time and content will be determined by each program director.

### ***Parking***

Parking must be in a designated area. This applies to the college and any facilities that the college may use for classroom, externship, clinical, or other school activity.

### ***Personal Calls***

No personal calls will be accepted. Emergency calls will be handled on an individual basis.

### ***Personal Property***

Bolivar Technical College, any of its agents, or facilities used are not responsible for personal property. Students must take responsibility for their own personal property.

### ***Placement***

The administrative office will assist students and graduates of Bolivar Technical College in seeking employment. The assistance may be in completing employment applications, reviewing and enhancing a resume, interviewing techniques, and determining appropriate positions for which the student can apply. Although Bolivar Technical College cannot guarantee placement, the school will maintain and seek information concerning current employment opportunities. Placement assistance is not provided for individuals who terminate their program prior to course completion.

### ***Library Services***

The library at BTC is open to all students during regular business hours. BTC students have available the Library & Information Resources Network (LIRN) 24/7, which can be accessed at the college or at home. The LIRN system consists of the following online services: LIRN Search, InfoTrac, ProQuest (including Nursing & Allied Health Source and Health & Medical Complete), eLibrary, and Bowker's Books in Print & RCL web. These are online databases for research featuring complete articles, full-text and graphics.

### ***Computer Requirements***

Computers are an essential part of all programs at BTC. Students are required to have one of the following:

1. A personal computer with some type of word processing software and reliable internet access. Or,

2. Access to a personal computer with some type of word processing software and reliable internet access.

BTC students may use the school's computer labs/library anytime they are available during regular business hours.

### ***Information Technology Guidelines***

- **Students may NOT BRING IN any outside storage devices TO BE USED ON COLLEGE COMPUTERS. Outside storage devices include, but are not limited to, flash drives, thumb drives, removable drives, etc.**
- All use of the Bolivar Technical College web sites must be in support of education and research consistent with the educational goals of BTC.
- Any use of the BTC websites for product advertisement is prohibited.
- Any use of the BTC websites for political lobbying is prohibited.
- No use of the BTC websites shall serve to disrupt the use of the network or the web site by other users.
- Any use of the BTC websites for personal commercial purposes is prohibited.
- All communications accessible via the BTC web sites will reflect respect for others and appropriate language.
- All communications and information accessible via the BTC web sites should be assumed to be the property of BTC.
- Any of the BTC web sites user's traffic that traverses another network is subject to that network's acceptable use policy.
- BTC technological equipment and resources may not be used to install or illegally obtain software or data. Any software installation on College-owned computers must be approved by the President.
- BTC technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of BTC technological equipment and resources to illegally copy, download, access, print or store copyrighted material is forbidden.
- An account is assigned to an individual and must not be used by others. The individual is responsible for proper use of the account, including password protection. The individual must take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent use of their account by others.
- College records and course work are considered confidential and are to be protected in accordance with federal and state laws and college policies.
- Copying, renaming, changing, or deleting files belonging to BTC or any other user with malicious intent is prohibited.
- Attempts to bypass the BTC's standard technological procedures are prohibited (e.g., hacking). This includes, but is not limited to, attempts to discover another user's password, taking resources from other users, distribution or execution of a program that damages another user's files or computing resources, and gaining access to resources for which proper authorization has not been given.
- College computing resources, including email and other electronic communications, will not be used to harass others. Sending of obscene, abusive, or threatening messages is prohibited and may be a violation of state and/or federal law. Accessing pornographic or obscene material via the Internet through BTC computing resources that is not related to work or educational purposes is prohibited.

- The administration will make decisions on whether specific uses of the BTC web sites are consistent with this policy.
- BTC will maintain an official presence on social networking sites to support the college in accomplishing its mission and achieving its goals and objectives. The college encourages feedback and comments from fans, including prospective students, current students, alumni, faculty, staff and members of the community.

The college remains committed to maintaining these sites as a safe and family-friendly forum for sharing information. In maintaining a positive environment to site visitors, the college maintains the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to BTC or any individual.

The college is responsible for posting materials to the college's main social networking sites. Instructors, program departments, and student organizations may also maintain other social networking pages for their specific needs and areas. If so, these sites should be approved by the campus director and approved prior to posting any materials. The procedures for establishing social media sites, general computer and social networking guidelines, and disclaimers are available on the college's main webpage and are provided to each student.

Students pay a technology fee per semester which covers the cost of printing for school related papers/information, and students' per page printing amount will be monitored and recorded by semester. Once students have maxed out the allotted number of pages allowed in a given semester, they will be charged a per page fee for each page printed/copied over their allotted amount for the remainder of the semester.

### ***Use of Technology and Social Media***

Policy: Students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle and other online tools used in courses are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

All students must follow the related policies of the clinical/externship sites and the college.

Students may be subject to disciplinary action by the school and the externship/clinical site for comments that are either unprofessional or violate patient privacy if applicable. HIPAA regulations apply to comments and images made and shared on social networking sites. Moodle or other online tools violations are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and therefore should refrain from negative posts regarding school, courses, classmates, or instructors.

Guidelines:

- Social media includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.
- Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.

- Restricted postings include but are not limited to protected health information –individually identifiable information (oral, written, or electronic) about a patient’s physical or mental health, the receipt of health care, or payment for that care.
- Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which someone is referring based on the context. Remember, if individuals wouldn’t want their own health information being posted to the internet, do not post that of anyone else.
- Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
- Statements made by students within online networks will be treated as if students verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care related tasks only. Students are not allowed to use hospital computers for Facebook, personal email or any other use.

Staff use always take priority over student use of the computers. It is essential that faculty clarify with managers and staff, before students begin externship/clinical, what access students will have to the computers with the manager and staff of the externship/clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in an externship/clinical setting. Students may only use their phones on lunch or dinner break, or by special arrangement with the externship/clinical instructor.

Instructors are to bring any violations to the attention of the program coordinator immediately.

**Source: Modified from Wegmans School of Nursing- St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines & Information (2013).**

### ***Family Educational Rights and Privacy Act of 1974***

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents maintained by the school that pertain to them. Bolivar Technical College must permit students to examine such records within forty-five days (45) after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to amend the records, students may utilize the college’s grievance procedure to request a hearing.

