Students,

It is my pleasure to welcome you to Eastern Gateway Community College (EGCC). Your success is our mission at the college, and our faculty and staff is here to ensure you meet your educational goals.

EGCC offers many certificates and degree programs that result in high-wage, viable jobs, as well as a general education curriculum that is transferable to most four-year universities.

If you are a new student at EGCC or newly enrolled in a particular program, the Catalog is your guide to the many academic programs and student services we offer. I also invite you to visit our website at egcc.edu.

If there is anything you should need while at EGCC, please do not hesitate to reach out to me personally or to any of our dedicated faculty and staff. Thank you for choosing Eastern Gateway Community College to pursue your educational and career goals.

Sincerely,

Jimmie Bruce, Ed.D.

Jimmie Bruce, Ed.D.
COLLEGE CALENDAR

FALL SEMESTER 2016

August 22  Classes begin
September 5  Labor Day - College closed all locations
September 27  EGCC Fest – No day classes on Jefferson Campus ONLY, Classes 4-10 p.m. are held
October 19  Employee Development Day – No Classes all locations
October 28  Last day to withdraw from regularly scheduled classes
November 11  Veteran’s Day – College closed all locations
November 24 - 27  Thanksgiving Recess – College closed all locations
December 3  Last day of Fall classes
December 5 - 10  Final examinations
December 22 – January 1  Winter break – College closed all locations

SPRING SEMESTER 2017

January 16  Martin Luther King Day - College closed all locations
January 17  Classes Begin
February 20  President’s Day - College closed all locations
March 12 – 19  Spring Break - No classes all locations
March 25  Last Day to withdraw from regularly scheduled classes
April 14  Spring Holiday – College closed all locations
May 6  Last day of Spring classes
May 8-13  Final Examinations
May 16  27th Annual Honors Convocation
May 20  47th Annual Commencement

SUMMER SEMESTER 2017

Session I  May 30 – July 1
Session II  July 5 – August 5
Session III  May 30 – August 5

May 29  Memorial Day – College closed all locations
May 30  Classes begin for Sessions I and III
June 23  Last Day to withdraw from Session I classes
June 29-July 1  Final examinations for Session I
July 4  Independence Day – College closed all locations
July 5  Classes begin for Session II
July 14  Last day to withdraw for Session III
July 28  Last day to withdraw from Session II
August 3- 5  Final examinations for Session II and III

Registration dates for all sessions are listed at www.egcc.edu
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CATALOG PURPOSE

This catalog is intended to be a fair summary of certain matters of interest to students at the time of publication; however, its readers should be aware: (1) that this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the college is operated, (2) that the college reserves the right to change without notice any academic or other requirements, course offerings, course contents, which may be contained in this catalog, and (3) that departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments. All policies, procedures, rules, and regulations mentioned herein are available for public inspection.

A student is responsible for meeting all requirements for graduation. A student’s advisor may assist in planning programs, but the final responsibility for meeting graduation requirements rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the college will qualify for such transfer.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.

Sherrilyn VanTassel, Esquire, Vice President for Administrative Services, has been designated as the College’s Title IX and employees’ Section 504 Coordinator. Ms. VanTassel’s office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. Her direct dial number is (740) 266-0806 or she can be reached at (740) 264-5591 x 1806. After regular business hours she can be reached on her cell phone at (304) 479-8098. Her e-mail address is svantassel@egcc.edu.

Inquiries regarding students with disabilities should be directed to Vanessa Birney, Director of Tutoring, Disabilities and Developmental Education Services and Student Section 504 Coordinator. Ms. Birney’s office is located in Office 1509 at the Jefferson County Campus, 4000 Sunset Boulevard, Steubenville, Ohio 43952. Her direct dial number is (740) 266-9771 and her e-mail is vbirney@egcc.edu. Ms. Birney holds office hours at the Student Success Center at the Valley Center, 101 East Federal Street, Youngstown, Ohio 44503.

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines, Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, conduct creating an intimidating, hostile or offensive working environment will not be tolerated. Any student, employee, vendor or visitor to Eastern Gateway Community College who has been subject to domestic violence, dating violence and/or stalking is entitled to the protections of the law. It is the policy of the College that sexual harassment or harassment that is based on the gender of the targeted individual or other offensive behavior as defined by the EEOC or Department of Education will not be tolerated. Violations may occur on or off College premises.
CATALOG PURPOSE

If you have been subjected to any of the actions noted above, or if you become aware of any of the actions noted above, you must notify the Title IX Coordinator, Sherrilyn VanTassel, as noted above. Jackie Laverick, Security Supervisor, is the Deputy Title IX Coordinator and may be reached at (740) 264-5596 or jlaverick@egcc.edu. If you see or hear something – say something. There are no “innocent” bystanders.

Changes to this Catalog

Eastern Gateway Community College is committed to offering students a robust, current, and relevant curriculum. Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the College. However curriculum will not be changed to require existing students to take more credits to graduate than their original degree program, unless required by accreditation, state agencies, or other regulatory bodies. In this case, the College will ensure there is no adverse financial impact on the student. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.
THE COLLEGE

HISTORY OF THE COLLEGE

On October 29, 1965, the Battelle Memorial Institute of Columbus, Ohio, completed a survey financed jointly by the Jefferson County commissioners and the Steubenville Area Development Council to determine area needs for training and education. The Battelle findings indicated a definite need for post-high school technical education, prompting the creation of the Jefferson County Technical Institute District. The institute was chartered for operation on September 16, 1966, as a public two-year institute by the Ohio Board of Regents, and a Board of Trustees was appointed in compliance with Chapter 3357 of the Ohio Revised Code. Area acceptance and support for the technical institute was confirmed in fall 1966, when Jefferson County voters approved a one mill, 10-year levy to assist in the support of the facility.

An 84.7-acre tract of land in the northwest section of Steubenville, Ohio, was obtained by the trustees and construction of the building began in October 1967. Less than one year later, on September 23, 1968, the doors opened to admit the initial class of 320 students. Phase II of the campus building program, providing a second floor on the library, a nursing skills laboratory, student lounges, classrooms, and expanded parking lots, was completed in early 1972. In 1976, Phase III construction doubled the space in the lecture hall to 300 seats.

In 1976 and 1986, Jefferson County voters approved 10-year renewals of the one mill levy. The Ohio Board of Regents approved a name change for the institute to Jefferson Technical College in 1977.

In fall 1978, Phase IV was completed, providing three outdoor tennis courts and two outdoor basketball courts.

Phase V was completed in winter 1983. The health wing addition and room renovation provided the college with three new labs, two classrooms, and six faculty offices. The computer center was remodeled to accommodate a new computer. In addition, space was converted to the individualized industrial engineering lab.

Phase VI was completed in early 1989 and includes three computer labs, a business/industry conference room and computer services facilities.

Phase VII was completed in fall 1993 with renovations to existing offices, construction of new offices and workspace, and the conversion of a large open court area into a fully enclosed year-round student lounge.

In 1992, the Board of Trustees empowered a citizens committee to study the idea of converting the college to a community college. The committee proposed the change in June 1993. In October 1993, the Ohio Attorney General determined that the college could transfer the local levy to a community college operation. In September 1994, the Ohio Board of Regents approved a request from Jefferson Technical College to expand its charter from technical to community college. In February 1995, the Ohio Board of Regents approved a five-year operation plan and The Higher Learning Commission approved the change in the College’s Statement of Affiliation Status to include the Associate of Arts and Associate of Science degrees. On July 1, 1995, Jefferson Community College began officially serving the public.
THE COLLEGE

In March 1996, Jefferson County residents voted to replace the one mill technical college levy with a one mill levy to operate the community college for 10 years. The levy was renewed in 2006 and again in 2015.

Phase VIII was completed in August 1996. In addition to repairing the first floor of the health wing, a second floor was added. This floor contains one classroom, four labs, and nine faculty offices.

In 2004, EGCC acquired a vacated business structure adjacent to the main building on the Jefferson Campus.

Following renovation of the first floor, the Department of Workforce and Community Outreach moved into the training center in 2005. The first floor holds two computer labs and four classrooms. In addition to office space, there are a kitchenette and work areas. The renovated second floor opened in 2011 with a wellness center and administrative offices.

Following the University System of Ohio’s Strategic Plan and recommendations from an implementation committee, the Ohio General Assembly passed legislation in 2009 to expand the college’s service district and to change its name to Eastern Gateway Community College. The college now serves Columbiana, Jefferson, Mahoning and Trumbull Counties with several locations. In addition to the main campus in Jefferson County, the college offers classes at its Valley Center in Youngstown and Warren Center in Warren as well as Choffin Career and Technical Center, Mahoning County Career and Technical Center, and Trumbull Career and Technical Center.

Since 1968, 55,713 different students have enrolled in one or more classes for credit applicable to a higher education degree or certificate or in a non-credit course.
THE COLLEGE

MISSION

Eastern Gateway Community College provides quality, student-centered, future-focused higher education. Valuing accessibility, affordability and equity, the College helps students achieve successful learning outcomes, engages educational and community partners, and serves the citizens of Columbiana, Jefferson, Mahoning and Trumbull Counties.

VISION

We strive to help every student succeed.

CORE VALUES

In carrying out its mission, Eastern Gateway Community College will manifest the following core values:

- **Learning:** We embrace lifelong learning as the key to future prosperity.
- **Excellence:** We commit to quality and excellence in all that we do.
- **Affordability:** We strive for the most affordable ways to earn a college education.
- **Diversity:** We promote diversity through educational opportunities.
- **Opportunity:** We believe educational access fosters economic opportunity.
ACCREDITATION AND MEMBERSHIPS

Eastern Gateway Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, Phone: (800) 621-7440/(312) 263-0456, Fax: (312) 263-7462 or e-mail at info@hlcommission.org.

The Dental Assisting Certificate Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of Accredited. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is http://www.ada.org/e/coda.

The Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician and Paramedic courses are approved by the Ohio Department of Public Safety Services Division of EMS; program number 316. The Paramedic program is accredited with the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation on Educational Programs for the Emergency Medical Services Profession (CoAEMSP). To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33763; (727) 210-2350, www.caahep.org and to contact CoAEMSP: Committee on Accreditation on Educational Programs for the Emergency Medical Services Profession, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; (214) 703-8445, www.coaemsp.org.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB). To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19N., Suite 158, Clearwater, FL 33763; (727) 210-2350, www.caahep.org, Medical Assisting Education Review Board (MAERB) American Association of Medical Assistants Endowment, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606.

The Practical Nursing program is approved by the Ohio Board of Nursing (#20163).

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; (312) 704-5300, Email: mail@jrcert.org.

The Respiratory Therapy Program, CoARC Program #200326, Associate of Applied Science, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Committee on Accreditation for Respiratory Care (CoARC) (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244 (817) 283-2835.

The College is a member of the American Association of Collegiate Registrars and Admission Officers (AACRAO) and has been a member of the American Association of Community Colleges (AACC) since November 1971.
Eastern Gateway Community College has several locations to serve you.

**Main Campus:**
4000 Sunset Boulevard  
Steubenville, OH 43952  
(740) 264-5591

**Valley Center:**
101 Federal Plaza E.  
Youngstown, OH 44503  
(330) 480-0726

**Warren Center:**
239 Main Avenue  
Warren, OH 44481  
(330) 393-0331

**Other class delivery sites include:**

Choffin Career & Technical Center  
200 East Wood Street  
Youngstown, OH 44503-1628

IBEW – K.W. Gasser Training Center  
626 N. Court Street  
Steubenville, OH 43952

Mahoning County Career and Technical Center  
7300 N. Palmyra Road  
Warren, OH 44483
OUR FACILITIES

Main Campus
- Main Building 72,395 sq. ft., Pugliese 26,000 sq. ft., Gazebo 164 sq. ft.
- Main Building 316 Parking spaces
- 25 classrooms
- 31 labs
- Bookstore

Valley Center
- Attached Parking Garage
- 54,000 sq. ft., Boardman Building 11,000 sq. ft.
- 17 classrooms
- 6 labs
- Bookstore

Warren Center
- Detached parking garage
- Three classrooms
- One lab
- Bookstore

IBEW
- Two Classrooms
- Seven Labs - Welding, Instrumentation, Residential, Conduit, Motor Control, Craft Certification, Green
- 8,000 sq. ft.
- Parking Lot

Choffin Career and Technical Center
- Part of Youngstown City School District
- Two Labs
- One classroom
- 9,000 sq. ft.
- Parking Lot

Mahoning County Career and Technical Center
- Two classrooms
- 2,619 sq. ft.
- Parking Lot
METHODS OF COURSE DELIVERY
AT EASTERN GATEWAY

MODALITIES

Courses at EGCC are offered in a range of learning format options that students may choose from. Courses may be offered in a traditional classroom or an online format or a combination of the two called hybrid. Students may select the format that best fits their educational needs and circumstances when available. Not all formats are available at all campuses for all courses. Check with your local campus for availability.

Traditional Classroom Course Format

The traditional classroom format is intended for students wanting to pursue their courses in a traditional classroom setting. Students should be aware that all courses offered at EGCC have some elements of online delivery. This may range from delivery of the course syllabus and additional reading materials to required course resources. So even if you participate in a traditional classroom course you will need to be able to access parts of that course online.

Online Course Format

The online format is intended for students who are not near one of our campuses or who prefer the flexibility of an online education. Online courses still require students to participate in online discussions with groups of other students and with the faculty member assigned to the class. The student in the online course should ensure that they are able to meet all of the technology requirements in order to receive the best benefit from the courses.

Hybrid Course Format

The hybrid course format is intended to combine some of the high-touch aspects of the traditional classroom format with some of the scheduling flexibility of the online format by replacing some of the face-to-face contact time from a lecture or lab course with online learning activities. Because of the blending of traditional classroom and online, students will be required to have access to the technology necessary to be successful in the online setting.

National Council for State Authorization Reciprocity Agreement

The State Authorization Reciprocity Agreement is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council (NC-SARA) and administered by four regional education compacts. The members of SARA are states, not institutions or students. Therefore a state “joins” or becomes a “member” of SARA while a college or university “operates under” or “participates in” SARA. States join SARA through their respective regional compact. Ohio is a member of the Midwestern Higher Education Compact (MHEC). Eastern Gateway Community College is a participant in NC-SARA through the MHEC.
## PROGRAM LOCATIONS

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>JEFFERSON CAMPUS</th>
<th>VALLEY CENTER</th>
<th>WARREN CENTER</th>
<th>ONLINE</th>
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<tbody>
<tr>
<td>AAS Dental Assisting</td>
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<td></td>
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<tr>
<td>AAS Health Information Management</td>
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<td>X</td>
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<tr>
<td>AAS Health Services</td>
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<tr>
<td>AAS LPN to ADN</td>
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<tr>
<td>AAS Medical Assisting</td>
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</tr>
<tr>
<td>AAS Radiologic Technology</td>
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<tr>
<td>Dental Assisting Certificate</td>
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<td>Medical Coding Specialist Certificate</td>
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<tr>
<td>Medical Machine Transcription Certificate</td>
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<tr>
<td>Patient Home Navigator Certificate</td>
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<tr>
<td>Practical Nursing Certificate</td>
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<td>AAS Criminal Justice</td>
<td>X</td>
<td>X</td>
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<tr>
<td>AAS Criminal Justice w/Police Academy Option</td>
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<tr>
<td>AAS Environmental Science</td>
<td>X</td>
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<tr>
<td>AAS Environmental Science with Water &amp; Wastewater</td>
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<tr>
<td>AA Teacher Education – Intervention Specialist</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>AA Teacher Education – Middle Childhood</td>
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<tr>
<td>AA Teacher Education – Early Childhood</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AAS Prekindergarten Care &amp; Education</td>
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<tr>
<td>Police Academy Certificate</td>
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<tr>
<td>AAB Accounting</td>
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<tr>
<td>AAB Administrative Assistant</td>
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<tr>
<td>AAB Business Management</td>
<td>X</td>
<td>X</td>
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<tr>
<td>AAB Internet and Interactive Digital Media</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>AAB Paralegal</td>
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<td>X</td>
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<tr>
<td>ATS Information Technology</td>
<td>X</td>
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<tr>
<td>AAS Drafting Design</td>
<td>X</td>
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<tr>
<td>AAS Electrical/Electronics</td>
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<tr>
<td>AAS Electro-Mechanical Engineering</td>
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<tr>
<td>AAS Mechanical</td>
<td>X</td>
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<tr>
<td>AAS Welding</td>
<td>X</td>
<td></td>
<td>Choffin Career Center</td>
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<td>Administrative Assistant Certificate</td>
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<tr>
<td>Business Management Certificate</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Paralegal Certificate</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Programmable Logic Controllers Certificate</td>
<td>X</td>
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<tr>
<td>Welding Certificate</td>
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<td>Choffin Career Center</td>
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<tr>
<td>Associate of Arts Transfer Degree</td>
<td>X</td>
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</tr>
</tbody>
</table>

**Note:** All programs whether campus based or hybrid will have a required online component. Students will need to determine that they have the appropriate technical requirements to access and utilize the required online platform.
# EASTERN GATEWAY ACADEMIC PROGRAMS

## ALLIED HEALTH

<table>
<thead>
<tr>
<th>Program</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Dental Assisting</td>
<td>AAS Dental Assisting</td>
</tr>
<tr>
<td>Certificate Dental Assisting</td>
<td>Certificate Dental Assisting</td>
</tr>
<tr>
<td>AAS Health Information Management</td>
<td>AAS Health Information Management</td>
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<tr>
<td>Certificate Medical Coding</td>
<td>Certificate Medical Coding</td>
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<tr>
<td>Certificate Medical Machine Transcription</td>
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<tr>
<td>AAS Health Services</td>
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<tr>
<td>AAS Medical Assisting</td>
<td>AAS Medical Assisting</td>
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<tr>
<td>Certificate Medical Assisting</td>
<td>Certificate Medical Assisting</td>
</tr>
<tr>
<td>AAS Radiologic Technology</td>
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## PUBLIC SERVICES

<table>
<thead>
<tr>
<th>Program</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AAS Criminal Justice</td>
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</tr>
<tr>
<td>AAS Criminal Justice w/Police Academy Option</td>
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<tr>
<td>AAS Prekindergarten Care &amp; Education</td>
<td>AAS Prekindergarten Care &amp; Education</td>
</tr>
<tr>
<td>Certificate Prekindergarten Care &amp; Education</td>
<td>Certificate Prekindergarten Care &amp; Education</td>
</tr>
<tr>
<td>AA Teacher Education – Early Childhood</td>
<td>AA Teacher Education – Early Childhood</td>
</tr>
<tr>
<td>AA Teacher Education – Middle Childhood</td>
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</tr>
<tr>
<td>AA Teacher Education – Intervention Specialist</td>
<td>AA Teacher Education – Intervention Specialist</td>
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</table>