Bolivar Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Bolivar Technical College informs students of their rights relating to FERPA. The act was designed to protect the privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S. W., Washington, D.C. 20202 concerning this institution’s alleged failure to comply with FERPA.

The college has designated certain information contained in the education records of its students as **directory information** for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including email address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) dates of attendance (including matriculation and withdrawal dates), (8) academic classification by year, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) student's photograph.

**Directory information may be disclosed** by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrative office during regular business hours within the first week of a program/classes. The written notification does not apply retroactively to previous releases of directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the directory information designated. Questions or inquiries should be addressed to the administrative office.

### ***Campus Crime Report***

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a current copy of the Bolivar Technical College Annual Security Report which contains information about campus security and campus security regulations, is available at the BTC website (<https://www.bolivarcollege.edu/consumer-information/>) or upon request from the administrative office. This report is updated annually and includes a summary of all crimes which have occurred on campus. This report is also available in hard copy to any prospective student, parent, or other interested person upon request from the administrative office.

### ***Sexual Assault Prevention***

The college educates the student community about sexual assault including but not limited to, dating violence, domestic violence, sexual assault, and stalking in the mandatory orientation held before the start of each nursing program and on the first day of class for all other programs. Program includes guest speakers from local and area support organizations, power point presentations, and contact information. The staff of BTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

The college is committed to maintaining an environment that is free from all forms of discrimination, including discrimination based on sex. Moreover, the college is committed to maintaining an environment that is free from domestic violence, dating violence, sexual assault, and stalking, as contemplated by the Jeanne Clery Act, as amended by the Violence Against Women reauthorization Act of 2013 (VAMA).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be

informed that the appropriate agency must be contacted. Filing a report with a school official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

Since Bolivar Technical College does not have an on-campus law enforcement official, all sexual offenses should be reported to local law enforcement and directly to a school official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the survivor has the access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Bolivar Missouri Police Department  
417-326-5298

Polk County Sheriff's Office  
417-326-7684

When a sexual assault survivor contacts the local police department, a representative of the school should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the school will guide the survivor, upon request, through the available options and support the survivor in his/her decisions. Though there are no on campus counseling and support services, outside counseling may be obtained through the following:

- Emergency Room of the Citizens Memorial Hospital in Bolivar, MO  
417-326-6000

Since BTC does not provide campus-based housing or facilities other than those offered for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

A student must contact a school official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. After BTC has reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanction that is imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

### ***Harassment Policy***

Bolivar Technical College is committed to providing a workplace and learning environment that is free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

**Sexual harassment** is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.



Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Other forms of harassment** include (but are not limited to) verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such adverse behavior.

**Sanctions.** Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of recrimination. Complaints should be presented in writing and signed by the complainant. Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the complaint by the president of the college. Bolivar Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

**Implementation.** In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students and staff on the nature of harassment in order to ensure an academic and work environment free of harassment.

### ***Transcript Requests***

Requests for transcripts must be in writing. Forms are available from the administrative office and should include student's name, social security number, dates attended, program completed, address to where transcript should be sent and the signature of the student. One official transcript is provided with the degree or certificate upon program completion; additional copies (official or faxed) are \$10.00 each. Transcripts will be available only when all financial obligations to the college have been met and/or Direct Loan exit counseling (if applicable) has been completed at: [www.studentloans.gov](http://www.studentloans.gov).

### ***NCLEX Review Requirement***

Nursing Students: The college schedules an NCLEX live review for all nursing students the week following program completion, and students are required to attend the entire NCLEX live review. Once verification of attendance at the review has been turned into the administrative office staff, and all other graduation/financial obligations are met, those students who attended **ALL** sessions of the NCLEX live review offered by the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all of the scheduled NCLEX live review at the college may select from a list of pre-approved NCLEX reviews (list available in the administrative office). Upon successful completion of an alternative review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternative NCLEX review are responsible for cost incurred.

### ***Transportation***

It is necessary for students to have their own reliable transportation. Students will need to travel between classroom, externship sites, college sponsored events/activities, and clinical sites.

# Associate Degree Program Descriptions

## *Medical Assistant*

Associate of Applied Science Degree

The Medical Assistant program is designed to provide the student with fundamental skills that will enable them to function at entry level as a Medical Assistant in the healthcare setting. The student will possess a broad range of administrative skills to educate patients and support business aspects of the medical organization, and the clinical skills to support the medical staff. Students will possess the requisite skill and knowledge to obtain a national Medical Assistant certification at the end of the course of study. Classes listed below are not necessarily taught in the sequence shown. The Medical Assistant program requires 12 months/3 semesters/47 weeks to complete.

Instructional Delivery Method: Residential

Learning Objectives:

To prepare the student with the knowledge and necessary skill to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop clinical skills including phlebotomy and clinical fundamentals. Acquire knowledge in general education content.

*Program Prerequisites: None*

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
CIS	120	Computer Concepts ♦	4
CIS	120-L	Computer Concepts Lab ♦	1
MED	110	Medical Terminology ♦	4
MED	112	Pharmacology ♦	3
MED	120	Office Administration I ♦	2
MED	122	Office Administration II ♦	3
MED	140	Anatomy & Physiology ♦	4
MED	180	Electronic Medical Records ♦	<u>2</u>
<b>Semester Total</b>			<b>23</b>
<b>Second Semester</b>			
EXT	104	Clinical Externship ♦	4
MED	104	Law & Ethics ♦	2.5
MED	118	Introduction to Billing & Coding ♦	2
MED	150	Phlebotomy ♦	2
MED	152	Laboratory & Surgical Procedures ♦	3
MED	160	Clinical Fundamentals I ♦	3
MED	164	Electrocardiography ♦	2
MED	260	Clinical Fundamentals II ♦	<u>5</u>
<b>Semester Total</b>			<b>23.5</b>
<b>Third Semester</b>			
BIO	103	Biology Concepts**	3
COM	211	The Art of Human Communication **	3
ENG	150	Composition**	3
MTH	101	Fundamental Mathematical Concepts**	3
PSY	101	Introduction to Psychology**	<u>3</u>
<b>Semester Total</b>			<b>15</b>

**Total Contact Hours: 1,185**

**Total Credit Hours: 61.50**

♦ indicates core classes

\*\*indicates general education classes

### MEDICAL ASSISTANT EMPLOYMENT OPPORTUNITIES

Doctor's Office    Occupational Health Centers    Long Term Care Facilities    Hospitals

# ***Professional Nursing***

## Associate of Science Degree in Nursing

The Professional Nursing Program is designed for students who have chosen to pursue a career as a Registered Nurse. The program consists of 64 credit hours with clinical in various health care facilities. A student will be prepared to take the NCLEX-RN and upon successfully passing the NCLEX and upon State licensure, can become a Registered Nurse (RN). Professional Nursing from Bolivar Technical College will provide the students with training in: Fundamentals of Nursing, Pharmacology, Medical-Surgical, Maternal/Child Nursing, Mental Health Nursing, and Leadership and Management. Classes listed below are not necessarily taught in the sequence shown. Successful completion of the Professional Nursing program does not guarantee licensure (see section 335.066 RSMO). The Professional Nursing program requires 20 months/4 semesters/64 weeks to complete.

Instructional Delivery Method: Residential

Learning Objectives: Students will have basic knowledge in: Historical and present views of professional practice; Physical assessment and client interview; Health promotion and current health trends; Critical thinking as part of the nursing process; Evidence-based practice and the role of the professional nurse; Nursing research and care issues; Integration of theoretical content of general education classes with nursing theory and practice.

Program Prerequisites: Anatomy & Physiology I 4 credit hours, Anatomy & Physiology II 4 credit hours. **Total prerequisites required: 8 credit hours/150 contact hours.**

LPN's bridging into the Professional Nursing program are required to successfully pass the ADN-RN 190 LPN Transition Course 6 credit hours; ADN-RN Nursing Informatics 2 credit hours. Prerequisites for the Bridge are Chemistry 4 credit hours, Anatomy and Physiology with lab 8 credit hours minimum, Human Nutrition 3 credit hours, Introduction to Psychology 3 credit hours. **Total prerequisites required: 18 credit hours/315 contact hours.**

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
ADN-RN	101	Fundamentals of Nursing ◇	6
ADN-RN	111	Pharmacology I ◇	2
ADN-RN	122	Nursing Informatics ◇	2
CHE	103	Fundamentals of Chemistry **	<u>4</u>
<b>Semester Total</b>			<b>14</b>
<b>Second Semester</b>			
ADN-RN	112	Pharmacology II ◇	3
ADN-RN	125	Medical Surgical Nursing I ◇	5
BIO	302	Principles of Human Nutrition **	3
PSY	101	Introduction to Psychology**	<u>3</u>
<b>Semester Total</b>			<b>14</b>
<b>Advanced Placement Bridge Semester</b>			
ADN-RN	122	Nursing Informatics ◇	2
ADN-RN	190	LPN Transition Course ◇ (Bridge Students Only)	<u>6</u>
<b>Semester Total</b>			<b>8</b>
<b>Third Semester</b>			
ADN-RN	210	Mental Health Nursing ◇	3
ADN-RN	220	Medical Surgical Nursing II ◇	5
BIO	208	Microbiology **	4
COM	211	The Art of Human Communication **	3
ENG	150	Composition**	<u>3</u>
<b>Semester Total</b>			<b>18</b>
<b>Fourth Semester</b>			
		General Education Elective of choice**	3
ADN-RN	230	Medical Surgical Nursing III ◇	5
ADN-RN	240	Maternal Child Nursing ◇	6
ADN-RN	250	Management & Leadership ◇	<u>4</u>
<b>Semester Total</b>			<b>18</b>

**Total Contact Hours: 1,380      Total Credit Hours: 64**  
**Total Program Contact Hours: 1,530      Total Program Credit Hours: 72**

◇ indicates core classes      \*\* indicates general education classes

PROFESSIONAL NURSING EMPLOYMENT OPPORTUNITIES (with licensure)

Hospital      Home Health      Long Term Care Facilities      Clinic RN      School Nurse      Most medical facilities

# Certificate Program Descriptions

## *Medical Assistant*

Certificate

The Medical Assistant program is designed to provide the student with fundamental skills that will enable them to function at entry level as a Medical Assistant in the healthcare setting. The student will possess a broad range of administrative skills to educate patients and support business aspects of the medical organization, and the clinical skills to support the medical staff. Students will possess the requisite skill and knowledge to obtain a national Medical Assistant certification at the end of the course of study. Classes listed below are not necessarily taught in the sequence shown. The Medical Assistant program requires 8 months/2 semesters/32 weeks to complete.

Instructional Delivery Method: Residential

### Learning Objectives:

To prepare the student with the knowledge and necessary skill to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop clinical skills including phlebotomy and clinical fundamentals. Acquire knowledge in general education content.

*Program Prerequisites: None*

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
CIS	120	Computer Concepts ♦	4
CIS	120-L	Computer Concepts Lab ♦	1
MED	110	Medical Terminology ♦	4
MED	112	Pharmacology ♦	3
MED	120	Office Administration I ♦	2
MED	122	Office Administration II ♦	3
MED	140	Anatomy & Physiology ♦	4
MED	180	Electronic Medical Records ♦	<u>2</u>
<b>Semester Total</b>			<b>23</b>
<b>Second Semester</b>			
EXT	104	Clinical Externship ♦	4
MED	104	Law & Ethics ♦	2.5
MED	118	Introduction to Billing & Coding ♦	2
MED	150	Phlebotomy ♦	2
MED	152	Laboratory & Surgical Procedures ♦	3
MED	160	Clinical Fundamentals I ♦	3
MED	164	Electrocardiography ♦	2
MED	260	Clinical Fundamentals II ♦	<u>5</u>
<b>Semester Total</b>			<b>23.5</b>

**Total Contact Hours: 960**

**Total Credit Hours: 46.50**

♦ indicates core classes

### MEDICAL ASSISTANT EMPLOYMENT OPPORTUNITIES

Doctor's Office    Occupational Health Centers    Long Term Care Facilities    Hospitals

## ***Practical Nursing***

### Certificate

The Practical Nursing program is designed to develop the attitudes, skills, and theoretical basis for competent entry-level practice as a Practical Nurse. The curriculum is developed and implemented with the goal of successful graduate attainment of the program terminal objectives. Graduates are eligible to make application to take the NCLEX-PN Licensure examination and, upon successfully completing the NCLEX-PN, become Licensed Practical Nurses. However, successful completion of the Practical Nursing program does not guarantee licensure (see section 335.066 RSMO). The Practical Nursing program will provide the students with 62 credit hours of theory, laboratory, and clinical practice. The Practical Nursing program requires 12 months/ 3 semesters/47 weeks to complete.