## PROFESSIONAL & CAREER

<table>
<thead>
<tr>
<th>Program</th>
<th>Program</th>
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<tbody>
<tr>
<td>AAB Accounting</td>
<td>AAB Accounting</td>
</tr>
<tr>
<td>AAB Administrative Assistant</td>
<td>AAB Administrative Assistant</td>
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<tr>
<td>Certificate Administrative Assistant</td>
<td>Certificate Administrative Assistant</td>
</tr>
<tr>
<td>AAB Business Management</td>
<td>AAB Business Management</td>
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<tr>
<td>Certificate Business Management</td>
<td>Certificate Business Management</td>
</tr>
<tr>
<td>AAB Internet and Interactive Digital Media</td>
<td>AAB Internet and Interactive Digital Media</td>
</tr>
<tr>
<td>AAB Paralegal</td>
<td>AAB Paralegal</td>
</tr>
<tr>
<td>AAS Drafting/Design</td>
<td>AAS Drafting/Design</td>
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<tr>
<td>AAS Electrical/Electronics</td>
<td>AAS Electrical/Electronics</td>
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<td>AAS Mechanical</td>
<td>AAS Mechanical</td>
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<tr>
<td>AAS Welding</td>
<td>AAS Welding</td>
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<tr>
<td>Certificate Welding</td>
<td>Certificate Welding</td>
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<tr>
<td>Certificate Advanced Welding</td>
<td>Certificate Advanced Welding</td>
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<tr>
<td>ATS (Type A) Electro-Mechanical Engineering</td>
<td>ATS (Type A) Electro-Mechanical Engineering</td>
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<td>ATS (Type A) Information Technology</td>
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<tr>
<td>ATS (Type B) Electrical Trades</td>
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## DEGREES OFFERED:

<table>
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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>AA Associate of Arts (Transfer)</td>
<td>AA Associate of Arts (Transfer)</td>
</tr>
<tr>
<td>AS Associate of Science (Transfer)</td>
<td>AS Associate of Science (Transfer)</td>
</tr>
<tr>
<td>AS Associate of Science Biological Sciences (Transfer)</td>
<td>AS Associate of Science Biological Sciences (Transfer)</td>
</tr>
<tr>
<td>AAB Associate of Applied Business</td>
<td>AAB Associate of Applied Business</td>
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<tr>
<td>AAS Associate of Applied Science</td>
<td>AAS Associate of Applied Science</td>
</tr>
<tr>
<td>ATS Associate of Technical Study (Type A &amp; B)</td>
<td>ATS Associate of Technical Study (Type A &amp; B)</td>
</tr>
<tr>
<td>AIS Associate of Independent Studies</td>
<td>AIS Associate of Independent Studies</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION AND OUTCOMES FOR DEGREES

COLLEGEWIDE GENERAL EDUCATION AND OUTCOMES FOR DEGREE PROGRAMS

The foundation of EGCC’s curriculum is the general education program. General education is designed to offer students the traditional objectives of higher education while encouraging students to develop themselves to the fullest extent possible. The role of general education in a contemporary college curriculum is to address needs and objectives not adequately served by the specialized and upper-division courses within a chosen academic program. Through general education, a student gains personal enrichment, cultural awareness, and breadth of knowledge. Additionally, it has been shown that a foundation in general education courses can better prepare students for today’s ever-changing job market, easing the transition between careers. General education also creates in students an awareness of higher education’s role within the larger community. Therefore, EGCC’s specialized programs have established minimum standards in terms of credit hours, grade points, and distribution requirements within the general education program. Students should consult their advisor, the Admissions Office, or the current EGCC catalog for more information regarding your specific program’s general education requirements.

GENERAL EDUCATION OUTCOMES

At the time of graduation, EGCC students should be able to effectively demonstrate the following outcomes:

Communication Skill
- Exhibit oral and written skills through active listening and reading.
- Interpret language in a manner necessary for achievement of academic and professional goals.

Information Literacy
- Utilize a variety of public and private sources, including degree-specific technology, to retrieve and use data.
- Operate a computer in multi-tasking situations, creating documents with a variety of computer programs.

Critical Thinking Skill
- Solve critical thinking problems, gaining proficiency in making decisions and performing numerical operations.
- Display the ability to analyze, synthesize, make inferences and evaluate data.

Cultural and Social Literacy
- Distinguish the principles underlying human, personal, and interpersonal relationships as well as the impact of local and national current affairs.
- Contribute as a member of social and professional groups, therefore, developing a work ethic.
- Recognize the importance and value of diversity in personal, professional and academic situations.

PREREQUISITES FOR COURSES

A prerequisite course is a course that is required prior to taking an advanced course. Courses requiring a prerequisite have those prerequisites listed below their course descriptions in the course description guide in this catalog. Students may bypass some prerequisites through placement testing, ACT and SAT scores, Advanced Placement credits, and proficiency examinations.
HEALTH SCIENCES PROGRAMS ADMISSIONS CRITERIA

Summary of Program Application/Admission Criteria for 2016-2017

<table>
<thead>
<tr>
<th>Medical History</th>
<th>Dental Assisting</th>
<th>Paramedic</th>
<th>Medical Assisting</th>
<th>Practical Nursing</th>
<th>LPN to ADN</th>
<th>Radiologic Technology</th>
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<tr>
<td>Required</td>
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<tr>
<td>Health Insurance Verification</td>
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<tr>
<td>High School Transcript or GED score of 45 or Certificate of Homeschool Completion</td>
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<td>Required</td>
<td>Required</td>
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<td>Required</td>
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<tr>
<td>Courses to be scheduled based on placement scores/prerequisites</td>
<td>ENG095 MTH081</td>
<td>ENG083 MTH081</td>
<td>ENG095 MTH095</td>
<td>BIO107 BIO108 CHM101 ENG101 PSY101</td>
<td>ENG083 ENG095 MTH095 RAD099</td>
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<tr>
<td>Successful completion of program pre-entrance exam/requirements and/or professional credential/minimum of 2.0 cumulative GPA</td>
<td>*</td>
<td>EMS Exam</td>
<td>Successful completion of TEAS Entrance Exam</td>
<td>Successful completion of TEAS Entrance Exam</td>
<td>Current LPN License</td>
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<td>Maximum class size</td>
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<td>16</td>
<td>25</td>
<td>44</td>
<td>30</td>
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</table>

It is the responsibility of the applicant to submit completed program prerequisites to the Allied Health office.

*Current FBI and Ohio BCI background checks are required.

**Criminal Records Check/Fingerprinting**
Electronic fingerprinting will be performed prior to the student gaining entrance into these programs. Both civilian and federal background checks (BCI: Ohio Bureau of Criminal Identification and FBI: Federal Bureau of Investigation) will be conducted.

- Depending on the nature of the results, clinical sites may prohibit a student from providing patient care of entering the clinical facility.
- Depending on the nature the results, licensure, registry or certification examinations may be prohibited.
- Students are responsible for paying for the background checks PRIOR to admittance into the program.

Students with the following ACT or SAT scores or higher will not be required to sit for the placement test or developmental education courses as they are deemed college ready.

- ACT – English 18, Math 22
- SAT – Writing 499, Math 441
DENTAL ASSISTING

A dental assistant works in a variety of office situations, both specialty and general practice, or in a dental clinic, hospital or in the armed forces, performing office and clinical assisting duties. Duties can include: assisting the dentist with examinations and fillings; preparing instruments; exposing radiographs; maintaining infection control; performing laboratory procedures; and performing reception and office management procedures.

The Dental Assisting Program is designed to provide the student with three dental career options leading to or enhancing employment in a dental office or dental clinic. Basic science courses prior to enrolling are encouraged; typing/computer courses are recommended.

Dental Assisting Program application/admissions criteria are identified in the Admissions section in this catalog.

The one-year certificate option provides the student with opportunities to acquire knowledge in the area of dental terminology, dental materials, radiography, and chair side assisting. Classroom and online sessions are complemented by planned practical experiences in the college laboratory and dental offices. Upon successful completion of the one-year certificate program, the student will be eligible to sit for the National Certification Examination or the Ohio Dental Assistants Examination to become a certified dental assistant.

To be eligible for the national examination, a person must graduate from an accredited institution and have a current registration in CPR. Those successfully completing the examination are permitted to use the initials CDA following their names.

The CDA who desires to continue her/his education in dental assisting can enroll in second-year courses leading to an Associate Degree of Applied Science, Dental Assisting, with two optional pathways: transfer or EFDA.

Upon successful completion of the dental assisting program options, the graduate will be able to:

- Demonstrate a conduct of ethical, legal, and professional standards in personal, clinical, and patient care.
- Demonstrate interpersonal communication skills with patients, dental health teams, and other related health professionals.
- Meet the necessary requirements to successfully pass the state and national examination in all areas of clinical practice of dental assisting (infection control, radiology, chair side assisting, and related sciences).
- Practice proper infection control as well as personal, clinical, and patient safety in all aspects of dentistry.
# DENTAL ASSISTING

## AAS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>Summer</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<tbody>
<tr>
<td>CSS106</td>
<td>DAS106</td>
<td>DAS201*</td>
<td>COM101</td>
<td>ENG102</td>
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### 64-66 SEMESTER CREDITS

See course descriptions for prerequisites and corequisites.

▲ Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification (see Dental Assisting Handbook).

*To be eligible to enroll in summer DAS201 and DAS202, the student must satisfy all courses in the preceding Semester I and Semester II with a minimum of a "C" average in each course.

The student must submit current verification of CPR certification training to the medical records specialist prior to the start of Semester II (see the Dental Assisting Handbook for DANB approved courses). First Aid/CPR courses (HSC102) are offered all semesters, including summer sessions.
# DENTAL ASSISTING

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### 34 SEMESTER CREDITS

See course descriptions for prerequisites and corequisites.

▲Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification (see Dental Assisting Handbook).

*To be eligible to enroll in summer DAS201 and DAS202, the student must satisfy all courses in the preceding Semester I and Semester II with a minimum of a “C” average in each course.

The student must submit current verification of CPR certification training to the medical records specialist prior to the start of Semester II (see the Dental Assisting Handbook for DANB approved courses). First Aid/CPR courses (HSC102) are offered all semesters, including summer sessions.
HEALTH INFORMATION MANAGEMENT

The Health Information Management Program prepares the student for a variety of job opportunities including medical coder, department manager/supervisor, data analyst, and clerks who process records verifying accuracy and completeness. This program blends knowledge and skills from health information and business management, with computer applications and medicine to provide the necessary foundation for success. The student will be eligible to sit for the RHIT certification upon successful completion of the program.

Topics of study include medical coding (ICD-10-CM/PCS and CPT-4), legal and ethical issues in health care, quality and performance improvement, health care statistics, reimbursement concepts, indexes and registries related to health care, and the management aspects of health information.

This associate’s degree program incorporates the Medical Coding Specialist Certificate program as the first year. Completion of that portion of the program, along with relevant work experience, can prepare a person to take the certification examination offered by the American Health Information Management Association to become a Certified Coding Associate (CCA) and after further experience, the Certified Coding Specialist (CCS). Individuals skilled in clinical coding are employed as coders for hospitals, physician’s offices, peer review organizations, clinics, consulting firms, and/or insurance companies.

The HIM associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Upon successful completion of the program, the graduate will be able to:

- Sit for the RHIT, Registered Health Information Technician certification through AHIMA.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
- Apply legal/ethical principles, policies, regulations, and standards for the control and use of health information.
- Demonstrate knowledge of Health Insurance Portability Accountability Act (HIPAA) principles in a professional work place setting.
- Manage healthcare indexes/registries.
- Collect, analyze, and present healthcare statistics.
- Participate in quality and performance improvement.
- Apply the management functions of planning, organizing, leading, and controlling.
HEALTH INFORMATION MANAGEMENT

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| 14 CREDITS          | 14 CREDITS                | 7 Credits   | 14 Credits           | 13 Credits              |

62 SEMESTER CREDITS

Program prerequisites are BIO102 and HSC101.

Students are required to have an Ohio BCI background check.

▲Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification.
MEDICAL CODING

The Medical Coding Specialist certificate program prepares an individual to assign numerical codes to diagnoses, symptoms, and operative (surgical and invasive) procedures using the ICD-10-CM/PCS (International Classification of Disease - 10th Revision, Clinical Modification and Procedure Coding System) and medical and surgical procedures according to CPT-4 (Current Procedural Terminology—4th Edition), and HCPCS Level II (Centers for Medicare and Medicaid Services Healthcare Common Procedure Coding System) describing non-physician services. CPT coding is used to describe services provided by physicians and is used for services provided by hospital outpatient, ancillary departments, emergency departments, and other ambulatory care facilities.

The Medical Coding Specialist Certificate of Completion, along with relevant work experience, can prepare a person to take the certification examination offered by the American Health Information Management Association to become a Certified Coding Associate (CCA). After further experience they may apply to become a Certified Coding Specialist (CCS). Individuals skilled in clinical coding are employed as coders for hospitals, physician’s offices, peer review organizations, clinics, consulting firms, and/or insurance companies.

Upon successful completion, the graduate will be able to:

- Apply for the national certification examination for Certified Coding Associate (CCA) through AHIMA.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
- Apply legal principles, policies, regulations, and standards for the control and use of health information.
- Demonstrate knowledge of Health Insurance Portability Accountability Act (HIPAA) principles in a professional work place setting.

Students may visit these websites for a further understanding of the coding certificate process:

www.healthinformationcareers.com

www.ahima.org/certification/cca.aspx
# MEDICAL CODING

## CERTIFICATE

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### 38 SEMESTER CREDITS

Program prerequisites: BIO102 and HSC101 must be completed prior to beginning Semester I of the program.

Students are required to have an Ohio BCI background check.

A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification. Students failing to maintain this average or who obtain a “D” or “F” in medical coding certificate curriculum will be dismissed from the program and may be readmitted only once.
MEDICAL MACHINE TRANSCRIPTION

The Medical Machine Transcription certificate program prepares students to become transcription professionals. The curriculum emphasizes familiarity with the terminology of the medical profession, basic medical office procedures, and basic and advanced transcribing techniques. Graduates may work in a variety of settings, including physicians’ offices, hospitals and other medical facilities.

Medical Machine Transcriptionists perform a variety reporting functions in medical offices including developing dictated reports in printed or electronic form for physician’s review, corrections and for inclusion in patients’ medical records. They review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency and proper medical terminology. Medical Machine Transcriptionists work with a wide variety of medical reports including patient histories, physical examinations, emergency room visits, operations records, chart review, consultations, or discharge summaries. In order to perform this position well, Medical Machine Transcriptionists must understand medical terms and know where to locate information in dictionaries, drug references, and other source references on anatomy, physiology, and general medicine.

Upon successful completion, the graduate will be able to:

- Keyboard accurately at a minimum of 45 words per minute.
- Apply, pronounce and spell medical terms accurately, including various medical areas of specialization and terminology for diagnostic procedures, surgical procedures, and common prescription drugs.
- Transcribe a variety of medical documents accurately and effectively using a transcribing machine.
- Maintain manual and electronic records control systems, including scheduling of patients and completing various insurance forms.
# MEDICAL MACHINE TRANSCRIPTION

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27 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
HEALTH SERVICES

Associate of Applied Science Health Professions is a composite of courses offered at Eastern Gateway Community College. It is designed for students interested in entering a health care profession. A standardized grid will assist those students who are undecided health majors and those who are preparing for a select health program admission toward a terminal degree with an employable skill set. Preparing students with cross training in more than one health care profession offers a health generalist degree with specialization in nurse aide certification.

Upon successful completion of the program, the graduate will be able to:

- Demonstrate competency in the science curriculum.
- Demonstrate professional conduct and interpersonal communication skills.
# HEALTH SERVICES

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### 60-61 SEMESTER CREDITS

▲ Student must obtain a letter grade of C or better to progress to graduation/certification

*Technically related electives permitted:
- AAT203
- CHM103
- HSC106
- MTH128
LPN to ADN

The LPN to ADN Program provides for an efficient progression from Licensed Practical Nurse (LPN) to Registered Nurse (RN) with attaining an Associate Degree in Nursing (ADN) at Eastern Gateway Community College. The statewide nursing articulation model in northeast Ohio is called ACCESS (Achieving Continuing Career Education for Success and Satisfaction). It enables optimal educational mobility for nurses in Ohio to continue from LPN and progress to ADN and the Bachelor of Science Nursing Degree (BSN) at four-year colleges and universities.

Online and interactive video distance learning (IVDL) courses may be incorporated into the curriculum. Clinical experiences will be held at various hospitals and community settings in the area.

The EGCC program prepares graduates to provide direct care as a RN in acute, long term, ambulatory, and community oriented settings. The program prepares the nurse to participate in health promotion and maintenance of activities for the individuals in the context of a family and community. Upon program completion, the ADN graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

Respiratory therapists, certified medical assistants and paramedics desiring to transition to ADN can follow an access path which includes completion of the following admission requirements:

- Must hold current certification in their field.
- Must be currently employed in their field.
- Complete NUR100 and NUR101 with a “C” or better.
- Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO107 Anatomy & Physiology I or an equivalent course with a minimum grade of “C.”
- Complete BIO108 Anatomy & Physiology II or an equivalent course with a minimum grade of “C.”
- Complete PSY101 Introduction to Psychology or an equivalent course with a minimum grade of “C.”
- Complete ENG101 Introduction to English or an equivalent course with a minimum grade of “C.”
- Complete CHM101 Introduction to Chemistry or an equivalent course with a minimum grade of “C.” Note: This course requires MTH095 Elementary Algebra as a prerequisite.
- Complete current FBI and Ohio BCI background checks.
- Demonstrate proficiency in writing, reading and Intermediate Algebra, as evidenced by qualifying assessment scores (placement/Asset, ACT or SAT), or previously completed college-level English Composition and Mathematics courses (EGCC or Transfer), or the completion of academic foundation courses (at EGCC or equivalent courses at another college/university), with a minimum grade of “C.”

LPN to ADN program application/admission criteria are identified in the Admissions section of this catalog.
LPN to ADN

Admission Requirements:

• Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
• Provide the EGCC Records Office with an official, final transcript that reflects the date of your graduation from an approved Practical Nursing Program (a minimum grade of “C” is required in each course).
• Current LPN license with medication certification (NAPNES, OOPNE, or OBON).
• Grade point average (GPA) of 2.0 once all prerequisites are completed.
• Complete BIO107 Anatomy & Physiology I or an equivalent course with a minimum grade of “C.”
• Complete BIO108 Anatomy & Physiology II or an equivalent course with a minimum grade of “C.”
• Complete PSY101 Introduction to Psychology or an equivalent course with a minimum grade of “C.”
• Complete ENG101 Introduction to English or an equivalent course with a minimum grade of “C.”
• Complete CHM101 Introduction to Chemistry or an equivalent course with a minimum grade of “C.” Note: This course requires MTH095 Elementary Algebra as a prerequisite.
• Demonstrate proficiency in writing, reading and Intermediate Algebra, as evidenced by qualifying assessment scores (placement/Asset, ACT or SAT), or previously completed college level English Composition and Mathematics courses (EGCC or Transfer), or the completion of academic foundation courses (at EGCC or equivalent courses at another college/university), with a minimum grade of “C.”

When all prerequisites are completed and your intent is to enter the next nursing class:

1. Initiate “Select Health Program Application” and “Major Declaration” for LPN to ADN program.

Note: Some or all of the support courses listed within the program curriculum may be completed prior to beginning the nursing courses.