Instructional Delivery Method: Residential

Learning Objectives: Theory offered in biologic and behavioral sciences, developmental and cognitive theories throughout the lifespan as well as nursing concepts and clinical nursing practice provides the basis for the graduates to:

Utilize critical thinking skills

Assume leadership responsibilities appropriately in stable situations

Demonstrate attitudes and behaviors respectful to the client and his/her significant others

Apply appropriate communication skills

Implement skillful competency

Apply scientific principles while implementing safe, effective, therapeutic and holistic nursing care

Function cooperatively as a member of the health care team while reflecting caring, conscientious, ethical and legally accountable actions reflective of the Practical Nursing scope of practice

*Program Prerequisites: None*

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
BIO	111	Anatomy & Physiology I**	4
COMM	103	Personal & Vocational Concepts ◇	3
NURS	103	Introduction to Pharmacology ◇	2
NURS	112	Fundamentals of Nursing ◇	9
PSY	230	Life Span Development**	3
<b>Semester Total</b>			<b>21</b>
<b>Second Semester</b>			
BIO	211	Anatomy & Physiology II**	4
BIO	302	Principles of Human Nutrition**	3
NURS	204	Maternal Child Nursing I ◇	3
NURS	202	Pharmacology II ◇	2
NURS	213	Medical Surgical Nursing I ◇	10.5
<b>Semester Total</b>			<b>22.5</b>
<b>Third Semester</b>			
NURS	302	Pharmacology III ◇	2
NURS	304	Maternal Child Nursing II ◇	3
NURS	305	Learning Lab III ◇	1
NURS	313	Medical Surgical Nursing II ◇	6.5
NURS	323	Mental & Community Health ◇	3
NURS	343	Leadership ◇	3
<b>Semester Total</b>			<b>18.5</b>

**Total Contact Hours: 1,264.50    Total Credit Hours    62**

◇ indicates core classes    \*\* indicates general education classes

#### Practical Nursing Employment Opportunities (with licensure)

Nursing Home                      Clinical LPN                      Most Medical Facilities

# Non-Credit Program Description

## *Nurse Assistant*

The Nurse Assistant program is designed to teach skills in resident care which will qualify the student to perform uncomplicated nursing procedures and assist the licensed practical nurses and registered nurses in direct patient care. The Nurse Assistant course has 175 contact hours (75 classroom hours & 100 on-the-job training hours) and takes 12 weeks to complete.

*Program Prerequisites: None*

Instructional Delivery Method: Residential

Learning Objectives: Upon completion of this course, the student will be able to:

- Apply the principles of personal hygiene and physical and mental health to self and others.
- Identify the nurse assistant's role as it fits into the organizational structure of a long-term care facility.
- Identify responsibilities of the nurse assistant to each resident and the health care team.
- Provide nursing care using basic skills and techniques in performing uncomplicated nursing procedures according to the program standard.
- Assist residents to attain or maintain their highest level of function.
- Exhibit attitudes and behaviors that reflect respect for residents.

**Course Number**  
NA 105

**Course Name**  
Nurse Assistant

**Contact Hours**  
175

# Continuing Education Course(s)

## *Medication Technician*

The Medical Technician program prepares a Certified Nurse Assistant to become a Certified Medication Technician (CMT), upon successfully passing the state of Missouri Department of Health & Senior Services state exam. The purpose of the course is to prepare the student to become a Certified Medication Technician qualified to administer selected categories of medications to residents in long-term care facility under the direct supervision of licensed nursing personnel. The Medication Technician course has 68 contact hours and takes 10 weeks to complete.

*Program Prerequisites: None*

Instructional Delivery Method: Residential

Learning Objectives: Upon completion of this course, the student will be able to:

- Prepare, administer, and document administration of medication by all routes except those administered by the parenteral route.
- Observe, report, and document responses of residents to medications administered.
- Identify responsibilities associated with acquisition, storage and security of medications.
- Identify and utilize appropriate medication reference materials.
- Identify lines of authority and areas of responsibilities.
- Identify what constitutes a medication error.

**Course Number**  
MT 105

**Course Name**  
Medication Technician

**Contact Hours**  
68

## Course Identifiers

Bolivar Technical College uses a three letter course identifier\*. The letter prefix identifies the type of course:

BIO	Biology
CHE	Chemistry
CIS	Computer Information Systems
COM	Communication
ENG	English
EXT	Externship
MED	Medical Administration
MTH	Math
MT	Medication Technician
NA	Nurse Assistant
NUR	Nursing core
PSY	Psychology
OFA	Office Administration

\*Nurse Assistant, Professional Nursing and Practical Nursing classes do not follow the three letter course identifier (see Course Descriptions).

## Course Descriptions

Students can expect to devote a minimum of 37.5 hours of classroom, lab, practicum, and out-of-class work (or combination of) for a 1 credit hour class in the Practical Nursing and Medical Assistant certificate programs. Certificate program courses listed below are designated with an asterisk.\*

Students can expect to devote a minimum of 45 hours of classroom, lab, practicum, and out-of-class work (or combination of) for a 1 credit hour class in the associate degree programs and general education classes.