Upon completion of the LPN to ADN Program, the graduate will be able to:

• Select and integrate effective communication techniques when interacting with patients, families, and health team members taking into consideration their physiological, psychological, developmental, spiritual and socio-cultural needs.
• As a care provider, collaborate with healthcare team members to develop and implement an individualized plan of nursing care for patients while adhering to the ethical and legal principles inherent to the practice of registered nursing.
• Demonstrate technical proficiency in nursing skills necessary to fulfill the role of an entry-level registered nurse.
• Utilize critical thinking skills to design and implement a safe, effective environment for patients.
• Relate principles from the conceptual framework of the School of Nursing to assist patients in adapting to changes along the health-illness continuum throughout the lifespan.
LPN to ADN

• Coordinate and delegate holistic patient care in a variety of healthcare settings while adhering to the RN’s scope of practice.
• Assume responsibility and accountability for lifelong currency in the nursing profession.
• Meet requirements for the NCLEX-RN.
## LPN to ADN

### AAS

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<td>NUR204 Maternal-Health Nursing</td>
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Pre-requisites for the Program:
- BIO107: Human Anatomy & Physiology I (4cr)
- BIO108: Human Anatomy & Physiology II (4cr)
- CHM100: Introduction to Chemistry or “C” high school Chemistry (4 cr)
- ENG101: English Composition I (3 cr)
- PSY101: General Psychology (3 cr)

- A criminal records check by the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI must be completed prior to applying to the PN Program. The bureau will forward this information to the Ohio Board of Nursing.
- Submit a current CPR card (American Heart Association BLS Provider). Submit a copy to the program administrator and the EGCC Medical Records Specialist.
- Clinical sites reserve the right to prohibit a student with a criminal background history from caring for patients in their facilities based on the infraction.
- The Ohio Board of Nursing has the right to prohibit a nursing graduate to take the State Board Exam based on a past felony conviction. See [www.nursing.ohio.gov](http://www.nursing.ohio.gov).
- A random drug test may be conducted during the LPN to ADN Program.

▲ Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification (see LPN to ADN Handbook). A “C” in a RN course is 80%.

65 credits LPN to ADN program (18 pre-requisites; 16 General Education credits; 31 Technical Nursing credits)
16 credits (NUR999) Nursing Proficiency granted for prior courses for completion of LPN training and licensure at the completion of NUR201.
PRACTICAL NURSING

Starts Summer Session
Day Program on the Jefferson Campus Only

The one-year certificate in practical nursing is designed to meet the need in nursing services for a worker who will share in direct patient care. The program graduate is prepared to give safe, competent nursing care within a select range of patient care situations at the direction of the registered nurse and/or licensed physician.

Practical Nursing Program application/admissions criteria are identified in the Admissions section in this catalog.

The individual who successfully completes all program requirements is awarded a certificate in practical nursing and is eligible to sit for the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Successful passing of this exam merits the graduate the right to apply for state licensure as a licensed practical nurse and use the initials LPN.

Upon successful completion of the certificate in practical nursing, the graduate will be able to:

- Use effective communication skills with clients and health team members.
- Utilize the nursing process when delivering nursing care to meet the client’s physical and psychosocial needs while adhering to the ethical principles and legal framework inherent to practical nursing.
- Demonstrate technical proficiency in the nursing skills necessary to fulfill the role of an entry-level practical nurse.
- Provide the client with a safe, effective environment while utilizing concepts from the conceptual framework of the school of nursing when assisting clients to deal with their health status.
- Meet requirements for the NCLEX-PN.
# PRACTICAL NURSING

## CERTIFICATE

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<td><strong>PNR106</strong> Medical/Surgical Nursing II</td>
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**9 CREDITS 14 CREDITS 15 Credits**

### 37 Semester Credits

All students entering the PN program must meet the requirements in place at the time of admission.

**Program Prerequisites:**

- MTH095 with a grade of “C” or better.
- Successful completion of a Nursing Entrance Exam: TEAS Test (may be taken a maximum of two times). A student must wait six months to retake if unsuccessful on first attempt. The student must meet the benchmark score in place at the time the TEAS is taken. Contact Admissions at (740) 266-9712 for information and to schedule the online test. Books and a practice test are available for purchase at www.atitesting.com.
- Submit a current CPR Card (American Heart Association BLS Provider). Also submit a copy to the EGCC medical records specialist.
- Submit a current Ohio STNA card. Submit a copy to EGCC medical records specialist. HSC102 and HSC108 are offered each semester at EGCC.
- A criminal records check by the Ohio Bureau of Criminal Identification and Investigation and FBI must be completed prior to applying to the PN Program. The bureau will forward this information to the Ohio Board of Nursing.
- Clinical sites reserve the right to prohibit a student with a criminal background history from caring for patients in their facilities based on the infraction.
- The Ohio Board of Nursing has the right to prohibit a nursing graduate to take the State Board Exam based on a past felony conviction. See www.nursing.ohio.gov.
- A random drug test may be conducted during the Practical Nursing Program.
  ▲ Student must obtain a letter grade of P (pass), or C or better (see Practical Nursing Handbook) to progress to graduation/certification. A “C” in a PN course is 80%.
PATIENT HOME NAVIGATOR

Healthcare advocacy is an emerging and exciting career. Health care advocates help patients receive the best health care possible by helping patients and their families navigate the healthcare system, which can be complex and daunting. As the new healthcare legislation further complicates access to healthcare and insurance coverage, patient home navigators assist patients and their families through the diagnosis, treatment and prognosis. They identify resources and help patients and their families decode insurance coverage. Patient navigators work with clients to reduce barriers to healthcare.

The range of patient navigator duties varies widely. Some patient navigators work with patients through the screening and diagnosis. Others work with patients through treatment and even into survivorship or end of life. The patient navigators may work in community or healthcare settings.

Patient navigators lead patients to screening tests and provide health information. They also work with patients to identify and reduce barriers that keep patients from getting healthcare. They may link patients to healthcare providers or medical homes, assist with publicly funded health insurance, find financial assistance or help with transportation.

Some of the jobs that Patient Home Navigators may be able to do include: Admissions Coordinator, Case Manager, Medicaid Service Coordinator (MSC), Patient Access Specialist, Patient Advocate, Patient Representative, Service Coordinator.

Upon successful completion of the certificate in patient home navigator, the graduate will be able to:

- Coordinate communication between patients, family members, medical staff, administrative staff, or regulatory agencies.
- Interview patients or their representatives to identify problems relating to care.
- Maintain knowledge of community services and resources available to patients.
- Refer patients to appropriate health care services or resources.
- Investigate and direct patient inquiries or complaints to appropriate medical staff members and follow up to ensure satisfactory resolution.
### PATIENT HOME NAVIGATOR

#### CERTIFICATE

<table>
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<tr>
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<td><strong>13 CREDITS</strong></td>
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</table>

31 Semester Credits

▲Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification.
MEDICAL ASSISTING

The medical assistant performs a variety of administrative duties dependent upon the physician’s practice and unique office requirements. The duties may include acting as a secretary, bookkeeper, and receptionist; answering incoming calls; receiving mail; greeting patients; handling correspondence and filing; arranging for laboratory and X-ray procedures or hospital admissions; taking histories; and maintaining patient records, accounts and billing.

The clinical duties of a medical assistant include preparing patients and assisting the physician with examinations or treatment; measuring height and weight; and taking vital signs. The assistant may perform certain laboratory tests, take X-rays or EKGs, or assist with diagnostic and minor surgical procedures and the administration of injections or other medications.

Applicants are encouraged to take basic science, mathematics, and typing courses in high school or prior to entering the program.

Medical Assisting Program application/admissions criteria are identified in the Admissions section in this catalog.

Qualified students are enrolled in the one-year accelerated certificate program. Upon successful completion of the certificate program, the student may complete the required credits for the Associate of Applied Science Degree in Medical Assisting in the day or evening.

Upon successful completion of the Medical Assisting Program, the graduate will be able to:

- Perform entry-level clinical procedures.
- Perform entry-level administrative procedures.
- Perform entry-level general procedures.
- Meet requirements to sit for the AAMA basic certification examination.

A student qualifies to sit for the AAMA Basic Certification Examination upon completion of the one-year certificate program. Candidates for the Basic Certification Examination are required to pass the entire examination in one attempt. If successful, a certified medical assistant certificate will be issued, and the initials CMA (AAMA) may be used. If a candidate for the examination is not successful on the first attempt, the entire exam may be repeated.

The minimum length of enrollment as a full-time student to complete the accelerated certificate program is two semesters plus a five-week term.
# MEDICAL ASSISTING

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<th>SEMESTER I</th>
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14 CREDITS 15 CREDITS 3 Credits 13 Credits 15 Credits

### 60 SEMESTER CREDITS

Students must have or obtain current American Heart Association BLS Provider and BBP Certification. The BLS card must be valid/current through the duration of the Medical Assisting Program.

*hA list of general studies electives can be found at the beginning of the course descriptions section.

▲ Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification (see Medical Assisting Handbook).
# MEDICAL ASSISTING

## CERTIFICATE

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### 32 SEMESTER CREDITS

Students must have or obtain current American Heart Association BLS Provider and BBP Certification. The BLS card must be valid/current through the duration of the Medical Assisting Program.

▲ Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification (see Medical Assisting Handbook).
PARAMEDIC CERTIFICATION

The Emergency Medical Services Technology Program offers an opportunity to enroll in courses leading to certification as Paramedic.

EMS Program application/admissions criteria are identified in the Admissions section in this catalog.

The student admitted to the college and desiring acceptance to the Paramedic program must satisfy college admission requirements and:

1. Be at least 18 years of age
2. High school graduate or equivalent;
3. Provide official forms to document dates of recent tetanus immunization, TB test or chest X-ray, hepatitis vaccine, and physical examination prior to clinical experience;
4. Submit an Ohio BCI and FBI check with no felony convictions noted;
5. Report as requested for personal interview with the program director if required;
6. Proof of health insurance coverage.

Paramedic
1. Be a licensed Ohio EMT;
2. Be an active EMT for one year prior to entrance into the program (strongly recommended);
3. Letter of recommendation from a supervisor or department officer, medical director, or EMS instructor.

After course completion and certification, the EMS provider works under the direction of a physician. Knowing that the EMS provider is a direct extension of the hospital-based physician, the EMS provider can serve as the physician’s eyes, ears, and hands in the street or in the home—anywhere the EMS is needed. Essential attributes of the EMS candidate include demonstration by testing of academic potential, good physical health, the ability to relate well to people with calm, confident and rational judgment, and a thorough understanding of the operation of the EMS system.

Given the knowledge, skill, and field experience, the EMS graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills with patients, coworkers, and other health care professionals both verbally and in writing.
2. Initiate and continue pre-hospital care including the recognition of present conditions, assessment of the patient and initiation of appropriate therapies.
3. Evaluate and adjust the treatments according to patient response.
4. Meet the state of Ohio/National Registry requirements for certification at the level of program completion.

A physical examination and proof of specific immunizations are required at the student’s expense prior to clinical practicums.

Upon successful completion of the program, the graduate receives a certificate of completion and is eligible to apply for the National Registry Examination being offered as the state of Ohio certification examination.
PARAMEDIC CERTIFICATION

NONCREDIT EMERGENCY MEDICAL SERVICES (EMS) TRAINING

Emergency Medical Responder - Contact EMS program director for details  
Continuing education/recertification classes for: Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician and Paramedic  
American Heart Association - Basic Life Support (BLS) courses, Advanced Cardiac Life Support, (ACLS) courses, Pediatric Advanced Life Support (PALS) courses

Specialty training courses are available upon request. All courses can be offered at off-campus locations subject to minimum student participation and Ohio Department of Public Safety regulations. Interested residents may contact the Department of Health Sciences or EMS Program director for further information and/or the development of specialized EMS training needs.
# Paramedic Certification

## Certificate

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<td><strong>EMS109</strong> Paramedic Theory and Practice II</td>
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<td><strong>EMS112</strong> Paramedic Practical Application I</td>
<td><strong>EMS113</strong> Paramedic Practical Application II</td>
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**43 Semester Credits**

Students enrolled in the fast track program must have program and medical director approval.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

*80% percent minimum required on all tests to pass this course.
A radiologic technologist or medical radiographer assists a radiologist (M.D.) in the detection, diagnosis, and treatment of disease and injury through the use of X-rays in hospitals, clinics, and other health agencies. Knowledge of human anatomy is essential to correctly position a patient in order to obtain accurate radiographs. An understanding of radiation exposure (proper voltage, current, exposure time, and equipment) is necessary to obtain quality results and ensure the safety of both patient and technologist. Continuous standing, equipment manipulation, lifting of non-ambulatory patients, and effective communication skills are required to work proficiently, often in an emergency situation.

Required high school courses include algebra and two sciences. Physics is strongly recommended. Other recommended courses include Algebra II, geometry, trigonometry, anatomy and physiology, computer science, biology, and chemistry.

Radiologic Technology Program application/admissions criteria are identified in the Admissions section in this catalog.

Mission statement: The mission of the radiography program is to prepare competent, entry-level radiographers able to function within the healthcare community.

Goal:
Students will be clinically competent.

Student Learning Outcomes:
Students will apply positioning skills. Students will select technical factors. Students will utilize radiation protection.

Goal:
Students will demonstrate communication skills.

Student Learning Outcomes:
Students will demonstrate written communication skills. Students will demonstrate oral communication skills.

Goal:
Students will develop critical thinking skills.

Student Learning Outcomes:
Students will adapt standard procedures for non-routine patients. Students will critique images to determine diagnostic quality.

Goal:
Students will model professionalism.

Student Learning Outcomes:
Students will demonstrate work ethics. Students will be aware of professional organizations.
RADIOLOGY

Facilities for clinical education include the Trinity Medical Center West, Weirton Medical Center and East Ohio Regional Hospital. Each student is assigned to a hospital in the first fall semester of the program; clinical education begins in the sixth week. During the next four semesters and one summer sessions, the student will spend one to five clinical days per week in the assigned hospital. The second-year student occasionally is assigned afternoon clinical rotation. A copy of the Joint Review Committee on Education in Radiologic Technology’s “Standards” for an accredited educational program in radiologic sciences is available at the college through the office of the program director.

The graduate is eligible to take the registration examination sponsored by the American Registry of Radiologic Technologists (ARRT) upon completion of the associate degree requirements. The successful completion of the ARRT examination allows the graduate to use the initials R.T. (R) (American Registered Technologist in Radiography) after his/her name.

Upon successful completion of the radiologic technology program, the graduate will be able to:

- Perform tasks and apply skills to function as an entry-level radiographer.
- Demonstrate abilities in communication, critical thinking, and problem solving necessary for professional practice.
- Develop and apply professional attitudes, behaviors, and ethics.

Due to the risk of radiation to an unborn fetus, especially during the first trimester, any student who becomes pregnant during the program should inform the program director immediately. If the student voluntarily states that she is pregnant then she will be advised about any revisions in her clinical schedule needed to ensure protection for mother and child, as well as attainment of academic/program clinical competencies. The student’s time in the program may need lengthened to ensure that all competencies and requirements are achieved prior to graduation. The student will be provided with an additional film badge, at her own expense, to be worn waist level which will monitor any radiation exposure during the pregnancy.
# RADIOLOGY

## AAS

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<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SUMMER</th>
<th>SEMESTER III</th>
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<td>PSY101</td>
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<td>Directed Practice V</td>
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<td>RAD107</td>
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<td>Methods of Patient Care with an Intro to Radiology</td>
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</tbody>
</table>

65 SEMESTER CREDITS

See course descriptions section in the catalog for prerequisites and corequisites.

Students seeking admission into this program must complete RAD099 with a grade of “C” or better.

All students must successfully undergo a FBI and BCI background check prior to program admission.

Students must have current American Heart Association BLS Provider and BBP Certification prior to program admission. The BLS card must be valid/current through the duration of the Radiology Program.

*A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.

▲Student must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification.
The field of criminal justice is never static. Changes in national and global society and technology have the collateral effect of altering the manner in which the justice system operates. Employment in criminal justice not only requires an individual to know how to perform duties but a further understanding of why these endeavors are necessary and what the anticipated outcomes are to accomplish is imperative.

Such knowledge is achieved through an understanding of the criminal justice system, the building of critical-thinking skills to understand, analyze, and synthesize problems and topics, and through the development of writing and interpersonal communication skills.

In order to achieve these desired attributes, the Criminal Justice Program has been developed into an interdisciplinary course of study merging the liberal arts and technical studies into a well-balanced curriculum. A degree in criminal justice provides a foundation for employment in the criminal justice field, for continuation to a four-year degree-granting institution, and serves as a basis for advanced studies.

The core courses provide a basic understanding of the nature of and society’s reaction to crime as well as an in-depth explanation of the various components within the criminal justice system. The technically related electives offered in the program allow the student to take courses more specific to his or her area of concentration providing a well-rounded and academically enriching course of study.

Upon successful completion of the program, the graduate will be able to:

- Identify and discuss the components of the justice system and recurring ethical issues.
- Compare and contrast the criminological explanations of crime and criminality.
- Describe the role, function, and responsibilities of American law enforcement at the local, state, and federal levels.
- Summarize the function of American corrections and organize the process of justice as it relates to correctional involvement.
- Explain the categories of laws, describe the elements of a crime, and discuss the constitutional rights afforded by the justice system.
## CRIMINAL JUSTICE

### AAS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<tr>
<td><strong>CSS106</strong> Succeeding in College</td>
<td><strong>CJT213</strong> Police Function</td>
<td><strong>COR202</strong> Correctional Institutions in America</td>
<td><strong>CJT210</strong> Introduction to Criminal Law</td>
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<td><strong>CJT202</strong> Criminal Investigation</td>
<td><strong>COR203</strong> Criminology</td>
<td><strong>COR205</strong> Juvenile Delinquency</td>
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<td><strong>PSY101</strong> General Psychology</td>
<td><strong>PSC101</strong> American Government</td>
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<td><strong>SOC101</strong> Introduction to Sociology</td>
<td><strong>CJT222</strong> Homeland Security</td>
<td><strong>COM101</strong> Public Speaking or <strong>COM105</strong> Interpersonal Communications</td>
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<td>18 Credits</td>
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</table>

### 61 Semester Credits

Technical electives coincide with the student’s area of interest. (F) denotes fall semester. (S) denotes spring semester.

**Corrections:** COR208 Constitutional Rights of Prisoners (F) COR204 Community Based Corrections (S)

**Law Enforcement:** CJT106 Crime Prevention (F) CJT215 Victimology (S)

▲ Student must obtain a letter grade of C or better to progress to graduation/certification
CRIMINAL JUSTICE WITH POLICE ACADEMY OPTION

POLICE ACADEMY OPTION

The one-year program at EGCC will prepare the student to take the required Ohio Peace Officer Training Commission (OPOTC) certification test to qualify as a police officer in the state of Ohio. The one-year program, which consists of 33 credit hours of instruction, hands on training and physical conditioning, exceeds the minimum OPOTC curriculum requirements. Classes are scheduled Monday-Friday from 5-10:30 p.m. with some weekend sessions. Students must attend a mandatory orientation prior to the beginning of the semester.

Eligibility Requirements

The first step in the application process is to determine program eligibility. The following guidelines established by OPOTC must be met in order to qualify for an “open enrollment” spot in the program (not sponsored by a police department).

1. Citizen of the United States
2. 18 years of age
3. High school graduate or GED
4. Possess a valid driver’s license
5. No felony convictions. This may include felony convictions that have been sealed or expunged.
6. No domestic violence convictions

Physical Standards

An integral part of the academy curriculum is physical fitness and subject control (Defensive Tactics). Police Academy students are required to pass minimum physical conditioning as determined by OPOTC. These include timed pushups and sit-ups, a 1.5-mile run and other agility standards.

Those students who fail to meet the physical conditioning standards by the end of the second semester will not be permitted to sit for the certification exam.

Equipment

In addition to purchasing books the student will need the following equipment:

1. Firearm/holster
2. Handcuffs/case
3. Gun belt
4. Extra magazines/case
5. Belt keepers
6. Flashlight/holder

Students seeking alternate financing should see the academy commander.
# CRIMINAL JUSTICE WITH POLICE ACADEMY OPTION

## AAS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
<th>SEMESTER IV &amp; V</th>
</tr>
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<tbody>
<tr>
<td>CSS106 Succeeding in College</td>
<td>CJT202 Criminal Investigation</td>
<td>COR202 Correctional Institutions in America</td>
<td>Police Academy Program</td>
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<td>COR205 Juvenile Delinquency</td>
<td>COR203 Criminology</td>
<td>SEMESTER IV</td>
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<td>CJT102 Procedural Law</td>
<td>COM101 Public Speaking or COM105</td>
<td>SOCI101 Introduction to Sociology</td>
<td>SEMESTER V</td>
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<td>Interpersonal Communications</td>
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<td>ENGL101 English Composition I</td>
<td>PSY101 General Psychology</td>
<td>PSC101 American Government</td>
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</table>

70 Semester Credits

▲Student must obtain a letter grade of C or better to progress to graduation/certification
POLICE ACADEMY

Evening Program

The one year certificate program will prepare the student to take the required Ohio Peace Officer Training Commission (OPOTC) certification test to qualify as a police officer in the state of Ohio. The one year program, which consists of 33 credit hours of instruction, hands on training and physical conditioning, exceeds the minimum OPOTC curriculum requirements. Classes are scheduled Monday–Friday from 5–10:30 p.m. with some weekend sessions. Students must attend a mandatory orientation prior to the beginning of the semester.

Eligibility Requirements

The first step in the application process is to determine program eligibility. The following guidelines established by OPOTC must be met in order to qualify for an “open enrollment” spot in the program (not sponsored by a police department).

1. Citizen of the United States
2. 18 years of age
3. High school graduate or equivalent (GED)
4. Possess a valid driver’s license
5. No felony convictions. This may include felony convictions that have been sealed or expunged.
6. No domestic violence convictions

Physical Standards

An integral part of the Police Academy curriculum is physical fitness and subject control (Defensive Tactics). Police Academy students are required to pass minimum physical conditioning as determined by OPOTC. These include timed pushups and sit-ups, a 1.5-mile run as well as other agility standards.

Those students who fail to meet the physical conditioning standards by the end of the second semester will not be permitted to sit for the certification exam.

Equipment

In addition to purchasing books the student will need the following equipment:

1. Firearm/holster
2. Handcuffs/case
3. Gun belt
4. Extra magazines/case
5. Belt keepers
6. Flashlight/holder

Students seeking alternate financing should see the academy commander.
# POLICE ACADEMY

## CERTIFICATE

(Evening Program)

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<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td><strong>CSS106</strong></td>
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<td><strong>POA112</strong></td>
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<td>NHTSA Standards</td>
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20 CREDITS  14 CREDITS

34 Semester Credits
ENVIRONMENTAL SCIENCE

The Environmental Science Program, leading to an Associate of Science Degree, is designed for the student desiring entry level positions in environmental science, green collar jobs, natural resources, resource management, or for those students transferring to a four-year institution with the desire to complete a Bachelor of Science Degree in Environmental Science. Completed course work also may lead to other fields in biological sciences. Field work, an internship and a portfolio of the student’s work will be required for completion of the Associate of Science Degree in Environmental Science.

Upon successful completion of the program, the graduate will have:

- An ability to apply knowledge of mathematics, science, and environmental monitoring techniques to problem solving processes.
- An ability to design and conduct laboratory experiments and to critically analyze and interpret data.
- An ability to design a system, component or process to meet desired needs with realistic constraints such as economic, environmental, social, health and safety, manufacturing and sustainability.
- An ability to function on multi-disciplinary teams.
- An ability to identify, formulate and solve environmental problems.
- An understanding of professional and ethical responsibility and understand as well as interpret current law, policy and procedure.
- An ability to communicate effectively.
- The broad education necessary to understand the impact of environmental solutions in a global, economic, environmental and societal context.
- Recognition of the need for, and an ability to engage in life-long learning.
- Knowledge of contemporary issues.
- An ability to use the techniques, skills, and modern environmental science necessary for modern environmental practices.
### ENVIRONMENTAL SCIENCE

**AAS**

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<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SUMMER</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<td><strong>BIO204</strong> Ecology</td>
<td><strong>CHM101</strong> Introduction to Chemistry</td>
<td><strong>ENV107</strong> Environmental Geology</td>
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<td><strong>ENV103</strong> Environmental Field Biology</td>
<td><strong>ENG102</strong> English Composition II</td>
<td><strong>ENV108</strong> Environmental and Natural Resources Policy</td>
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<td><strong>ENV102</strong> Environmental Sustainability</td>
<td><strong>ENV106</strong> Environmental Principles of Water &amp; Waste Water Management</td>
<td><strong>ENV201</strong> Current Issues in Environmental Science Seminar</td>
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<td><strong>MTH121</strong> College Trigonometry</td>
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| 13 Credits                  | 13 Credits                  | 8 Credits           | 14 Credits                        | 14 Credits                        |

**62 Semester Credits**

▲Student must obtain a letter grade of C or better to progress to graduation/certification
ENVIRONMENTAL SCIENCE WITH WATER/WASTEWATER

The Environmental Science Program, leading to an Associate of Science Degree, is designed for the student desiring entry level positions in environmental science, green collar jobs, natural resources, resource management, or for those students transferring to a four-year institution with the desire to complete a Bachelor of Science Degree in Environmental Science. Completed course work also may lead to other fields in biological sciences. Field work, an internship and a portfolio of the student’s work will be required for completion of the degree. The water/wastewater course work provides necessary information to apply for the examination to become a certified Class A, I, II, III or IV water supply, water distribution, wastewater treatment or wastewater collection operator in the state of Ohio.
# Environmental Science with Water/Wastewater

**AAS**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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</thead>
<tbody>
<tr>
<td><strong>CSS106</strong> Succeeding in College</td>
<td><strong>BIO115</strong> Principles of Biology II</td>
<td><strong>CHM101</strong> Introduction to Chemistry</td>
<td><strong>CHM102</strong> General Chemistry I</td>
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<tr>
<td><strong>BIO114</strong> Principles of Biology I</td>
<td><strong>ENG102</strong> English Composition II</td>
<td><strong>ENV214</strong> OTCO: Basic Wastewater Collection</td>
<td><strong>ENG104</strong> Technical and Professional Writing</td>
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<td><strong>COM101</strong> Public Speaking</td>
<td><strong>ENV122</strong> OTCO: Basic Water ▲</td>
<td><strong>ENV215</strong> OTCO: Basic Water Distribution ▲</td>
<td><strong>ENV108</strong> Environmental and Natural Resources Policy ▲</td>
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<td><strong>MTH120</strong> College Algebra</td>
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<td><strong>ENV216</strong> OTCO: Utility Management ▲</td>
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**60 Semester Credits**

▲ Student must obtain a letter grade of C or better to progress to graduation/certification
## ENVIRONMENTAL SCIENCE WITH WATER/WASTEWATER

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<thead>
<tr>
<th>Water Certificate I</th>
<th>Wastewater Certificate I</th>
<th>Advanced Water Certificate II</th>
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<tbody>
<tr>
<td>ENV120 Basic Math</td>
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<td>Advanced Water</td>
</tr>
<tr>
<td>ENV122 Basic Water</td>
<td>ENV121 Basic Wastewater</td>
<td>ENV215 Water Distribution</td>
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<tr>
<td>ENV123 OTCO Lab</td>
<td>ENV123 OTCO Lab</td>
<td>ENV216 Utility Management</td>
</tr>
<tr>
<td>Elective Backflow</td>
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<tr>
<td>Practicum</td>
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<thead>
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<th>GIS Technician Certificate</th>
<th>Electives, all 3 hours</th>
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<tbody>
<tr>
<td>Advanced Wastewater</td>
<td>ENV123 OTCO Lab</td>
<td>#1 Pumps/Maintenance/Valves/Motors</td>
</tr>
<tr>
<td>ENV214 Water Collection</td>
<td>ENV215 Water Distribution</td>
<td>#2 SCADA/Basic Electric/GIS Blueprints</td>
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<tr>
<td>ENV216 Utility Management</td>
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<td>#3 Backflow</td>
</tr>
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<td>GIS Data Capture/Blueprint</td>
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<tr>
<td>16 Credits</td>
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</table>
TEACHER EDUCATION
PREKINDERGARTEN CARE AND EDUCATION

The Prekindergarten Care and Education Program is designed to provide the educational background needed for graduates to pursue careers in preschool/childcare centers, and to meet state licensing requirements for an administrator as specified by the Ohio Department of Job and Family Services, Licensing Rules, #5101:2-12-25. The practicum will include placement in an infant/toddler or social service agency.

This option blends the early childhood preschool courses, which stress the care of the child from birth through age 4, with early childhood education courses now required by the state of Ohio. Requirements for entrance into the associate degree program include a records check through the Ohio Bureau of Criminal Investigation and Identification. Other requirements, as specified by the Ohio Department of Job and Family Services, must be completed prior to all practicums.

Upon completion of the Prekindergarten Care and Education Program, the graduate will be able to:

• Apply principles of human growth, development and learning to the teaching of young children.
• Plan appropriate learning experiences for individual children and groups of children.
• Develop appropriate educational practices for young children to promote communication skills, and to foster the growth of skills in problem solving, decision making and critical thinking.
• Recognize individual needs and use appropriate teaching strategies to address children’s differences in developmental levels, ethnic backgrounds and learning styles.
• Use effective communication skills with children, families and coworkers.
• Recognize emergencies and provide appropriate first aid and CPR.
• Assist in designing an environment for child guidance, including daily program structure, to create and sustain a positive learning environment for children.
• Prevent, recognize and manage communicable diseases including the protection of child care staff members.
• Assist in initiating assistance for recognized child abuse and neglect.
• Meet the Ohio Department of Job and Family Services requirements for child daycare providers.
# TEACHER EDUCATION
## PREKINDERGARTEN CARE AND EDUCATION

### AAS

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<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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</thead>
<tbody>
<tr>
<td>CSS106 Succeeding in College</td>
<td>COM101 Public Speaking</td>
<td>ECE111 Society, Family and Diversity in Early Childhood</td>
<td>ECE104 Early Childhood Development Practicum</td>
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<tr>
<td>ECE101 Cognitive and Physical Development of the Child</td>
<td>ECE102 Social and Emotional Development of the Child</td>
<td>ECE112 Integrating Language Arts and Literacy in the Early Childhood Curriculum</td>
<td>ECE105 Early Childhood Development Seminar</td>
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<tr>
<td>ECE110 Wellness and Safety in Early Childhood</td>
<td>EDU210 Children’s Literature</td>
<td>EDU202 Classroom Management: Issues and Trends</td>
<td>ECE106 Care and Development of Toddlers</td>
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<td>PSY201 Child Development</td>
<td>ENG102 English Composition II</td>
<td>ECE113 Integrating Math and Science in the Early Childhood Curriculum</td>
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<td>SOC101 Introduction to Sociology</td>
<td>PSY219 Characteristics of Exceptional Children</td>
<td>ECE114 Integrating Music, Art and Play in the Early Childhood Curriculum</td>
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<td>PSY101 General Psychology</td>
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### 60 Semester Credits

Technical Electives: ACC100, BUS101, BUS111, BUS206, ECE107, EDU200, EDU201, EDU203, MTH100 and PSY220

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

BCI and FBI background checks are required prior to admission into the program.
**TEACHER EDUCATION**

**PREKINDERGARTEN CARE AND EDUCATION**

**CERTIFICATE**

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<td><strong>EDU105</strong> Introduction to Education</td>
<td><strong>ECE105</strong> Early Childhood Development Seminar</td>
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<td><strong>EDU202</strong> Classroom Management: Issues and Trends</td>
<td><strong>ENG101</strong> English Composition I</td>
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<td><strong>PSY101</strong> General Psychology</td>
<td><strong>EDU210</strong> Children’s Literature</td>
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| 15 Credits                         | 15 Credits                           |

**30 Semester Credits**

▲ Student must obtain a letter grade of P (Pass) or C or better in all courses to earn the one year certificate and/or continue towards an associate degree in Prekindergarten Care and Education.

BCI and FBI background checks are required prior to admission into the program.
TEACHER EDUCATION

The Teacher Education Program is designed to provide graduates the educational background needed to pursue careers in childcare centers, preschools, elementary, middle and secondary schools. Graduates of the Teacher Education Program will meet the licensing requirements for an administrator as specified by the Ohio Department of Job and Family Services Licensing rule. Candidates will be eligible to obtain an Educational Paraprofessional or Early Childhood Associate License from the Ohio Department of Education. Candidates will also have the applicable educational background to transfer into baccalaureate programs in Early Childhood (PK-3), Middle Childhood (4-9), Secondary (10-12), or Intervention Specialist (Special Education).

Entering the Teacher Education Associate’s Degree Program requires that the candidate:

- Has received a high school diploma, GED certificate, or has completed an approved home school program
- Completed and submitted for approval a records check through the Ohio Bureau of Criminal Investigation and Identification (BCI) prior to enrolling in the program. Certain convictions may prohibit the individual from completing the fieldwork requirements of the degree.

Once a candidate has been accepted into the Teacher Education Program, the candidate must meet the following requirements:

- Maintain a minimum GPA of 2.0 (GPA for transfer depends upon transferring institution)
- Demonstrate the professional attributes of an educator when working with children and fellow educators, i.e. professional appearance, responsibility, teamwork
- Compile the professional portfolio required for graduation
- Complete all course requirements for graduation

Upon successful completion of the program, students will enter the education profession with the following attributes:

- Communication skills focusing on effective written and oral communications in an educational setting with parents, fellow educational professionals and community and business leaders
- Knowledge needed to identify, assess, and assist with the education of a diverse student population
- Working foundation of the historical, philosophical, theoretical, and legal issues of education
- Practical professional skills to assist in the establishment and maintenance of an effective, productive, and safe educational setting
- Personal ethical standards and professional practices used by successful education professionals

The Ohio Department of Education has accredited Eastern Gateway’s program to offer a two-year associate degree license. Articulation agreements between Eastern Gateway Community College and northeastern Ohio four-year colleges have been formulated to allow for easy transition from the completion of the Teacher Education program to a baccalaureate education program. These specific articulation agreements ensure that all credits earned at Eastern Gateway Community College will transfer directly to a four-year baccalaureate program. Qualifying students may apply for the T.E.A.C.H. Scholarship.
TEACHER EDUCATION

Middle Childhood and Secondary – Select classes based on specialization and transfer

HIS101 World Civilization I
HIS104 U.S. History/Formative Period
HIS105 U.S./Modern Period

PHI101 Introduction to Philosophy
ECO101 Macroeconomics
PSC101 American Government

ENG208 Short Stories
ENG254 American Literature I: Early Period
ENG255 American Literature II: Late Period

MTH120 College Algebra
MTH220 Calculus and Analytic Geometry I
PSY211 Abnormal Psychology

MTH121 College Trigonometry

BIO204 Ecology
BIO205 Genetics
CHM103 General Chemistry II
PHY126 Science/Engineering Physics I
PHY127 Science/Engineering Physics II
GEL111 Earth Science

BIO115 Principles of Biology II
CHM102 General Chemistry I
CHM201 Organic Chemistry
### TEACHER EDUCATION EARLY CHILDHOOD

#### AA

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<tr>
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<td><strong>EDU200</strong> Foundations of Education</td>
<td><strong>ECE112</strong> Integrating Language Arts and Literacy in the Early Childhood Curriculum</td>
<td><strong>ECE104/ECE105</strong> Early Childhood Development Practicum/Seminar or <strong>EDU207/206</strong></td>
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<td><strong>ECE102</strong> Social and Emotional Development of the Child</td>
<td><strong>ECE113</strong> Integrating Math and Science in the Early Childhood Curriculum</td>
<td><strong>EDU201</strong> Instructional Technology</td>
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<td><strong>EDU210</strong> Children’s Literature</td>
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<td><strong>ENG102</strong> English Composition II</td>
<td><strong>EDU202</strong> Classroom Management: Issues and Trends</td>
<td><strong>PSY220</strong> Educational Psychology</td>
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<td><strong>MTH100</strong> Math for Elementary Teachers I</td>
<td><strong>GSC101</strong> Introduction to Physical Science</td>
<td><strong>PSY219</strong> Characteristics of Exceptional Children</td>
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<td>18 Credits</td>
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61 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

BASI and FBI background checks are required prior to admission in to the program.
# TEACHER EDUCATION MIDDLE CHILDHOOD

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<tbody>
<tr>
<td><strong>CSS106</strong> Succeeding in College</td>
<td><strong>EDU210</strong> Children’s Literature or <strong>ENG201</strong> Introduction to Literature</td>
<td><strong>ECE101</strong> Cognitive &amp; Physical Development of the Child or <strong>PSY201</strong> Child Development or <strong>PSY206</strong> Adolescent Development</td>
<td><strong>EDU201</strong> Instructional Technology</td>
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<tr>
<td><strong>COM101</strong> Public Speaking</td>
<td><strong>EDU200</strong> Foundations of Education</td>
<td><strong>EDU202</strong> Classroom Management: Issues and Trends</td>
<td><strong>EDU206/EDU207</strong> Classroom Practicum/Seminar</td>
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<tr>
<td><strong>EDU105</strong> Introduction to Education</td>
<td><strong>ENG102</strong> English Composition II</td>
<td><strong>EDU203</strong> Literacy, Language and Phonics</td>
<td><strong>PSY220</strong> Educational Psychology</td>
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<tr>
<td><strong>ENG101</strong> English Composition I</td>
<td><strong>GSC101</strong> Introduction to Physical Science</td>
<td><strong>PSY219</strong> Characteristics of Exceptional Children</td>
<td>Elective *</td>
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<tr>
<td><strong>MTH100</strong> Math for Elementary Teachers I</td>
<td><strong>ART101</strong> Survey of Art History <strong>ART102</strong> Beginning Drawing <strong>ART104</strong> Art History I or <strong>MUS101</strong> Music Appreciation <strong>MUS102</strong> Music Fundamentals</td>
<td>Elective *</td>
<td>Elective *</td>
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15 Credits | 16 Credits | 15 Credits | 15 Credits

**61 Semester Credits**

*Middle Childhood and Secondary select classes based on specialization and transfer.

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# TEACHER EDUCATION
## INTERVENTION SPECIALIST

### AA

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<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
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<td><strong>ART101/102/104</strong> Survey of Art History/Beginning Drawing/Art History I or <strong>MUS101/102</strong> Music Appreciation/Music Fundamentals</td>
<td><strong>EDU202</strong> Classroom Management: Issues and Trends</td>
<td><strong>EDU201</strong> Instructional Technology</td>
</tr>
<tr>
<td><strong>COM101</strong>  Public Speaking</td>
<td><strong>EDU200</strong> Foundations of Education</td>
<td><strong>EDU203</strong> Literacy, Language and Phonics</td>
<td><strong>EDU206/EDU207</strong> Classroom Practicum/Seminar</td>
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<td><strong>GSC101</strong> Introduction to Physical Science</td>
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<td><strong>PSY219</strong> Characteristics of Exceptional Children</td>
<td><strong>PSY220</strong> Educational Psychology</td>
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<td><strong>SOC101</strong> Introduction to Sociology</td>
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**61 Semester Credits**

*Middle Childhood and Secondary select classes based on specialization and transfer.