### **ADN-RN 101 Fundamentals of Nursing**

**6 credit hours (150 contact hours)**

This is the introductory course for the Professional Nursing Program. Content includes: physical assessment, patient interviewing, documentation, nursing process, and critical thinking used in delivery of nursing care. Students will be introduced to basic therapeutic and interpersonal communication skills. Nursing procedures and skills will be introduced. Opportunities to practice competencies and skills will be provided in the care of patients across the life span utilizing clinical hours. Students will be introduced to the Missouri Nurse Practice Act, legal, cultural, spiritual, and ethical issues related to the practice of nursing. *Prereqs: None*

### **ADN-RN 111 Pharmacology I**

**2 credit hours (30 contact hours)**

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; symbols; and math for medicines. Clinical experience for this course is provided by the direct care in the clinical experiences of ADN-RN 101. Content includes: basic procedures and skills of medication administration, as well as basic information concerning pharmacology of the most common drugs utilized in healthcare. *Prereqs: None*

**ADN-RN 112 Pharmacology II****3 credit hours (45 contact hours)**

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, diagnose, plan, implement, and evaluate medication administration will be the course focus. *Prereqs: ADN-RN 101, ADN-RN 111*

**ADN-RN 122 Nursing Informatics****2 credit hours (30 contact hours)**

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include: e-mail, internet browser applications, literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information. *Prereqs: None*

**ADN-RN 125 Medical Surgical Nursing I****5 credit hours (135 contact hours)**

This course content introduces the foundation for Medical-Surgical nursing. Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Conditions affecting oxygen transport and exchange are presented. Further development of the nursing process is practiced and nursing diagnosis is introduced. *Prereqs: ADN-RN 101*

**ADN-RN 190 LPN Transition Course****6 credit hours (150 contact hours)**

This course is designed to establish knowledge of the Licensed Practical Nurse wishing to advanced placement into the Professional Nursing curriculum. The course combines independent study with classroom and clinical learning. An assessment of the individual's competencies and knowledge will be completed prior to advanced placement of students. Clinical skills, nursing process and knowledge presented in prior educational programs are needed for placement of the student into the third semester of the Professional Nursing Program and will be evaluated. *Prereqs: None*

**ADN-RN 210 Mental Health Nursing****3 credit hours (75 contact hours)**

This course presents concepts of Mental Health nursing including current and historical modes of therapy and nursing care. It emphasizes techniques of interpersonal communication and integrates legal and ethical nursing behavior, knowledge of thought and behavior disorders, and theories of nutrition, pharmacology, and biology. *Prereqs: ADN-RN 101*

**ADN-RN 220 Medical Surgical Nursing II****5 credit hours (135 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125 or ADN-RN 190*



**ADN-RN 230 Medical Surgical Nursing III****5 credit hours (135 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing II. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125, ADN-RN 220 or ADN-RN 190, ADN-RN 220*

**ADN-RN 240 Maternal Child Nursing****6 credit hours (150 contact hours)**

This course presents the content for Maternal-Child nursing. Students will be instructed in care of the ante-partum, laboring and post-partum woman, and family. The student will also be instructed in care of the pediatric patient and family. Composite nursing theory is used as it relates to maternal-child nursing to build knowledge in this course. Nursing diagnosis and care planning will be practiced in care of these special needs groups. *Prereqs: ADN-RN 101*

**ADN-RN 250 Management & Leadership****4 credit hours (120 contact hours)**

This course presents content about leadership and management. Students will review issues related to leadership and management and utilize critical thinking to make leadership decisions. Advanced Leadership and Management in nursing will provide students with a sufficient working knowledge that will allow them to participate in leadership/management roles related to the professional nursing role. *Prereqs: ADN-RN 101*

**BIO 103 Biology Concepts****3 credit hours (45 contact hours)**

An introductory course for students with a limited high school background in biology. Includes an introduction to molecular and cellular biology, genetics and a survey of living organisms. A laboratory component included satisfies distribution. *Prereqs: None*

**BIO 111 Anatomy & Physiology I****4 credit hours (75 contact hours)**

This course will introduce the survey of structures and functions of the human body. This course will cover the following topics: cells, fluid and electrolytes, musculoskeletal system, integumentary system, cardiovascular system, and respiratory system. This course includes a one hour laboratory that will give student's ability to see the synthesized material presented in lecture. *Prereqs: None*

**BIO 208 Microbiology****4 credit hours (75 contact hours)**

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of study of bacteria and bacteriological examinations of materials; effects of environment on bacteria. Lecture and laboratory. *Prereqs: None*

**BIO 211 Anatomy & Physiology II****4 credit hours (75 contact hours)**

This course will provide further study of the structures and functions of the human body. This course will cover the following systems: reproductive, immune, nervous, endocrine, digestive, urinary, and hematopoietic and lymphatic. This course includes a one hour laboratory that will give students the ability to see the synthesized material presented in lecture. *Prereqs: None*

**BIO 302 Principles of Human Nutrition****3 credit hours (45 contact hours)**

A study of food as it functions to meet body needs with emphasis on utilization, food sources, selection of adequate diets, community and world health problems. *Prereqs: None*

**CHE 103 Fundamentals of Chemistry****4 credit hours (75 contact hours)**

A terminal course dealing with fundamentals and basic concepts of chemistry primarily designed for general college students, as well as those in specialized programs such as nursing. Includes lab. *Prereqs: None*

**\*CIS 120 Computer Concepts****4 credit hours (60 contact hours)**

This course is designed to give the computer user a working knowledge of word processing programs including Microsoft Office Suite. Instruction will be given in application programs, formatting and editing documents, columns, tables, and internet communication skills. *Prereqs: None*

**\*CIS 120-L Computer Concepts Lab****1 credit hour (30 contact hours)**

This course introduces the basics of computer operations including vocabulary and concepts. Basic hands on instruction in the proper form of keyboarding with guided practice in speed and proficiency. *Prereqs: None*

**COM 211 The Art of Human Communication****3 credit hours (45 contact hours)**

Principles and practice of effective communication. Students will learn how to become appropriate communicators in a variety of contexts, such as Presentations and Public Speaking. Students develop good listening and responding skills, conflict management strategies, and sensitivity to language and tone with a better understanding of cultural and gender differences. Topics include; 1) Value and Ethics, 2) Managing Stress and Wellness, 3) Self-Awareness, 4) Life Planning, 5) Death and Dying. The course emphasizes becoming aware and interpersonal human communication skills. *Prereqs: None*

**\*COMM 103 Personal & Vocational Concepts****3 credit hours (45 contact hours)**

This course will introduce the practical nursing student to his/her role as a member of the health care team. Course content identifies specific factors necessary for personal and vocational adjustments. Students are introduced to the Missouri Nurse Practice Act and cultural/spiritual issues in nursing. It emphasizes the legal and ethical responsibilities of nursing. Theoretical principles and concepts are correlated with basic nursing subjects and clinical practice. *Prereqs: None*