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ACCOUNTING

The Accounting Program is designed to prepare students for employment in entry level positions in both public and private accounting. The program also will prepare the student who wishes to continue towards a four-year degree in accounting. As a paraprofessional, the program graduate is an important member of the management team performing cost analysis, analyzing the strengths and weaknesses of conventional financial statements, and utilizing knowledge of a firm’s records to suggest improvements.

Students will have experience using computers for accounting applications, including spreadsheets, integrated general ledger packages, and payroll packages.

Eastern Gateway Community College accounting graduates are currently employed by both public and private accounting firms and by a broad variety of large and small businesses, government agencies, and nonprofit organizations. Many of our accounting graduates have also successfully pursued bachelor’s degrees and CPA licenses.

Upon successful completion of the program, the graduate will be able to:

- Prepare and maintain a set of manual or computerized financial accounting records for a corporation or a sole proprietorship in accordance with generally accepted accounting principles, including daily transactions and the analysis of complex transactions.
- Complete all end-of-period work, including the adjusting and closing process, and the preparation and analysis of the four financial statements.
- Apply theory and practical applications of managerial accounting systems, including cost principles, for a manufacturer, merchandiser, and a service provider.
- Prepare simple individual income tax returns and research tax questions.
- Prepare and maintain payroll records.
# ACCOUNTING

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<tr>
<th>SEMESTER I</th>
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<td>Personal Computer Applications</td>
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<td>ENG101</td>
<td>MTH128</td>
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**61 SEMESTER CREDITS**

A list of general studies electives can be found at the beginning of the course descriptions section. ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
ADMINISTRATIVE ASSISTANT

The Administrative Assistant Technology Program will prepare students for the continuously changing role of the office professional. Graduates will be proficient in basic secretarial skills, interpersonal skills, personal computer use, communication skills, and will be familiar with all aspects of office management.

Administrative Assistants provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. People in this position may also train and supervise lower-level clerical staff.

Upon completion of the degree in administrative assistant, the graduate will be able to:

- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.

Upon successful completion of the certificate in administrative assistant, the graduate will be able to:

- Exhibit and proficiently use basic secretarial skills.
- Exhibit interpersonal and communication skills.
- Exhibit proficiency with personal computers in an office environment.
- Exhibit familiarity with all aspects of office management.
## ADMINISTRATIVE ASSISTANT

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<tr>
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<td>AAT113</td>
<td>ACC100</td>
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<td>Advanced Speedbuilding/Formatting</td>
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### 61 SEMESTER CREDITS

*IDM201, IDM203, IDM204 or IDM205
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
## ADMINISTRATIVE ASSISTANT

### CERTIFICATE

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<td>CIS222 Spreadsheet Concepts</td>
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<tr>
<td><strong>16 CREDITS</strong></td>
<td><strong>18 CREDITS</strong></td>
</tr>
</tbody>
</table>

### 34 SEMESTER CREDITS

▲Student must obtain a letter grade of C or better to progress to graduation/certification.
The Business Management Program is designed to provide the educational background to enable graduates to pursue careers in management. Employment forecasters predict that a shortage of supervisors will exist during the next decade. Business management technicians will be needed to fill these openings.

As a result of analyzing the business world, the business management courses have been developed so that the business management technician will understand all the interdependent aspects of business activities. This knowledge will make the business management technician a valuable member of the management team.

Areas of concentration in this program are leadership, human resources, finance, marketing, total quality management, accounting, and computer information.

Graduates are employed in career areas such as credit, real estate, purchasing, public relations, retailing, operations, account representatives, and banking. Numerous graduates are self-employed. The technical business training provided at Eastern Gateway Community College lends itself to employment in a wide variety of business positions.

Upon successful completion of the degree in business management, the graduate will be able to:

- Work in and lead work teams.
- Understand and prepare a business plan.
- Understand and prepare a marketing plan.
- Identify and utilize the four functions of management.
BUSINESS MANAGEMENT

AAB

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<td>BUS206 Entrepreneurship ▲</td>
<td>MGT206 Business Management Capstone ▲</td>
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<td>BUS201 Principles of Marketing ▲</td>
<td>COM101 Public Speaking or COM105 Interpersonal Communications ▲</td>
<td>MGT208 Human Resources Management</td>
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<td>CIS101 Personal Computer Applications</td>
<td>MGT201 Principles of Management ▲</td>
<td>ENG102 English Composition II or ENG103 Business Communication ▲</td>
<td>MTH103 Business Math or MTH120 College Algebra</td>
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<td>PSC101 American Government ▲</td>
<td>MGT202 Organizational Behavior ▲</td>
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<td>PSY101 General Psychology ▲</td>
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13 CREDITS  16 CREDITS  16 CREDITS  15-16 CREDITS

60-61 SEMESTER CREDITS

Electives: Any BUS prefixed course, BIO102, COM101, ECO101, ENG201, ENG202, GSC102, PLA100, SOC101
A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
## BUSINESS MANAGEMENT

### CERTIFICATE

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### 32 SEMESTER CREDITS

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
INTERNET AND INTERACTIVE DIGITAL MEDIA DESIGN

Internet and Interactive Digital Media Design combines the study of web design, Internet technologies, digital animation, graphics, and computer programming with written and oral communication skills, graphic arts, and business knowledge to prepare students for careers in information technology, entrepreneurial opportunities, or transfer to a bachelor’s degree. Students who complete the required coursework earn the Associate of Applied Business degree.

The program of study includes two primary areas. The primary focus is on information technologies. Students use industry standard software to develop digital media applications such as games and simulations, digital animations, electronic publications, and dynamic web sites. Students also learn fundamental programming used in digital media such as JavaScript, PHP, and ActionScript.

Second, students study writing, statistics, public speaking, and art to foster skills vital for career or continued educational advancement. Students learn to express critical ideas both written and verbally in a logical and concise manner so their creativity can effectively contribute to their further success. Finally, students choose from a variety of electives based upon their interests and desired goals.

Upon successful completion of the AAB Degree in Internet and Interactive Digital Media Design, students will:

- Develop a portfolio exhibiting a body of work including websites, digital images and graphics, digital animations, electronic and print publications, games and simulations, programs, and traditional art.
- Design websites using industry standard tools; demonstrate a professional level understanding of Internet technologies, web languages, and emerging technologies.
- Create original and edit existing digital images, graphics, publications, animations, and other digital media applications using industry standard tools and apply fundamental theoretical knowledge necessary for digital media professionals.
- Write original and edit existing programs and scripts in languages commonly used in digital media at a professional level.
- Demonstrate professionalism by working in teams as well as individually, understanding client needs, giving presentations, writing reports, conducting research, meeting deadlines, and employing critical problem solving skills.

To achieve these outcomes, most courses in the program of study combine theoretical concepts with hands-on, project-based learning. Students must demonstrate a high level of competency in each area to gain an edge in the highly competitive field of Internet and Interactive Digital Media.

In addition to transfer opportunities, graduates are prepared for careers as web developers, web programmers, Internet/Intranet application developer, independent designer or programmer, freelance digital artist, positions in advertising, graphic design and layout, instructional design, or as an assistant at regional software/game development companies.
# INTERNET AND INTERACTIVE DIGITAL MEDIA DESIGN

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<td><strong>COM105</strong>&lt;br&gt;Interpersonal Communications</td>
<td><strong>ART101</strong>&lt;br&gt;Survey of Art History</td>
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<td><strong>MTH128</strong>&lt;br&gt;Statistics</td>
<td><strong>SOC101</strong>&lt;br&gt;Introduction to Sociology</td>
<td><strong>PSC101</strong>&lt;br&gt;American Government</td>
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<td><strong>GSC101</strong>&lt;br&gt;Introduction to Physical Science</td>
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### 62 SEMESTER CREDITS

*Any IDM course may be used to fulfill this requirement.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
The Paralegal Program is designed to prepare students for employment in a law environment in both public and private sectors. The paralegal graduate will be performing legal preparations, such as closings, hearings, trials, and corporate meetings. Other duties include the gathering of relevant facts of cases, identifying appropriate laws and decisions, organizing information, and preparing legal arguments. Paralegals work in government agencies, law firms, corporations, real estate firms, as well as non-profit organizations. The demand for paralegal professionals is expected to increase by more than 50% over the next ten years, according to the Bureau of Labor Statistics.

The paralegal degree program at Eastern Gateway Community College is open to any high school graduate or any person who has earned a GED certificate.

Upon successful completion of the degree in paralegal, the graduate will be able to:

- Apply their knowledge in rendering direct assistance to attorneys, law offices, judges, the government, corporations, insurance companies, banking institutions, and real estate offices.
- Be proficient in the areas of preparing legal drafts and documents.
- Explain the concept of paralegal ethics and law office procedure.
- Be proficient in areas of legal research, drafting and writing.
- Use a combination of the Internet and internal and external library sources.
# PARALEGAL

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<td><strong>BUS203</strong> Business Law I</td>
<td><strong>PLG102</strong>* Legal Research/Writing I</td>
<td><strong>COM105</strong> Interpersonal Communications</td>
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<td><strong>ENG102</strong> English Composition II</td>
<td><strong>PLG105</strong>* Litigation/Civil Procedures</td>
<td><strong>PLG103</strong>* Legal Research/Writing II</td>
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<td><strong>MGT201</strong> Principles of Management</td>
<td><strong>PLG201</strong>* Real Property/Real Estate Law</td>
<td><strong>PLG203</strong>* Torts</td>
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<td><strong>ENG101</strong> English Composition I</td>
<td><strong>PLG101</strong>* Introduction to Paralegalism and Ethics</td>
<td><strong>PLG210</strong>* Criminal Law</td>
<td><strong>PLG205</strong>* Contracts</td>
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<td><strong>PSY101</strong> General Psychology</td>
<td><strong>PLG215</strong>* Family Law</td>
<td><strong>PLG212</strong>* Estate Law</td>
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63 SEMESTER CREDITS

*These courses will utilize Pearson CourseConnect content and will be housed in Blackboard.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
## PARALEGAL CERTIFICATE

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### 34 SEMESTER CREDITS

*These courses will utilize Pearson CourseConnect content and will be housed in Blackboard.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
DRAFTING/DESIGN

The drafting/design technician’s primary responsibilities are to convert technical ideas into graphic form, either manually or by computer-aided drafting (CAD). They normally prepare drawings from sketches and instructions furnished by designers, engineers and scientists for engineering concerns, manufacturers, architects and the government.

Many are employed in research and development or planning departments. The type of drawing work done can include mechanical, electrical, structural, illustration, cartography and piping.

Drafting jobs may be classified as draftsman, design draftsman and engineering designer. The drafting/design graduate is qualified as a design draftsman and is capable of assuming a leadership position.

Upon successful completion of the degree in drafting/design, the graduate will be able to:

- Develop and demonstrate the ability to read, understand and prepare technical drawings using tools and AutoCAD computer software.
- Follow established engineering standards for analytical computation, design, and development.
- Demonstrate professional traits such as accuracy, neatness, and organizational skills. Demonstrate the ability to read, write, and speak clearly, efficiently, and professionally.
- Demonstrate the ability to draw, read, and interpret machine part drawings, electrical/electronic drawings, technical illustration drawings, structural/architectural drawings, and pipe and map drafting using manual drafting.
# DRAFTING/DESIGN

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<td>Computer Aided Design II</td>
<td>Structural/Architectural Drafting</td>
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<td>Strength of Materials</td>
<td>Applied Mechanics II (Dynamics)</td>
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</table>

**61 SEMESTER CREDITS**

- **◊ Drafting/Design with a Mechanical Emphasis:** The student following the Mechanical Emphasis path will take the additional courses denoted by ◊. This may affect the total time and credits towards graduation.

- *A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.

- ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
ELECTRICAL/ELECTRONICS

The Electrical/Electronics Program is designed to provide a solid foundation in the principles of electricity. Beginning with basic electricity fundamentals, students move gradually to learn the theory of operations of electric machines commonly used in the industry. Students develop the practical skills needed to work with electrical machinery, electric and electronic machine control devices, and other electronic equipment. The course work includes theory and lab experience in troubleshooting, circuitry, industrial electronics, and electrical machinery practices, as well as programmable logic control (PLC). The program prepares students for positions in industry such as electrical technician, electronics technician, or field service technicians.

Upon completion of the degree in electrical/electronics, the graduate will be able to:

- Demonstrate knowledge of basic electric concepts such as Ohm’s law and Kirchhoff’s law.
- Measure or calculate electrical quantities, such as voltage, current and power in electric circuits.
- Program PLCs to control motors, relays, solenoids, or other electromechanical devices.
- Demonstrate knowledge of operation and characteristics of various types of single phase and three phase motors.

OPPORTUNITIES FOR BACCALAUREATE STUDIES

Students who successfully complete the electrical major may continue their studies toward a bachelor’s degree in Electrical or Electronics Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the office of the dean or transfer coordinator.
### ELECTRICAL/ELECTRONICS

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</table>

**65 SEMESTER CREDITS**

*A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.*

▲Student must obtain a letter grade of C or better to progress to graduation/certification
PROGRAMMABLE LOGIC CONTROLLERS

This certificate program is designed to allow the student to gain extensive knowledge about programming and troubleshooting Programmable Logic Controllers (PLC) in an industrial environment. PLCs are widely used to control industrial machinery, digital displays and circuitry, and sensors. Once they are linked together, they can share resources and information. Writing, documenting, storing, printing, editing and debugging ladder logic programs are essential to the operation of factories, steel plants and other manufacturing facilities. Technicians who can utilize advanced PLC programming techniques and instructions are in demand as industry updates the control process.

Upon successful completion of the certificate in programmable logic controllers, the graduate will be able to:

- Explain the basic components of DC and AC machines and their operations.
- Use Programmable Logic Controllers (PLCs) to control motors, sensors, displays and other devices and circuits.
- Describe the hardware and software requirements for linking programmable logic controllers through data highway.
- Use advanced programming techniques and applies shift register and sequence, as well as PID instructions to activate a variety of outputs.

OPPORTUNITIES FOR FURTHER STUDIES

Students who successfully complete the Programmable Logic Controller Certificate may seek an associate degree with additional coursework; subject to each program and/or major’s requirements.
PROGRAMMABLE LOGIC CONTROLLERS

CERTIFICATE

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
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<tr>
<td>CSS106: Succeeding in College</td>
<td>ELE101: Circuits II</td>
<td>ELE121: Electronic Circuit</td>
<td>ELE214: Programmable Logic Controllers</td>
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39 SEMESTER CREDITS

▲ Student must obtain a letter grade of C or better to progress to graduation/certification
MECHANICAL

The Mechanical Engineering Technology Program has a heavy emphasis on automated manufacturing, computer numerical control (CNC) equipment, and flexible manufacturing systems (FMS).

At the completion of the program, graduates will be engaged in designing, manufacturing, testing and developing, inspecting, operating, troubleshooting, and maintaining mechanical equipment and systems. The mechanical engineering technician can be called upon to develop and modify engineering drawings. The graduate will apply the principles of strength of materials, testing and inspecting of components in various stages of manufacturing, testing and calibrating of measuring instruments, determining material specifications, preparing lists of materials and determining cost requirements to satisfy company, government or other contract requirements. The skills acquired through this program also will enable the graduates to perform other tasks in various fields of engineering.

Upon successful completion of the degree in mechanical engineering, the graduate will be able to:

- Demonstrate knowledge of manufacturing processes on different machines, tools and materials by operating a variety of manual and/or CNC (Lathe & Milling) machines.
- Demonstrate proper use of drafting tools and AutoCAD to produce finished engineering drawings.
- Demonstrate basic understanding of hydraulic and pneumatic concepts, components and systems used in the manufacturing environment and in manufactured products.
- Apply concepts of statics to analyze and compute the forces on and in structures that are at rest or moving with uniform velocity.
- Apply principles of strength and performance of materials to select and design structural components and systems.

OPPORTUNITIES FOR BACCALAUREATE STUDIES

Students who successfully complete the mechanical major may continue their studies toward a bachelor’s degree in Mechanical or Manufacturing Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the office of the dean or transfer coordinator.
### MECHANICAL

#### AAS

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<tr>
<td>CSS106 Succeeding in College</td>
<td>DES111 Drafting II</td>
<td>DES215 Computer Aided Design II or MCH102 Industrial Hydraulics</td>
<td>COM101 Public Speaking</td>
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<td>DES110 Drafting I</td>
<td>DES115 AutoCAD I</td>
<td>MCH110 Engineering Materials</td>
<td>DES221 Pipe Drafting/Map Drafting</td>
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<td>MCH201 Applied Mechanics I (Statics)</td>
<td>MCH208 CNC (Milling &amp; Lathe) or Substitute</td>
<td>EGT291 IT and Engineering Practicum</td>
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<td>MTH210 Technical Calculus I</td>
<td>MCH210 Strength of Materials</td>
<td>ENG104 Technical and Professional Writing</td>
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</table>

| 16 CREDITS | 16 CREDITS | 14-15 CREDITS | 14-15 CREDITS |

**60-62 SEMESTER CREDITS**

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
WELDING

The welding degree program is designed to provide students with sufficient knowledge and skills necessary to become a successful pipe welder. Content will cover v-groove welds in flat, horizontal, vertical and overhead positions on both plate and pipe steel. Theory will be augmented with hands-on laboratory instructions.

Upon successful completion of the welding degree, the graduate will be able to:

- Demonstrate cutting skills required in the operations of various welding processes.
- Apply industrial field safety techniques in the operation of various welding and cutting processes.
- Read and interpret blueprints for welding professionals.
- Prepare groove welds in the horizontal, vertical and overhead positions on both plate and pipe steel.
- Non-technical courses in the program will focus on improving student’s business, communications, math and social skills.
## WELDING

### AAS

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<tr>
<th>SEMESTER I</th>
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<th>SEMESTER III</th>
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<td>COM101 Public Speaking</td>
<td>DES115 AutoCAD I</td>
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<td>WLD201 Shielded Metal Arc Welding (SMAW) III</td>
<td>MCH204 Introduction to Manufacturing Processes</td>
<td>ENG104 Technical and Professional Writing</td>
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<td>MTH111 Technical Trigonometry</td>
<td>WLD202 Blueprint Reading for Welders</td>
<td>WLD211 Open Root Groove Welding on Plate</td>
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<td>WLD101 Industrial and Welding Safety</td>
<td>Social Sciences Elective *</td>
<td>WLD213 Gas Metal Arc Welding</td>
<td>Humanities Elective*</td>
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<td>WLD111 Shielded Metal Arc Welding (SMAW) I</td>
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<td>WLD214</td>
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**64 SEMESTER CREDITS**

- **Humanities Electives**: ART107, ART115, COM101, COM105, ENG101, ENG102, HIS101, HIS102
- **Science Electives**: BIO114, BIO115, CHM102, CHM103, PHY106, PHY107
- **Social Sciences Electives**: ECO101, ECO102, MGT202, PSC101, PSC102, PSY101, SOC101, SOC110

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
WELDING

The welding certificate program is designed to provide students with technical knowledge and skills for entry level employment. Content will cover v-groove welds in flat, horizontal, vertical and overhead positions. Theory will be augmented with hands-on laboratory instruction.

Upon successful completion of the welding certificate, the graduate will be able to:

- Demonstrate cutting skills required in the operation of various welding processes.
- Apply industrial field safety techniques in the operation of various welding and cutting processes.
- Read and interpret blueprints for welding professionals.
- Prepare v-groove welds in the horizontal, vertical and overhead positions.

CERTIFICATES

WELDING

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<td>WLD101</td>
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<td>Blueprint Reading for Welders</td>
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19 SEMESTER CREDITS

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

ADVANCED WELDING

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<td>WLD211</td>
<td>MCH204</td>
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<td>Open Root Groove Welding on Plate</td>
<td>Introduction to Manufacturing Processes</td>
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21 SEMESTER CREDITS

Student must pass ENG083, ENG095, and MTH095 on the placement test to graduate with a certificate.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

This certificate will be granted at the end of the program upon successful completion of a written and performance test (visual and guided bend).
ELECTRO-MECHANICAL ENGINEERING

This program emphasizes those skills required by the highly competitive field of electro-mechanical technology. At the completion of the program, graduates will be engaged in designing, manufacturing, inspecting, operating, and maintaining various types of electro-mechanical systems. Within the mechanical component, manufacturing processes such as CNC and design aspects are emphasized. Within the electrical component, skills are developed in circuits, AC/DC machinery, and industrial programmable controller applications.

Upon successful completion of the degree in electro-mechanical engineering, the graduate will be able to:

- Demonstrate professional conduct and interpersonal communication skills (verbal and written) with coworkers and other technical personnel.
- Demonstrate the ability to apply mathematical and geometric concepts.
- Demonstrate knowledge of electrical principles and AC/DC machinery.
- Demonstrate knowledge of manufacturing processes on different machines, tools and materials by operating conventional and CNC equipment.
- Apply concepts of statics to analyze and compute forces on and in structures that are at rest or moving with uniform velocity.
- Demonstrate knowledge of principles of physics.
- Demonstrate proficiency in industrial applications of programmable logic controllers.

OPPORTUNITIES FOR BACCALAUREATE STUDIES

Students who successfully complete the electro-mechanical major may continue their studies toward a bachelor’s degree in Mechanical or Manufacturing Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the office of the dean or transfer coordinator.
# ELECTRO-MECHANICAL ENGINEERING

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<td><strong>ELE102</strong> Circuits II ▲</td>
<td><strong>ELE202</strong> A.C./D.C. Machinery ▲</td>
<td><strong>COM101</strong> Public Speaking</td>
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<td><strong>ELE101</strong> Circuits I</td>
<td><strong>MCH201</strong> Applied Mechanics I (Statics) ▲</td>
<td><strong>ELE208</strong> Industrial Controls ▲</td>
<td><strong>EGT291</strong> IT and Engineering Practicum</td>
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<td><strong>MGT 210</strong> Leadership and Team Building</td>
<td><strong>ENG101</strong> English Composition I</td>
<td><strong>ENG104</strong> Technical and Professional Writing</td>
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<td><strong>MTH210</strong> Technical Calculus I</td>
<td><strong>MCH110</strong> Engineering Materials ▲</td>
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</table>

### 60-61 SEMESTER CREDITS

* A list of general studies electives can be found at the beginning of the course descriptions section in the catalog.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
INFORMATION TECHNOLOGY

The Information Technology Program prepares students for careers as a desktop support technician or help desk specialist, associate network administrator, associate network engineer, or associate Linux administrator.

The information technology associate degree provides a comprehensive understanding of various areas of IT including computer hardware, operating systems, networking, and security. Student will gain the skills needed to set up and manage high performance computer networks using the latest networking tools including TCP/IP, security firewalls, internet services and more. Students will also receive training in a variety of current technologies including Linux, Cisco and Microsoft. Hands on experience are provided through computer simulations.

Upon successful completion of the degree in information technology, the graduate will be able to:

- Install, upgrade, configure, and administer client computer hardware, software, and industry troubleshooting procedures.
- Develop a functional understanding of network software configuration.
- Maintain and support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.
- Maintain and support Linux OS computers and servers.
- Demonstrate the knowledge of security practices and procedures.
## INFORMATION TECHNOLOGY

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<td><strong>NET244</strong>*</td>
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<td>Advanced Routing and Switching</td>
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<td><strong>NET128</strong>*</td>
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<td><strong>NET245</strong>*</td>
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</table>

**61 SEMESTER CREDITS**

* Eight week courses may be taken during the same semester.

**Note:** NET129 and NET131 must be taken concurrently.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
ELECTRICAL TRADES

Under an agreement with the Steubenville Joint Apprenticeship and Training Committee (IBEW-NECA), a graduate of the five-year Inside Apprenticeship program may seek an Associate of Technical Study (Type-B) in Electrical Trades Technology at Eastern Gateway Community College. Under this agreement, an apprenticeship graduate will receive up to 47 credits toward graduation and must complete the following courses (or approved alternates) within the maximum of four years: English Composition I, Technical and Professional Writing, Public Speaking, Technical Algebra, Technical Trigonometry, and College Physics I.

Information and conditions of admission to this program can be obtained by contacting the office of the dean.

Upon successful completion of the degree in electrical trades, the graduate will be able to:

- Demonstrate professional conduct and interpersonal communication skills (verbal and written) with coworkers and other technical personnel.
- Demonstrate competency in chosen major by verified prior experience and knowledge.
- Obtain experience in problem-solving both individually and in group situations.
- Demonstrate the ability to understand and apply mathematical concepts.

*Potential student must be a member of the IBEW before starting this degree.
## ELECTRICAL TRADES

### ATS - TYPE B

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<td>AIT141 Industrial Electricity II</td>
<td>AIT171 Industrial Electricity III</td>
<td>AIT210 Fundamentals of Electronics</td>
<td>AIT242 National Electrical Code III</td>
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<td>AIT142 National Electrical Code II</td>
<td>AIT1173 Electrical Blueprint Reading III</td>
<td>AIT211 Industrial Electronics I</td>
<td>AIT245 Instrumentation and Testing</td>
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<td>AIT175 Electrical Motor Controls I</td>
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<td>AIT251 Industrial Electronics II</td>
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<td>AIT180 Electrical Machinery</td>
<td>AIT216 Electricity for HVAC</td>
<td>MTH103 Business Math</td>
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<td>AIT190 Industrial Safety Practices</td>
<td>CIS100I Internet Basics</td>
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</table>

**61 SEMESTER CREDITS**

Potential student must be a member of the IBEW before starting this degree.
ASSOCIATE OF ARTS (AA)

The Associate of Arts degree at Eastern Gateway Community College requires a minimum of 60 semester hours. This degree provides a solid liberal arts and sciences education base and is flexible enough to permit the creation of a program to fulfill personal study desires. The student has the ability to choose electives that will satisfy a student’s particular interests and future educational goals.

This degree also fulfills the general education requirements for most four-year colleges, and with the correct selection of electives, follows the Transfer Assurance Guides (TAGS) guidelines to transfer to state institutions in Ohio. This degree can be used for transfer into four year baccalaureate programs, usually giving substantial cost savings to the student completing the first two years of his/her baccalaureate program at Eastern Gateway Community College. A student pursuing this degree should work with a faculty advisor and the director of transfer in planning the academic program. The student should also consult with an advisor at the institution to which transfer is desired to avoid problems.

Upon successful completion of the AA degree, the graduate will be able to:

- Demonstrate skills as original and critical thinkers, readers and writers.
- Describe the interaction of history, culture, literature, economics and science as studied within a broad liberal arts curriculum.
- Analyze and solve quantitative problems.
- Show evidence of breadth and scope of awareness of diverse approaches to knowledge.
# ASSOCIATE OF ARTS (AA)

## AA

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<tr>
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<td>ENG102</td>
<td>SOC101</td>
<td>Elective</td>
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<td>English Composition II</td>
<td>Introduction to Sociology</td>
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</table>

**13-14 CREDITS** | **16-19 CREDITS** | **16 CREDITS** | **15 CREDITS**

**60-64 SEMESTER CREDITS**

*Choosing 4-credit hour electives for these three classes allows a student to eliminate one 3-credit hour elective.*

Since the Associate of Arts can transfer into many diverse fields of study, **all electives should be chosen carefully, keeping both the future field of study and the transfer school destination in mind.** Suggestions for course selection based on your chosen major can be found in the Transfer Opportunities section of this catalog. Suggestions for course selection for general education electives can be found in the EGCC Transfer Module Course section of this catalog. To help assure maximum transferability, before registering students should check transfer school requirements and articulation agreements for the most up-to-date information.

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
ASSOCIATE OF SCIENCE (AS)
(Mathematics, Chemistry, Physics, and Geology)

The Associate of Science Degree at Eastern Gateway Community College requires a minimum of 60 semester hours. This degree provides a solid science education base and is flexible enough to permit the creation of a program to fulfill personal study desires or fulfill transfer requirements.

This degree gives substantial cost savings to the student completing the first two years of his/her baccalaureate program at Eastern Gateway Community College. A student seeking this degree will work with a faculty advisor and the transfer coordinator in planning the academic program. The student also should consult with an advisor at the institution to which transfer is desired.

The Associate of Science (AS) Degree is a two-year degree program which parallels the first two years of a Bachelor of Science Degree at most four-year institutions. Depending upon the selection of electives in the AS degree, the student can progress into baccalaureate programs such as chemistry, physics, mathematics, and other fields of interest in the science disciplines.

Suggested course sequence for the AS degree appears in the following chart. A list of general studies electives can be found at the beginning of the course description guide. All course descriptions, including electives, are found in the catalog course description guide. In planning a schedule, the student should know that all courses are NOT offered all semesters. Course sequencing and elective selection are critical. An appointment with an advisor is essential.

Eastern Gateway Community College has articulation agreements with many local colleges and universities, both two and four-year. Students may check with a dean or the transfer coordinator for an updated list or consult EGCC’s website or transferology.com.

The AS is designed for students who are planning to transfer into baccalaureate degree programs in science related disciplines offered at four-year institutions.

The coursework includes the basic courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution’s requirements for science majors. These are in the areas of math, science, humanities and social sciences. Students enrolling in this transfer program should be aware of the course requirements and application of transfer credits at the institutions to which they are considering transferring.

Working closely with the academic advisor and transfer coordinator, a student will be able to tailor a program of study to fit the requirements of the desired transfer institution. It is the student’s responsibility to meet requirements of a program and the needs in regards to transfer.

Upon successful completion of the AS degree, the student will be able to:

- Communicate effectively, using language, concepts and models of science.
- Use the scientific method to define and solve problems independently and collaboratively.
- Use a wide variety of laboratory techniques with accuracy, precision and safety.
- Interpret scientific information accurately.
- Demonstrate proficient library, mathematical and computer skills in data gathering.
ASSOCIATE OF SCIENCE (AS)  
(Mathematics, Chemistry, Physics, and Geology)

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<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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</thead>
<tbody>
<tr>
<td>CSS106 Succeeding in College</td>
<td>CHM103 General Chemistry II *</td>
<td>PHY107** College Physics II</td>
<td>COM101 Public Speaking</td>
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<td>▲ 1</td>
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<tr>
<td>CHM102 General Chemistry I *</td>
<td>ENG102 English Composition II</td>
<td>Humanities Elective</td>
<td>PHY106** College Physics I</td>
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<td>MTH221 Calculus &amp; Analytic Geometry II</td>
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16-17 CREDITS 18-19 CREDITS 13-14 CREDITS 13-14 CREDITS

60-64 SEMESTER CREDITS

The student is encouraged to meet with his/her advisor to discuss additional classes offered at EGCC that may transfer into a particular discipline. The student who would like to transfer EGCC credits to another institution must meet the prerequisite(s) for the program at the college he/she wishes to transfer.

A list of general studies electives can be found at the beginning of the course description section. The elective course descriptions are found in the course description guide of this catalog. Selection is critical, an appointment with an advisor or the transfer coordinator is essential.

* Check transfer requirements  
** Students may take PHY107 prior to PHY106 (order not crucial). NOTE: PHY106 only offered in spring; PHY107 only offered in fall.  
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
ASSOCIATE OF SCIENCE (AS)
Biological Sciences Transfer

The Associate of Science for Biological Sciences Transfer is offered to approximate the first two years of a baccalaureate program in the health or biological sciences or for entrance to a specialized health professional program. This curriculum is designed for students who wish to transfer to a four-year institution to study pre-medical, pre-dental or pre-veterinary medicine; physical or occupational therapy; optometry; biology; or any biological science. This program also is appropriate for any health technology student who wishes to pursue an education beyond the AAS degrees offered by the college.

EGCC’s Transfer Module as approved by the Ohio Board of Regents is integrated into this curriculum to ensure a smooth transfer to upper division programs. As such, this degree is not intended to prepare graduates for specific occupations.

Upon successful completion of the AS (Biological Sciences Transfer) degree, the graduate will be able to:

- Demonstrate competency in the science curriculum to fulfill freshmen and sophomore requirements for transfer to most four-year colleges.
- Successfully complete the program requirements with a minimum of a 2.5 grade point average.
- Ninety-five percent of all students graduating from Eastern Gateway with an Associate of Science Biological Sciences Degree will transfer to a four-year institution of higher learning.

OPPORTUNITIES FOR BACCALAUREATE STUDIES

The coursework includes the basic math and science courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution’s requirements for health and life sciences majors. The curriculum also includes pertinent course work in the humanities and social sciences.

Students enrolling in this transfer program should be aware of the course requirements and applications of transfer credits at the institutions to which they are considering transferring.

Working closely with an academic advisor, a student will be able to tailor a program of study to fit the requirements of the desired transfer institution. It is the student’s responsibility to meet requirements of a program and the needs in regards to transfer.

Information regarding transfer of credits to various colleges and universities is available through the transfer coordinator.
## ASSOCIATE OF SCIENCE (AS)
### Biological Sciences Transfer

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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<tr>
<td><strong>BIO114</strong>&lt;br&gt;Principles of Biology I</td>
<td><strong>BIO115</strong>&lt;br&gt;Principles of Biology II</td>
<td><strong>HIS102</strong>&lt;br&gt;World Civilization II</td>
<td><strong>PHI101</strong>&lt;br&gt;Introduction to Philosophy OR <strong>BIO265H</strong> Biological Evolution</td>
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<td><strong>COM101</strong>&lt;br&gt;Public Speaking</td>
<td><strong>MTH128</strong>&lt;br&gt;Statistics</td>
<td><strong>PSC101</strong>&lt;br&gt;American Government</td>
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<td><strong>ENG102</strong>&lt;br&gt;English Composition II</td>
<td><strong>PSY101</strong>&lt;br&gt;General Psychology</td>
<td><strong>Applied Science Elective</strong>*</td>
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<td><strong>SOC101</strong>&lt;br&gt;Introduction to Sociology</td>
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<td><strong>13 Credits</strong></td>
<td><strong>13-14 Credits</strong></td>
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</table>

### 60-61 SEMESTER CREDITS

A list of general studies electives can be found at the beginning of the course descriptions section in the catalog. Elective selections are critical; therefore an appointment with an academic advisor is essential.

Applied Science Elective courses may be selected from the following: BIO103, BIO107, BIO108, BIO203, BIO204, and BIO205, BIO206, BIO207, BIO265H, CHM102, CHM103, CHM201, GEL111, PHY106, PHY107

▲Student must obtain a letter grade of C or better in all courses with this symbol to progress to graduation.
ASSOCIATE OF INDIVIDUALIZED STUDY (AIS)

The Associate of Individualized Study (AIS) is a degree for students wishing to choose an area of concentration that is not offered by another degree awarded by the college. The AIS degree is appropriate for those students who may have earned credit hours in a variety of programs, possibly at multiple institutions, because of changing job opportunities, personal need or desire, or other circumstances. The degree combines the existing educational disciplines at the college with a student’s educational history, college credits, and experience to create an area of concentration that best serves the need of the student, especially in connection with career or job objectives.

Unlike other majors at the college, this degree is personalized. Before students pursue this degree, they must have completed an application for the AIS degree, have their proposed curriculum approved by a team made up of three faculty members, and have the final permission of the department dean. For more information about the Associate of Individualized Study degree, contact the department dean.

The AIS Degree program is designed by and for the student. The degree is built on the student’s unique educational objectives. This AIS Degree is ideal for students who have a variety of college level courses but no specific degree or who have attended different colleges so they have multiple transcripts. EGCC advisors will work to combine these credits with EGCC classes to create an individualized degree. Students also may request credit for life experience in place of a course offered at EGCC. This request must be accompanied by a portfolio that clearly demonstrates that the student has achieved at least 70% of the course outcomes for which credit is requested. These credits may be applied to the AIS degree. The procedure for requesting credit for life experience will be explained to the student when he or she makes the request. Taking a class in assembling a portfolio is advised.

A series of steps and a three member advisory committee will be used to ensure the success of a student who is a candidate for the AIS degree.

1. The student will be required to complete an application for admission to the AIS program. This will be reviewed by the dean for business, engineering and information technologies.
2. One person from the college (in most cases a faculty member) must serve as a representative for the student’s concentration area. This will serve as an indication that the applicant has reviewed the proposed program with an appropriate advisory committee member.
3. An appropriate department dean also must sign off on the application form. Each applicant will have an advisory committee comprised of three people to help ensure that the student is on track with degree requirements.

Upon successful completion of the AIS degree, the graduate will be able to:

- Demonstrate skills as original and critical thinkers, readers and writers.
- Describe the interaction of history, culture, literature, economics and science as studied within a broad liberal arts curriculum.
- Analyze and solve quantitative problems.
- Show evidence of breadth and scope of awareness of diverse approaches to knowledge.
# ASSOCIATE OF INDIVIDUALIZED STUDY (AIS)

## AIS

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<td>Related Course Work</td>
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<td>17 Credits</td>
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### 61 SEMESTER CREDITS

This represents a possible sequence for the AIS Degree. Individual programs will vary based on areas of concentration and related course work.
TRANSFER OPPORTUNITIES

Opportunities to transfer courses into four-year degree programs exist at Eastern Gateway Community College in several ways:

- Articulation Agreements
- Equivalency Guides
- Ohio Transfer Module
- Transfer Assurance Guide

A student interested in transfer should immediately contact his/her advisor so that early planning ensures success in the transfer process.

Students may also transfer credits into EGCC. The college accepts courses from accredited institutions that are equivalent to courses offered at EGCC. (See Transfer Credit under Registration for more specific information on transferring credits into EGCC.)

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed statewide directives to facilitate transfer from one Ohio public college or university to another. Private colleges and universities in Ohio may or may not participate in transfer directives, so students should always check with the institution of their choice regarding transfer requirements. Colleges in other states are not obliged to follow Ohio directives. Note that agreements between EGCC and private colleges and universities and between EGCC and colleges and universities in the area also exist, and also note that most colleges in the United States do accept general education credits and sometimes credits in the major field from students transferring into their institution. Again it is important that students plan transfer carefully and work with both EGCC and the institution to which the student is transferring.

Once students are admitted to a transfer institution, they are subject to the same rights, privileges and degree requirements as native students at that institution. Students are subject to the residency requirements of that institution.