**ENG 150 Composition****3 credit hours (45 contact hours)**

A writing course designed to develop students' abilities to write in a variety of modes for a wide range of purposes. *Prereqs: None*

**\*EXT 104 Clinical Externship****4 credit hours (180 contact hours)**

The students will have the opportunity of enhancing and refining their skills by working in a medical office environment and be evaluated by their employer. *Prereqs: None*

**\*MED 104 Law & Ethics****2.5 credit hours (60 contact hours)**

This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. *Prereqs: None*

**\*MED 110 Medical Terminology****4 credit hours (60 contact hours)**

This course is designed to develop a knowledge base of the language of medicine. Emphasis is placed on the spelling, pronunciation and analysis of word elements and terms relating to anatomy, physiology, diagnosis, pathology, procedures, abbreviations and symptomatic terms that assist the student in communicative application to each system and medical specialty. Also included in this course of study are the technical methods of communication used by health care professionals. *Prereqs: None*

**\*MED 112 Pharmacology****3 credit hours (45 contact hours)**

This course of study reviews the basic knowledge of pharmacology. Students will practice converting measurements, study dosage and develop an understanding of the history and principles of pharmacology. *Prereqs: None*

**\*MED 118 Introduction to Billing & Coding****2 credit hours (45 contact hours)**

This course provides the student with basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery. *Prereqs: None*

**\*MED 120 Office Administration I****2 credit hours (30 contact hours)**

This course is designed to assist the student in acquisition of administrative duties common to a medical facility including: maintaining inventory and facilities, processing mail, using the telephone effectively, scheduling appointments, managing the reception of patients, maintaining patient records, setting up the physician's appointment book and preparing schedules for the utilization of equipment and personnel. *Prereqs: None*

**\*MED 122 Office Administration II****3 credit hours (60 contact hours)**

Course studies various modern office situations, office atmosphere, interpersonal relationships, office communications systems and different business organizational structures. Students will participate in role playing, visits to medical facilities and waiting rooms, interviewing receptionists, etc. *Prereqs: None*

**\*MED 140 Anatomy & Physiology****4 credit hours (60 contact hours)**

This course introduces the student to the structure and function of the human body both in health and disease. Body systems studied include: the cell, homeostasis, integumentary, musculoskeletal, nervous, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive. *Prereqs: None*

**\*MED 150 Phlebotomy****2 credit hours (45 contact hours)**

Students will develop knowledge and skills in phlebotomy. Skill development will include performing common blood collection methods using proper techniques and universal precautions. Collection will cover vacuum collection devices; syringes; capillary skin puncture; butterfly needles; blood cultures; and specimen collection on adults, children and infants. The course will also emphasize infection prevention, proper patient identification, quality assurance, specimen handling, order of draw, and processing. *Prereqs: None*

**\*MED 152 Laboratory and Surgical Procedures** **3 credit hours (60 contact hours)**

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to: learning basic skills necessary for the medical office laboratory such as maintaining the exam area, performing clinical lab tests, venipuncture, microhematocrit; assisting with office surgeries, other treatments, and procedures. OSHA guidelines will also be discussed. Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

**\*MED 160 Clinical Fundamentals I** **3 credit hours (60 contact hours)**

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be Vital Signs & Mensuration, Aseptic Techniques, and Sterilization. An emphasis is placed on the patient's physical examination and treatment procedures that are done in the medical office setting. Lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

**\*MED 164 Electrocardiography** **2 credit hours (30 contact hours)**

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to: electro- cardiology (ECG). Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: None*

**\*MED 180 Electronic Medical Records** **2 credit hours (45 contact hours)**

This course provides the student with a working knowledge of Electronic Medical Records (EMR) utilizing the current electronic medical records programs. The student will understand all aspects of patient records and integrated systems in preparation to work in the clinical setting. *Prereqs: None*

**\*MED 260 Clinical Fundamentals II** **5 credit hours (90 contact hours)**

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. The knowledge and skills presented will be concepts and information required for the medical assistant to identify and practice clinical medical assistant duties in the medical office and to demonstrate an understanding of topics including, but not limited to; pharmacology-including being able to perform medication administration, therapeutic modalities such as pulmonary function testing, physical therapy and rehabilitation. The course will also provide assistance in recognizing office emergencies and the ability to perform basic first aid procedures. Clinical skills lab exercises are accompanied by explanations and procedures for performing lab exercises. *Prereqs: MED 160*

**MTH 101 Fundamental Mathematical Concepts** **3 credit hours (45 contact hours)**

Development of the number systems – whole numbers through real numbers. Also, problem solving strategies, functions, elementary logic and set theory are included. *Prereqs: None*

**MT 105 Medication Technician****68 contact hours**

The Medical Technician course prepares a Certified Nurse Assistant to become a Certified Medication Technician (CMT), upon successfully passing the state of Missouri Department of Health & Senior Services state exam. The purpose of the course is to prepare the student to become a Certified Medication Technician qualified to administer selected categories of medications to residents in long-term care facility under the direct supervision of licensed nursing personnel. *Prereqs: None*

**NA 105 Nurse Assistant****175 contact hours**

The Nurse Assistant course is designed to teach skills in resident care which will qualify the student to perform uncomplicated nursing procedures and assist the licensed practical nurses and registered nurses in direct patient care.