TRANSFER ASSURANCE GUIDE COURSES (TAGS)

The Transfer Assurance Guides include the Ohio Transfer Module, both required and elective courses, and then moves beyond those courses into additional hours in pre-major and major courses. Courses in TAGs are guaranteed to transfer and apply directly to a student’s major. In its totality, the TAGs become a guaranteed pathway for students and are a very powerful advising tool for faculty and other advisors. There are 48 TAGs in 12 specific discipline areas presently involving 4,000 approved matches. The TAGs are developed, approved, and monitored by Ohio’s public institutions for higher education. Students must keep in mind that this guarantee only applies to Ohio public universities, although many private institutions in Ohio follow the same directives. Students should make sure to work with advisors at both institutions.

Following is the list of EGCC TAG approved courses. Always check with the transferring institution before making decisions. Students may check the EGCC approved Ohio Transfer Module courses listed under Transfer Module in this section.
TRANSFER OPPORTUNITIES

Anthropology
ANT102 Cultural Anthropology

Art History
ART104 Art History I ART105 Art History II

Biology
BIO114 Principles of Biology I
BIO115 Principles of Biology II

Business
ACC111 Financial Accounting I
ACC112 Financial Accounting II
ACC121 Managerial Accounting
BUS201 Principles of Marketing
BUS203 Business Law I
ENG103 Business Communications

Chemistry
CHM102 General Chemistry I
CHM103 General Chemistry II

Communication Studies
COM101 Public Speaking
COM105 Interpersonal Communications
COM110 Conference and Group Discussion

Criminal Justice
CJT101 Introduction to Criminal Justice
CJT213 Police Function
COR202 Correctional Institutions in America
COR203 Criminology

Dietetics
BIO103 Nutrition

Economics
ECO101 Macroeconomics
ECO102 Microeconomics

Education
ECE101 Cognitive and Physical Development of the Child
ECE111 Society, Family and Diversity in Early Childhood

EDU200 Foundations of Education
PSY219 Characteristics of Exceptional Children
PSY220 Educational Psychology

Electrical Engineering
ELE101 Circuits I
ELE102 Circuits II
ELE121 Electronic Circuits
ELE130 Digital Computer Systems

English Literature
ENG252 Survey of British Literature I
ENG253 Survey of British Literature II
ENG254 American Literature I: Early Period
ENG255 American Literature II: Late Period

Geography
GEO101 World Geography
GEO102 Physical Geography
GEO201 Human/Cultural Geography

Geology
GEL101 Introduction to Geology

Health Information Management
BIO201 Pathophysiology
CIS101 Personal Computer Applications
HIM104 Reimbursement Methodologies
HIM230 Legal and Ethical Concepts in Healthcare
HSC101 Medical Terminology

History
HIS101 World Civilization I
HIS102 World Civilization II
HIS104 U.S. History - Formative Period
HIS105 U.S. History - Modern Period

Math
MTH220 Calculus and Analytic Geometry I
MTH221 Calculus and Analytic

Geometry I

Mechanical Engineering
DES115 Auto CAD I
MCH201 Applied Mechanics I (Statics)
MCH210 Strength of Materials
MCH204 Intro to Manufacturing Processes

Philosophy
PHI101 Introduction to Philosophy
PHI102 Ethics

Physics
PHY106 College Physics I
PHY107 College Physics II

Political Science
PSC101 American Government
PSC102 Comparative Politics

Psychology
PSY101 General Psychology
PSY201 Child Development
PSY203 Social Psychology
PSY205 Human Growth and Development
PSY206 Adolescent Development
PSY207 Adult Development
PSY211 Abnormal Psychology

Public Relations and Advertising
COM150 Survey of Mass Media

Sociology
SOC101 Introduction to Sociology
SOC110 Sociology of Marriage and Family
SOC205 Social Problems

Studio/Fine Arts
ART102 Beginning Drawing
ART103 Beginning Opaque Water Media
ART107 Photography
TRANSFER OPPORTUNITIES

TRANSFEROLOGY

Transferology is a web based tool used to see how courses taken at one institution transfer and apply toward a degree at another institution. All Ohio two-year and four-year public colleges and universities use Transferology. Create a free account by visiting www.transferology.com. Once a student becomes a member of Transferology (free), he/she can:

- view course information and programs at other institutions
- check course equivalencies between institutions as determined by the receiving institution
- research degree requirements at the institution of your choice
- discover how the courses you have already taken apply toward a degree at another institution
- store your coursework so that the system can analyze your program and let you know what courses you need for the institutions with which you are working
- send additional questions regarding transfer to a college or university

STUDENT RESPONSIBILITIES FOR SUCCESSFUL TRANSFER

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Transferology for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer.

Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution’s major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

OTHER TRANSFER ADVANTAGES

EGCC has transfer agreements with many institutions. In most cases, the two years at EGCC also qualifies the student for an Associate of Arts degree from EGCC. Students are encouraged to apply for the two-year degree as many institutions accept two-year degrees in their entirety, rather than evaluate courses one by one. Do keep in mind that successful transfer depends upon careful planning, good advising, and maintaining the goal of a particular major. Changing a major after transferring may result in the loss of transferable credits.

The Ohio Transfer Module (OTM), which is a subset or a complete set of a public college’s or university’s general education requirement that represents a common body of knowledge and academic skills, is comprised of 36-40 semester hours or 54-60 quarter hours of courses in the following fields: English composition and oral communication; mathematics, statistics and formal/symbolic logic; arts and humanities; social and behavioral sciences; and natural sciences. Additional elective hours from among the five areas make up the total hours for a completed Transfer Module.
TRANSFER OPPORTUNITIES

CAREER TECHNICAL CREDIT TRANSFER (CT2)

Legislation directs the Ohio Board of Regents to work collaboratively with the Ohio Department of Education, public adult and secondary career technical education, and state-supported institutions of higher education to establish criteria, policies, and procedures to transfer agreed upon technical courses from one system to another. There are 32 CTAG pathways in 24 specific career-technical areas.

OHIO TRANSFER MODULE

The Ohio Transfer Module (OTM) contains 36-40 semester hours of coursework in general education. It is a subset of general education requirements at each college or university. The Transfer Module may be completed independently of degree requirements as follows: (3) three semester hours ENG101 English Composition I, six (6) semester hours representing two disciplines of Social and Behavioral Sciences, six (6) semester hours representing two disciplines of Arts and Humanities, six (6) semester hours of Natural Science including at least one lab course, and three (3) semester hours of Mathematics, Statistics and Logic, plus additional courses from the list below to complete a block of at least 36 semester hours. The additional 12-16 semester credit hours needed to complete the OTM are distributed among the five categories.

<table>
<thead>
<tr>
<th>English/Oral Communication</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 3 semester hours</td>
<td>Minimum 6 semester hours</td>
</tr>
<tr>
<td>3 ENG101 English Composition I</td>
<td>3 ECO101 Macroeconomics</td>
</tr>
<tr>
<td>3 ENG102 English Composition I</td>
<td>3 ECO102 Microeconomics</td>
</tr>
<tr>
<td>3 COM101 Public Speaking (Optional)</td>
<td>3 HIS104 US History I</td>
</tr>
<tr>
<td></td>
<td>3 HIS105 US History II</td>
</tr>
<tr>
<td></td>
<td>3 PSC101 American Government</td>
</tr>
<tr>
<td></td>
<td>3 PSY101 General Psychology</td>
</tr>
<tr>
<td></td>
<td>3 PSY203 Social Psychology</td>
</tr>
<tr>
<td></td>
<td>3 PSY205 Human Growth and Development</td>
</tr>
<tr>
<td></td>
<td>3 SOC101 Introduction to Sociology</td>
</tr>
<tr>
<td></td>
<td>3 SOC205 Social Problems</td>
</tr>
<tr>
<td></td>
<td>Additional hours</td>
</tr>
<tr>
<td></td>
<td>3 GEO101 World Geography</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics, Statistics and Formal Logic</th>
<th>Arts/Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 3 semester hours</td>
<td>Minimum 6 semester hours</td>
</tr>
<tr>
<td>4 MTH120 College Algebra</td>
<td>3 ENG201 Introduction to Literature</td>
</tr>
<tr>
<td>3 MTH121 College Trigonometry</td>
<td>3 ENG202 Survey of World Literature</td>
</tr>
<tr>
<td>5 MTH220 Calculus and Analytic Geometry I</td>
<td>3 ENG252 Survey of British Literature I</td>
</tr>
<tr>
<td>5 MTH221 Calculus and Analytic Geometry II</td>
<td>3 ENG253 Survey of British Literature II</td>
</tr>
<tr>
<td>3 MTH128 Statistics</td>
<td>3 ENG254 American Literature: Early Period</td>
</tr>
<tr>
<td></td>
<td>3 ENG255 American Literature: Late Period</td>
</tr>
<tr>
<td></td>
<td>3 HIS101 World Civilization I</td>
</tr>
<tr>
<td></td>
<td>3 HIS102 World Civilization II</td>
</tr>
<tr>
<td></td>
<td>3 ART104 Art History I</td>
</tr>
<tr>
<td></td>
<td>3 ART105 Art History II</td>
</tr>
<tr>
<td></td>
<td>3 PHI101 Introduction to Philosophy</td>
</tr>
<tr>
<td></td>
<td>Additional hours</td>
</tr>
<tr>
<td></td>
<td>3 MUS101 Music Appreciation</td>
</tr>
<tr>
<td></td>
<td>3 ART101 Survey of Art History</td>
</tr>
<tr>
<td></td>
<td>4 PHY106 College Physics I</td>
</tr>
<tr>
<td></td>
<td>4 PHY107 College Physics II</td>
</tr>
<tr>
<td></td>
<td>4 CHM102 General Chemistry I</td>
</tr>
<tr>
<td></td>
<td>4 CHM103 General Chemistry II</td>
</tr>
<tr>
<td></td>
<td>4 BIO102 Human Anatomy and Physiology</td>
</tr>
<tr>
<td></td>
<td>4 BIO106 Introduction to Biological Sciences</td>
</tr>
<tr>
<td></td>
<td>4 BIO203 Principles of Microbiology</td>
</tr>
<tr>
<td></td>
<td>4 GEL111 Earth Science</td>
</tr>
<tr>
<td></td>
<td>4 BIO114 Principles of Biology I</td>
</tr>
<tr>
<td></td>
<td>4 BIO115 Principles of Biology II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 6 semester hours</td>
</tr>
<tr>
<td>4 GEO101 World Geography</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>The Art Institute of Pittsburgh</td>
</tr>
<tr>
<td>Bethany College</td>
</tr>
<tr>
<td>Capella University</td>
</tr>
<tr>
<td>Cincinnati College of Mortuary Science</td>
</tr>
<tr>
<td>DeSales University</td>
</tr>
<tr>
<td>Franklin University</td>
</tr>
<tr>
<td>Grand Canyon University</td>
</tr>
<tr>
<td>Herzing University</td>
</tr>
<tr>
<td>Kaplan University</td>
</tr>
<tr>
<td>Kent State University</td>
</tr>
<tr>
<td>Ohio University</td>
</tr>
<tr>
<td>Robert Morris University</td>
</tr>
<tr>
<td>Point Park University</td>
</tr>
<tr>
<td>Slippery Rock University</td>
</tr>
<tr>
<td>Tiffin University</td>
</tr>
<tr>
<td>University of Akron</td>
</tr>
<tr>
<td>University of Phoenix</td>
</tr>
<tr>
<td>Walsh University</td>
</tr>
<tr>
<td>West Liberty University</td>
</tr>
<tr>
<td>Wheeling Jesuit</td>
</tr>
<tr>
<td>Youngstown State University</td>
</tr>
</tbody>
</table>
This list of general studies electives is offered by EGCC on a recurring basis. All electives may not be offered every semester, and it is extremely important that the student works with an advisor or the director of transfer to establish a sequence of courses which will 1) allow the student to compete coursework at EGCC in a timely manner, and 2) ensure with some degree of confidence that the program completed will allow the student to transfer to his/her selected four-year institution with junior status. In some instances, this may not be possible. However, with prior planning and predeveloped agreements between the student and the granting institution, many problems will be avoided.

**Arts and Humanities**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART101</td>
<td>Survey of Art History</td>
</tr>
<tr>
<td>ART102</td>
<td>Beginning Drawing</td>
</tr>
<tr>
<td>ART103</td>
<td>Beginning Opaque Water Media</td>
</tr>
<tr>
<td>ART104</td>
<td>Art History I</td>
</tr>
<tr>
<td>ART105</td>
<td>Art History II</td>
</tr>
<tr>
<td>ART107</td>
<td>Photography</td>
</tr>
<tr>
<td>ART108</td>
<td>Design Foundations</td>
</tr>
<tr>
<td>ART111</td>
<td>Visual Art Seminar</td>
</tr>
<tr>
<td>ART114</td>
<td>Beginning Oil Painting</td>
</tr>
<tr>
<td>ART115</td>
<td>Beginning Water Color Painting</td>
</tr>
<tr>
<td>ART121</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>ASL101</td>
<td>Begin American Sign Language I</td>
</tr>
<tr>
<td>ASL102</td>
<td>Begin American Sign Language II</td>
</tr>
<tr>
<td>ENG201</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>ENG202</td>
<td>Survey of World Literature</td>
</tr>
<tr>
<td>ENG203</td>
<td>Special Topics in Literature</td>
</tr>
<tr>
<td>ENG205</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENG207</td>
<td>Film &amp; Literature</td>
</tr>
<tr>
<td>ENG208</td>
<td>Short Stories</td>
</tr>
<tr>
<td>ENG212</td>
<td>Environmental Literature</td>
</tr>
<tr>
<td>ENG215</td>
<td>Social Issues in Literature</td>
</tr>
<tr>
<td>ENG220</td>
<td>Modern Poetry</td>
</tr>
<tr>
<td>ENG222</td>
<td>Science Fiction Literature</td>
</tr>
<tr>
<td>ENG254</td>
<td>American Literature I: Early Period</td>
</tr>
<tr>
<td>ENG255</td>
<td>American Literature II: Late Period</td>
</tr>
<tr>
<td>HIS101</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIS102</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIS104</td>
<td>U.S.-Formative Period</td>
</tr>
<tr>
<td>HIS105</td>
<td>U.S. History - Modern Period</td>
</tr>
<tr>
<td>HIS201</td>
<td>African American History</td>
</tr>
<tr>
<td>HIS117</td>
<td>History of Japan</td>
</tr>
<tr>
<td>HIS121</td>
<td>History of the Middle East</td>
</tr>
<tr>
<td>HIS222</td>
<td>History of Southeast Asia</td>
</tr>
<tr>
<td>MGT210</td>
<td>Leadership Development and Team Building</td>
</tr>
<tr>
<td>MUS101</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUS102</td>
<td>Music Fundamentals</td>
</tr>
<tr>
<td>MUS121</td>
<td>Special Topics in Music</td>
</tr>
<tr>
<td>PHI101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHI201</td>
<td>History of Philosophy: Ancient through Modern</td>
</tr>
<tr>
<td>SPA101</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPA102</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>SPA201</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>SPA202</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td>THE101</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>THE201</td>
<td>History of Theater</td>
</tr>
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</table>

**English Composition and Oral Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COM101</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>COM105</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COM110</td>
<td>Conference and Group Discussion</td>
</tr>
<tr>
<td>COM115</td>
<td>Oral Interpretation</td>
</tr>
<tr>
<td>COM150</td>
<td>Survey of Mass Media</td>
</tr>
<tr>
<td>EDU210</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENG103</td>
<td>Business Communications</td>
</tr>
<tr>
<td>ENG104</td>
<td>Technical &amp; Professional Writing</td>
</tr>
<tr>
<td>ENG151</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>JRN101</td>
<td>Basic Journalism</td>
</tr>
<tr>
<td>JRN201</td>
<td>Journalism and the Media</td>
</tr>
</tbody>
</table>

**Mathematics, Statistics, and Logic**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH102</td>
<td>Survey of Mathematics*</td>
</tr>
<tr>
<td>MTH120</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MTH121</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>MTH128</td>
<td>Statistics</td>
</tr>
<tr>
<td>MTH220</td>
<td>Calculus/Analytic Geometry I</td>
</tr>
<tr>
<td>MTH221</td>
<td>Calculus/Analytic Geometry II</td>
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</table>

**Natural Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO102</td>
<td>Human Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>BIO103</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO106</td>
<td>Introduction to Biological Sciences*</td>
</tr>
<tr>
<td>BIO114</td>
<td>Principles of Biology I</td>
</tr>
<tr>
<td>BIO115</td>
<td>Principles of Biology II</td>
</tr>
<tr>
<td>BIO200</td>
<td>Principles of Pharmacology</td>
</tr>
<tr>
<td>BIO203</td>
<td>Principles of Microbiology</td>
</tr>
<tr>
<td>BIO204</td>
<td>Ecology</td>
</tr>
<tr>
<td>BIO205</td>
<td>Genetics</td>
</tr>
<tr>
<td>CHM101</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CHM102</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHM103</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHM201</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>GEL101</td>
<td>Introduction to Geology</td>
</tr>
<tr>
<td>GEL111</td>
<td>Earth Science*</td>
</tr>
<tr>
<td>GEL112</td>
<td>Geology of National Parks*</td>
</tr>
<tr>
<td>GSC101</td>
<td>Introduction to Physical Science*</td>
</tr>
<tr>
<td>GSC102</td>
<td>Science and Environment*</td>
</tr>
<tr>
<td>GSC110</td>
<td>Energy and Society*</td>
</tr>
<tr>
<td>PHY106</td>
<td>College Physics I</td>
</tr>
<tr>
<td>PHY107</td>
<td>College Physics II</td>
</tr>
<tr>
<td>PHY126</td>
<td>Science/Engineering Physics I</td>
</tr>
<tr>
<td>PHY127</td>
<td>Science/Engineering Physics II</td>
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**Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ANT101</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ANT102</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ECO101</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECO102</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO105</td>
<td>Personal Financial</td>
</tr>
<tr>
<td>ECO201</td>
<td>Money &amp; Banking</td>
</tr>
<tr>
<td>EDU200</td>
<td>Foundations of Education</td>
</tr>
<tr>
<td>GEO101</td>
<td>World Geography</td>
</tr>
<tr>
<td>GEO102</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>GEO201</td>
<td>Human/Cultural Geography</td>
</tr>
<tr>
<td>MGT202</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>FSC101</td>
<td>American Government</td>
</tr>
<tr>
<td>FSC102</td>
<td>Comparative Politics</td>
</tr>
<tr>
<td>PSY101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY203</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSY205</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSY207</td>
<td>Adult Development</td>
</tr>
<tr>
<td>PSY211</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC102</td>
<td>Sport in American Society</td>
</tr>
<tr>
<td>SOC110</td>
<td>Sociology of Marriage and Family</td>
</tr>
<tr>
<td>SOC111</td>
<td>Introduction to Social Work</td>
</tr>
<tr>
<td>SOC202</td>
<td>Society and Institutions</td>
</tr>
<tr>
<td>SOC205</td>
<td>Social Problems</td>
</tr>
</tbody>
</table>

**Note:** An elective (or free elective) may be chosen from any college-level (100 or above course offered and is not limited to courses approved for general studies electives.
COURSE DESCRIPTION GUIDE

Courses are arranged alphabetically by course code category. All courses carry a lab, materials, or participation fee. Please refer to the course schedule each semester for fee listings. Not all courses are offered every semester or every year.