**\*NURS 103 Introduction to Pharmacology****2 credit hours (30 contact hours)**

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; and symbols. The nursing responsibilities in the administration of medications are stressed. *Prereqs: None*

**\*NURS 112 Fundamentals of Nursing****9 credit hours (185 contact hours)**

The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meeting the basic needs of any patient. Material from related subjects will be integrated content. Principles and rationales that are foundation for nursing care will be emphasized, thus, enabling the student to develop skills to make appropriate nursing judgments. The nursing process format will be utilized to enable the student to develop a systematic and organized method of implementing basic nursing care. A theoretical base, individualized demonstration of technique, practice, and demonstration return in a supervised laboratory setting. The clinical experience is gained by caring for patients in the cooperative health care facilities under the guidance and supervision of the clinical instructor. *Prereqs: None*

**\*NURS 202 Pharmacology II****2 credit hours (30 contact hours)**

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, plan, implement, and evaluate medication administration appropriate to Semester II students will be the course focus. Specific classifications of medication covered in this course will correspond to the Medical Surgical Nursing I course syllabus. *Prereqs: NURS 103, NURS 112*

**\*NURS 204 Maternal Child Nursing I****3 credit hours (61.5 contact hours)**

Maternal and Child Nursing I will provide a basic theoretical background on which the student can utilize the nursing process to assist, to assess, to plan and implement and to assist to evaluate nursing care during pregnancy, labor and delivery, postpartum; including newborn and family care. Family dynamics as related to the obstetrical experience and aftercare will be explored. Content is organized moving from normal to deviations from normal. Principles of pharmacology and growth and development are integrated in this course. *Prereqs: NURS 112*

**\*NURS 213 Medical Surgical Nursing I****10.5 credit hours (262.5 contact hours)**

Medical Surgical Nursing I presents concepts, principles, techniques and skills applicable to meeting the client's needs for health promotion and health maintenance in adulthood with an emphasis on the elderly population. Care is provided in a variety of settings. The course encompasses implementing a basic understanding and implementation of the nursing process and its application to providing safe and therapeutic care to clients. Selected Medical Surgical conditions will be presented. Skills laboratory content and practice for IV Therapy meets the Missouri State Board of Nursing requirements for Practical Nursing graduates to be certified. Medical Surgical clinical will include IV therapy application in patient care settings. Mental Health and Pharmacology/Medication Administration are integrated into clinical practice. *Prereqs: NURS 112*

**\*NURS 302 Pharmacology III****2 credit hours (30 contact hours)**

Pharmacology III presents the theoretical base upon which to competently apply principles of medication administration in the clinical practice setting. Specific medications, their actions, interactions, side and toxic effects, desired outcomes and indications will be presented. Specific medication classifications included in this course will correspond to the Medical Surgical II course syllabus. Students are expected to utilize the nursing process including critical thinking skills appropriate to Semester III in all areas applicable to the administration of medications. *Prereqs: NURS 103, NURS 112, NURS 202*

**\*NURS 304 Maternal Child Nursing II****3 credit hours (61.5 contact hours)**

This comprehensive course will provide the student theoretical background and skills essential to meet the needs of the child. The ultimate goal is promotion of optimum health and development of children at any stage of health or illness. Building upon the knowledge and skills acquired in foundation subjects and in Maternal/Child Health I, the student will learn to specialize in basic care needs of children in growth and development; health; and safety. Principles of nutrition; growth and development; and pharmacology are integrated into the course. *Prereqs: NURS 112, NURS 204*

**\*NURS 305 Learning Lab III****1 credit hour (30 contact hours)**

This course will provide basis for the student to utilize data related to graduate level entry into the job market. Preparing for the job market and preparing for the NCLEX licensure examination are the focal points. *Prereqs: None*

**\*NURS 313 Medical Surgical Nursing II****6.5 credit hours (142.5 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, included appropriate research is emphasized. *Prereqs: NURS 112, NURS 213*

**\*NURS 323 Mental & Community Health****3 credit hours (61.5 contact hours)**

This course will focus on the practical nurses' responsibility in assessing, planning, implementing, and evaluating measures to encourage mental wellness and to utilize therapeutic nursing intervention when caring for patients/clients exhibiting maladaptive behavior or the mentally ill patient/client. The introductory phase of the course includes basic information on the theories of psychological development and behavioral patterns in the healthy person as well as in the ill person. The relationship of growth and development to behavior as well as social and cultural influences will be explored. Behavioral characteristics, diagnostic measures, treatment modalities, and nursing interventions for individuals displaying mental illness behaviors will be considered during the second phase. *Prereqs: NURS 112, PSY 230*

**\*NURS 343 Leadership****3 credit hours (45 contact hours)**

Advanced Leadership and Management nursing knowledge and skills will provide students with a foundation to participate in these roles within a practical nursing scope of practice. *Prereqs: NURS 112*

**PSY 101 Introduction to Psychology****3 credit hours (45 contact hours)**

This is a survey course providing a study of the behavior of living organisms, particularly human behavior. Typical problems are methods and measurement in psychology, theoretical systems, learning, motivation, perception, personality, and psychopathology. *Prereqs: None*

**PSY 230 Life Span Development****3 credit hours (45 contact hours)**

Study of the entire human life span, beginning with conception and prenatal period. Psychological, sociological and biological determinants of development and change processes are considered. *Prereqs: None*

# Associate Degrees Tuition and Fees

## *Medical Assistant Program*

2019-2020

Effective 07/01/2019

Core class tuition (per credit hour)	\$ 205.00
General education class tuition (per credit hour)	\$ 250.00
Student fee (per semester)	\$ 22.00
Technology fee (per semester)	\$ 200.00
Graduation fee	\$ 125.00
Simulation & skills center fee (per semester)	\$ 200.00
Drug Screening (1 <sup>st</sup> semester)	\$ 40.00
Clinical Online Access Fee (1 <sup>st</sup> semester only)	\$ 50.00
Student Professional Liability insurance (per year)	\$ 25.00
Supplies:	\$450.00 (estimate)
Name badge (1) & school patches (3) (available only thru BTC)	
MA duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, & skills bag	
Uniform: tops (2), pants (2), & lab jacket (1)	
**Watch	**Shoes
Books (vary by course)	
American Medical Technologist (AMT) testing fees:	
Registered Medical Assistant test	\$ 130.00

\*\*A watch with a second hand and solid white shoes need to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program supervisor.

(resale items such as books and supplies are subject to sales tax)



## ***Professional Nursing Program***

*2019-2020*

*Effective 07/01/2019*

Nursing core tuition (per credit hour)	\$ 445.00
General education tuition (per credit hour)	\$ 250.00
Books (Vary by course)	
Supplies:	\$480.00 (estimate)
Name badge (1) & school patches (2) (available only thru BTC)	
Nursing duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, Inject-Ed	
Uniform: tops (2), pants (2), & clinical t-shirt (1)	
**Watch	**Shoes
Simulation & skills center fee (per semester)	\$ 255.00
Science lab fee (per gen ed. science class, per semester)	\$ 115.00
Technology fee (per semester)	\$ 200.00
Student fee (per semester)	\$ 22.00
Achievement & diagnostic testing (per semester)	\$ 578.00
Bridge students only (per semester)	\$775.00
Clinical Online Access Fee (1st semester only)	\$ 100.00
Bridge students only (1 <sup>st</sup> semester)	\$50.00
Drug screening fee (1 <sup>st</sup> semester only)	\$ 40.00
Clinical fee (per semester)	\$1,875.00
NCLEX/Fingerprinting fee (3 <sup>rd</sup> semester only)	\$ 250.00
Graduation fee (4 <sup>th</sup> semester only)	\$ 150.00
Student professional liability insurance (1 <sup>st</sup> semester only)	\$ 50.00
Bridge students only (1 <sup>st</sup> semester)	\$25.00
Books (vary by course)	

\*\*A watch with a second hand and solid white shoes need to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

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## **Certificate Program Tuition and Fees**

### ***Medical Assistant Program***

*2019-2020*

*Effective 07/01/2019*

Core class tuition (per credit hour)	\$ 205.00
Student fee (per semester)	\$ 22.00
Technology fee (per semester)	\$ 200.00
Graduation fee	\$ 125.00
Simulation & skills center fee (per semester)	\$ 200.00
Drug Screening (1 <sup>st</sup> semester)	\$ 40.00
Clinical Online Access Fee (1 <sup>st</sup> semester only)	\$ 50.00
Student Professional Liability insurance (per year)	\$ 25.00
Supplies:	\$450.00 (estimate)
Name badge (1) & school patches (3) (available only thru BTC)	
MA duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, & skills bag	
Uniform: tops (2), pants (2), & lab jacket (1)	
**Watch	
**Shoes	
Books (vary by course)	
American Medical Technologist (AMT) testing fees:	
Registered Medical Assistant test	\$ 130.00

\*\*A watch with a second hand and solid white shoes need to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program supervisor.

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***Practical Nursing Program***

*2019-2020*

*Effective 07/01/2019*

Nursing core tuition (per credit hour)	\$215.00
General education tuition (per credit hour)	\$250.00
Supplies:	\$480.00 (estimate)
Name badge (1) & school patches (2) (available only thru BTC)	
Nursing duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, Inject-Ed	
Uniform: tops (2), pants (2), & clinical t-shirt (1)	
**Watch	**Shoes
Simulation & skills center fee (per semester)	\$255.00
Science lab fee (per gen ed. science class, per semester)	\$115.00
Student fee (per semester)	\$22.00
Technology fee (per semester)	\$200.00
Achievement & diagnostic testing (per semester)	\$588.00
Clinical Online Access Fee (1 <sup>st</sup> semester only)	\$50.00
Drug screening fee (1 <sup>st</sup> semester only)	\$40.00
NCLEX/Fingerprinting fee (2 <sup>nd</sup> semester only)	\$250.00
Graduation fee (3 <sup>rd</sup> semester only)	\$150.00
Student professional liability insurance (1 <sup>st</sup> semester only)	\$25.00
Books (Vary by course)	

\*\*A watch with a second hand and solid white shoes need to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

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## Cost of Attendance

Personal expenses, such as insurance, recreation, clothing, will vary according to each student's lifestyle. The financial aid office estimates the monthly average cost of living of the following:  
\$446.00 monthly (dependents); \$882.00 monthly (all others)/room and board; \$264.00 monthly/personal expenses; \$170.00 monthly/transportation

## Non-Credit Tuition and Fees

### ***Nurse Assistant***

*2019-2020*

*Effective 07/01/2019*

Course Tuition	\$1,399.00
MO Family Care Safety Registry Background	\$15.25
State Exam Fee	\$50.00
State Licensure Fee	\$15.00

## Continuing Education Course(s)

### ***Medication Technician***

*2019-2020*

*Effective 07/01/2019*

Course Tuition	\$400.00
TABE Exam	\$6.00
MO Family Care Safety Registry Background	\$15.25
State Exam Fee	\$100.00
State Licensure Fee	\$15.00

# **Administrative Staff and Faculty**

*Effective 07/01/2019*

## **Administrative Staff**

Marion Anema, Ph.D., RN	Director of Professional Nursing & Practical Nursing (Full time) Bachelor of Science in Nursing, University of Iowa, Iowa City, IA Master of Science in Nursing, University of Iowa, Iowa City, IA Doctor of Philosophy in Education Administration, University of Iowa, Iowa City, IA
Ona Jo Bass	Librarian (Part time) Bachelor of Science in Education, Missouri State University, Springfield, MO Master of Arts in Library Science, University of Missouri, Columbia, MO
Nancy Brannon	Admissions/Student Services (Full time) Bachelor of Science in Elementary Education, Missouri State University, Springfield, MO Master of Science in Education, Missouri State University, Springfield, MO Master of Science in Guidance & Counseling, Missouri State University, Springfield, MO
Clarice Casebeer	Director of Admissions/Registrar (Full time) Bachelor of Science in Secondary Education/English Emphasis Oklahoma State University, Stillwater, OK Master of Education, Southwest Baptist University, Bolivar, MO
Charlotte Gray	Campus Director, President (Full time) Bachelor of Science in Business Administration, University of Phoenix, Phoenix, AZ Master of Arts Education, University of Phoenix, Phoenix, AZ
Wendy McGowin	Financial Aid Representative (Full time) Associate Degree in Accounting, Bolivar Technical College, Bolivar, MO
Avril Pebworth	Financial Aid Representative (Full time) Associate Degree in Small Business Management, Bolivar Technical College, Bolivar, MO

## Faculty

Bailee Bailey, BSN, RN	<p>Nursing Faculty (Full time)</p> <p>Associate of Science in Nursing, Crowder College, Jane, MO</p> <p>Bachelor of Science in Nursing, Missouri State University, Springfield, MO</p>
Judy Ballard, RN	<p>Certified Nurse Assistant Faculty (Adjunct)</p> <p>Associate of Science in Nursing, Mercy School of Nursing, Fort Scott, KS</p>
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