Code Index
AAT Administrative Assistant  IDM Interactive Digital Media
AIT Electrical Trades  JRN Journalism
ACC Accounting  MAS Medical Assisting
ANT Anthropology  MCH Mechanical Engineering
ART Art  MGT Management
ASL American Sign Language  MTH Mathematics
BIO Biology  MUS Music
BUS Business  NET Networking
CHM Chemistry  NUR Nursing LPN to ADN
CIS Computer Information  PED Physical Education
CIV Civil Engineering  PHI Philosophy
CJT Criminal Justice  PHN Patient Home Navigator
COM Communications  PHY Physics
COR Corrections  PLA Prior Learning Assessment
CPS Computer Sciences  PLB Phlebotomy
CSS College Success Series  PLG Paralegal
DAS Dental Assisting  POA Peace Officers Academy (Police Academy)
PDR Dental Hygiene  PNR Practical Nursing
DES Design Engineering  PSC Political Science
ECE Teacher Education  PSY Psychology
EDU Education  RAD Radiology
EGT Engineering Technologies  SOC Sociology
ELE Electrical/Electronics  SPA Spanish
EMS Emergency Medical Services  THE Theatre
ENG English/Literature  WLD Welding
ENV Environmental Science
GEL Geology
GEO Geography
GSC General Science
HIM Medical Coding/Health Information
  Management
HIS History
HSC Health Sciences

A prerequisite course is a course that is required prior to taking an advanced course. Courses requiring a prerequisite have those prerequisites listed below their course descriptions in the course description guide in this catalog. Students may bypass some prerequisites through placement testing, ACT and SAT scores, Advanced Placement credits, and proficiency examinations.
# COURSE DESCRIPTIONS

## ADMINISTRATIVE ASSISTANT (AAT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAT102</td>
<td>Keyboarding/Speedbuilding for the Professional</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course begins with the basics of keyboarding and continues to develop speed and accuracy through the use of computers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 1 hour – Lab 2 hours</td>
<td></td>
</tr>
<tr>
<td>AAT103</td>
<td>Keyboarding/Speed building/Formatting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course gives special emphasis on formatting, business correspondence, manuscripts, tabulations and business forms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant Technology majors should enroll for this course.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 1 hour – Lab 4 hours</td>
<td></td>
</tr>
<tr>
<td>AAT108</td>
<td>Document Editing/Proofreading/Formatting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course will develop and/or strengthen basic language and formatting skills to enable the student to proofread and edit business documents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 3 hours</td>
<td></td>
</tr>
<tr>
<td>AAT113</td>
<td>Advanced Formatting/Speed building</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course continues development of keyboarding techniques to improve speed and accuracy. Emphasis is on producing mailable copies of business correspondence, forms, tabulations, rough drafts and allied data.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 1 hour – Lab 4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: AAT103</td>
<td></td>
</tr>
<tr>
<td>AAT202</td>
<td>Introduction to Word Processing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>An introduction to the theory, concepts and basic functions for Microsoft Word for Windows, the course includes basic word processing, keyboarding, basic storing and editing. Assignments require lab time outside of class.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: AAT102 or AAT103 or dean approval</td>
<td></td>
</tr>
<tr>
<td>AAT203</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>An advanced study of Microsoft Word and its basic functions is offered along with further development of keyboarding skills, basic storing and document editing. Assignments require lab time outside of class.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: AAT103 and AAT202, or instructor approval</td>
<td></td>
</tr>
<tr>
<td>AAT207</td>
<td>Office Publications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Students learn to create professional-looking business documents, including newsletters, flyers, brochures and letterhead, modify predesigned templates; use graphics; and design their own documents. Course stresses writing, creativity, problem solving, and decision making in preparation for an entry-level job.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: AAT103</td>
<td></td>
</tr>
<tr>
<td>AAT208</td>
<td>PowerPoint Concepts</td>
<td>3</td>
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<td>Microsoft PowerPoint is a complete presentation graphics program that will allow users to produce professional looking presentations using overhead transparencies, 35mm slides, and handouts. Students will create presentations using tables, graphs, pictures, video, and animation effects. Students will be required to develop presentations in a team environment. Assignments require lab time outside of class.</td>
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<td>Theory 3 hours</td>
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<tr>
<td>AAT212</td>
<td>Medical Machine Transcription</td>
<td>2</td>
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<td>Students learn to transcribe from recorded dictation. Emphasis is on business correspondence and theory, spelling, punctuation, and listening skills.</td>
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<td>Theory 1 hour – Lab 2 hours</td>
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<td>Coerequisite: HSCI01 and AAT203 or AAT202, or dean approval</td>
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COURSE DESCRIPTIONS

AAT214    General Office Procedures                                    3 Credits
This course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today’s electronic office. Topics include the high-tech workplace, success behaviors, office communications, meetings, conferences, travel, mail, records management, and career advancement.
   Theory 3 hours
   Prerequisite: AAT103

AAT222    Advanced Medical Machine Transcription   2 Credits
The advanced course provides additional, progressively more complex transcription of recorded medical dictation including theory, medical terminology, punctuation and spelling.
   Theory 1 hour – Lab 2 Hours
   Corequisite: AAT212

AAT250    Administrative Assistant Practicum                   2 Credits
The student will work in an actual business office situation for a minimum of 210 hours. The office will be chosen so that each student is exposed to as many different facets of the modern office as possible.
   Practicum – a minimum of 210 hours
   Prerequisite: instructor approval

AAT251    Administrative Assistant Practicum Seminar   1 Credit
This seminar is taken in conjunction with AAT250. The practicum is enhanced by a discussion of experiences and current office information topics.
   Theory 1 hour
   Prerequisite: instructor approval

ACCOUNTING (ACC)

ACC100    Office Accounting      4 Credits
This introductory accounting course covers the transactional recording of cash receipts and cash payments, banking procedures, the handling of the general ledger and the preparation of financial statements. Also included are payroll procedures and a practice set for attorneys or physicians.
   Theory 4 hours
   Prerequisites: ENG095, MTH081 or MTH001

ACC111    Financial Accounting I                                          4 Credits
This course is an introduction to fundamental accounting theory, concepts, and processes covering the accounting cycle, nature of accounts, and techniques for analyzing, classifying, recording and summarizing basic financial data. Emphasis is on the corporate financial structure with the preparation of the income statement, statement of retained earnings, balance sheet and cash flows statement for external reporting.
   Theory 4 hours
   Prerequisites: ENG095, MTH081 or MTH001

ACC112    Financial Accounting II                                        4 Credits
This course is an in-depth look at the effect of business transactions on financial position. Coverage includes the recording of routine business transactions, the adjusting and closing process, and the preparation of financial statements. Emphasis will be on events affecting current assets, operating assets, current liabilities, long-term debt, and stockholders’ equity.
   Theory 4 hours
   Prerequisite: ACC111

ACC121    Managerial Accounting                                         4 Credits
This course is an introduction to cost and management accounting with coverage cost accumulation, cost behavior and cost control. Additional topics include budgeting, standard costing, decentralized operations, differential analysis, activity-based costing, and capital investment analysis. Emphasis is on the internal use of accounting information.
   Theory 4 hours
   Prerequisite: ACC111
COURSE DESCRIPTIONS

ACC125 Payroll Accounting 3 Credits
This course includes coverage of federal and state payroll laws, computation of wages and salaries, mandatory and optional payroll deductions, record-keeping regulations, reporting requirements and the accounting procedures for payroll.
Theory 3 hours
Prerequisite: ACC111

ACC204 Tax Accounting 4 Credits
Income taxes as they pertain to individuals and small businesses will be stressed. Topics include income inclusions and exclusions, adjustments, deductions, credits and capital transactions.
Theory 4 hours
Prerequisites: ENG095, MTH081 or MTH001

ACC211 Intermediate Accounting I 4 Credits
This course consists of a study of accounting theory, the underlying concepts of financial accounting and the preparation and analysis of the four financial statements. Also included is a study of the time value of money and the revenue/receivables/cash cycle.
Theory 4 hours
Prerequisite: ACC112

ACC212 Intermediate Accounting II 4 Credits
A continuation of ACC211, this course will cover revenue recognition topics such as percentage of completion accounting, long term service contracts and the installment sales methods. Inventory, debt financing, equity financing, accounting for leases, and acquisition and retirement of non-current operating assets also will be covered.
Theory 4 hours
Prerequisite: ACC211

ACC215 Computerized Accounting 3 Credits
This course introduces the student to the commercial accounting package QuickBooks. Students will learn how to account for receivables, payables, inventory, payroll, year-end adjusting entries, and bank reconciliations.
Theory 3 hours
Prerequisite: ACC111 or ACC100

ACC221 Cost Accounting 4 Credits
This course is a study of job order costing, process costing, handling of costs for joint and by-products, standard costing, budget variances, and payroll procedures for a manufacturer.
Theory 4 hours
Prerequisite: ACC112

ACC241 Current Topics in Accounting 1-4 Credits
Designed for those entering the accounting profession or accounting professionals, this variable semester hour course may examine one or more of the following topics: analysis of corporate annual reports, professional ethics, legal responsibility, auditing standards and practices, accounting information systems, current popular accounting software packages, or other topics of current interest to the accounting profession.
Theory 1-4 hours
Theory and/or lab hours assigned based on topics offered
Prerequisites: ACC211, ACC215, CIS222 or consent of dean

ACC250 Accounting Practicum 2 Credits
The student has on-the-job experience under close supervision, which enables the accounting student to apply principles learned in the classroom and to gain firsthand experience of current accounting practices.
Theory 2 hours
Prerequisites: ACC211, ACC215, CIS222
Corequisite: ACC251
COURSE DESCRIPTIONS

ACC251 Accounting Practicum Seminar 1 Credit
This seminar is taken in conjunction with ACC250. The practicum is enhanced by a discussion of practicum experiences and coverage of selected accounting topics.
Prerequisites: ACC211, ACC215, CIS222
Corequisite: ACC250

ELECTRICAL TRADES (AIT)

AIT101 Industrial Electricity I 2 credits
Basic direct current circuits are studied. Concepts such as series circuits, parallel circuits, and combination circuits are emphasized.

AIT102 National Electrical Code I 1 credit
This course covers a brief overview of the National Electrical Code (NEC) including requirements, specifications, and the NEC process.

AIT103 Electrical Blueprint Reading I 1 credit
A fundamental understanding of electrical blueprint drawing, sketching, and reading is covered including common electrical and mechanical symbols.

AIT110 Industrial Electricity Math I 1 credit
Basic trigonometric functions, the metric system and common algebraic equations are covered within the context of industrial electricity.

AIT111 Industrial Electricity Math II 2 credits
A continuation of AIT110, mathematical concepts in applying electrical principles in the construction field is covered.

AIT141 Industrial Electricity II 2 credits
DC and AC applications are studied including three phase systems, DC/AC generators, test instruments, inductance, reactance, RL and RC circuits as well as LC and LCR circuits and transformers.

AIT142 National Electrical Code II 1 credit
A continuation of AIT102, NEC code book skills are developed including Clues, Plan, Build, Use, and Special chapters of the code.

AIT143 Electrical Blueprint Reading II 1 credit
Residential layout circuits, estimating, interpreting specifications, schedules, and blueprint system integration are closely studied.

AIT150 Electrical Construction Methods 1 credit
Conduit wiring methods, sizing of wires, various types of benders and bending, and installation of wire and cable are covered in this course.

AIT171 Industrial Electricity III 2 credits
This course continues the concepts of AIT141 and covers such concepts as Kirchhoff’s Laws, Thevenin’s and Norton's Theorems, various types of diodes, transducers, transistors, SCRs, triacs and diacs, amplifiers, and timers.

AIT173 Electrical Blueprint Reading III 1 credit
A continuation of AIT143, this course provides an understanding of industrial prints and specifications.

AIT175 Electric Motor Controls I 2 credits
This course introduces machine tool circuits, components, operation and fault investigation, motor starters, insulation, and selection.
COURSE DESCRIPTIONS

AIT180 Electric Machinery 2 credits
This course covers such topics of grounding, grounded conductors, ground-fault protections, transformer overcurrent protection, and other topics of significance to electric machinery.

AIT190 Industrial Safety Practices 1 credit
This course provides an overview of the control factors involved in developing safe practices and conditions including the prevention of industrial hazards.

AIT199 Industrial Field Experience 2 credits
This course provides the student with the opportunity to apply the knowledge and skills acquired in the classroom on various job sites.

AIT210 Fundamentals of Electronics 2 credits
This course covers basic electronics such as semiconductor theory, power supplies, transistors, oscillators, amplifiers, and SCRs.

AIT211 Industrial Electronics I 3 credits
Introduces Boolean algebra, logic circuits, positive and negative logic, fiber optic theory and installation as well as optoelectronic devices.

AIT215 Electric Motor Controls II 2 credits
This course covers starters, magnetic coils, failure relays, timers, and control circuits, solid state DC motor control, AC motor starters, clutches, drives, and control applications.

AIT216 Electricity for HVAC 1 credit
This course introduces circuits, devices and components found in typical HVAC applications. This course is entirely taught through relevant laboratory activities and projects.

AIT242 National Electrical Code III 1 credit
This course covers NEC requirements for electric service installation, emergency systems, high voltage installations, remote control and limited circuits, raceway fill calculations, and conductor ampacity.

AIT245 Instrumentation and Testing 2 credits
This course provides a thorough coverage of instrumentation fundamentals and symbols, calibration, flow, pressure level, control valves, pneumatic and controllers, high voltage tests, quality/acceptance, and maintenance testing.

AIT251 Industrial Electronics II 2 credits
A continuation of AIT211, this course covers concepts in programmable controllers including hardware, memory devices, control relays, timers, shift registers and sequencers, security systems and devices.

ANTHROPOLOGY (ANT)

ANT101 Anthropology 3 Credits
This course studies the development of the modern human species by surveying the major findings of physical, archeological and cultural anthropologists. Emphasis will be placed on the student’s ability to discern the major principles, approaches and assumptions associated with the field.
Theory 3 hours

ANT102 Cultural Anthropology 3 Credits
This course introduces students to the scientific study of human cultural development and functioning. In so doing, it addresses the methods of scientific research, the four-field approach to anthropology, and the emergence, development and interconnectedness of social institutions such as family, religion, economics and politics as described from various theoretical positions.
Theory 3 hours
### COURSE DESCRIPTIONS

**ART (ART)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ART101</td>
<td>Survey of Art History</td>
<td>3</td>
<td>A general study and survey of art includes the nature of art, visual elements, the visual arts, history of world art, and applications of designs including crafts, industrial, graphic and computer-aided design. Course may require participation in outside classroom activities/events that relate to the course outcomes.</td>
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<td>Theory 3 hours</td>
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<tr>
<td>ART102</td>
<td>Beginning Drawing</td>
<td>3</td>
<td>An introduction to the various concerns of drawing including gesture and contour drawing, rendering of volumetric form showing light and shadow, description of forms in space, and basic principles of compositional arrangement. Instruction in the use of black and white drawing media including pencil, charcoal, pen and ink, and ink washes. Drawing will be studied with reference to various historical and cultural styles and techniques. Students will also be encouraged to develop self-expression and creativity.</td>
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<td>Theory 2 hours - Lab 2 hours</td>
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<tr>
<td>ART103</td>
<td>Beginning Opaque Water Media</td>
<td>3</td>
<td>Introduction to techniques of acrylic, gouache, and other opaque water media, depending on student interest and individual class emphasis. Painting explored in historical context as well as student's individual style and interest. Composition, color use, and sources of inspiration studied through class assignments.</td>
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<td>Theory 2 hours - Lab 2 hours</td>
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<td>Prerequisite: ART102 or instructor approval</td>
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<tr>
<td>ART104</td>
<td>Art History I</td>
<td>3</td>
<td>A comprehensive survey of art from prehistoric times up to the 19th century, this survey will highlight different cultures with the primary focus on the major civilization and movements in the history of art. Course may require participation in outside classroom activities/events that relate to the course outcomes.</td>
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<td>Theory 3 hours</td>
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<tr>
<td>ART105</td>
<td>Art History II</td>
<td>3</td>
<td>A comprehensive survey of art from the beginning of the 19th century to contemporary times, this course will focus on the major figures, influences, and movements during these centuries. This course will include a component comprised of a visual approach to design. Course may require participation in outside classroom activities/events that relate to the course outcomes.</td>
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<td>Theory 3 hours</td>
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<tr>
<td>ART107</td>
<td>Photography</td>
<td>3</td>
<td>This practical course is designed to teach skills and techniques required to understand and operate the camera. Topics include the concepts that make lenses effective, an introduction to light sensitive materials that make photography possible, effective techniques and tools used to control exposure, and the processing steps involved in producing usable negatives and printing them. Course is designed for anyone wanting to learn technical aspects of camera use and black and white processing.</td>
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<td>Theory 2 hours - Lab 2 hours</td>
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<tr>
<td>ART108</td>
<td>Design Foundations</td>
<td>3</td>
<td>This course is a study of the elements of space, line, texture, shape, value, and color, and the principles of composition including balance, movement, harmony, variety, dominance, proportion, and economy in art and design. Elements and principles are studied with reference to various time periods and cultures. Students will translate theory into practice through studio projects in two and three dimensional design. Course may require participation in activities/events outside the classroom that relate to the outcomes of the course.</td>
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<td>Theory 2 hours - Lab 2 hours</td>
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COURSE DESCRIPTIONS

ART111 Visual Art Seminar  
3 Credits
This course is an exploration of contemporary art theory, contemporary art practice, and global art issues. Students will examine the art of the 20th century and how it has evolved into the art of the early 21st century. Special attention will be given to the changing nature of theory and technique as artists discovered new issues to explore and searched for new means of expression in the changing cultures of the late 20th and early 21st centuries. Course may require participation in outside classroom activities/events that relate to the course outcomes.
  
Theory 3 hours

ART112 Intermediate Drawing  
3 Credits
Continued exploration of the various concerns of drawing, including gesture and contour drawing, rendering of volumetric form showing light and shadow, description of forms in space, and basic principles of compositional arrangement. Instruction in the use of color drawing media will include pencils, pastels, and inks. Drawing will be studied with reference to various historical and cultural styles and techniques. Students will be encouraged to develop self-expression and creativity.
  
Theory 2 hours - Lab 2 hours  
Prerequisite: ART102

ART113 Beginning Oil Painting  
3 Credits
An in-depth exploration of oil painting techniques using historical methods and students’ individual interests, as well as a look at color theory and composition.
  
Theory 2 hours - Lab 2 hours  
Prerequisite: ART102; recommended ART108

ART115 Digital Photography  
3 Credits
This course is designed to teach the necessary skills and techniques associated with the operation of digital cameras. Topics include the concepts of effective techniques and tools to control exposure, basic digital camera use, including suggestions for shooting better digital pictures.
  
Theory 3 hours

AMERICAN SIGN LANGUAGE (ASL)

ASL101 Beginning American Sign Language I  
3 Credits
This course introduces the student to American Sign Language (ASL) and to the deaf culture in America. Focus is on building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the deaf community in America. The student is expected to acquire basic signing skills and sign vocabulary. This course is not designed to train the student to function as an interpreter for the deaf. Course may require participation in outside classroom activities/events that relate to the course outcomes.
  
Theory 3 hours

ASL102 Beginning American Sign Language II  
3 Credits
As a continuation of ASL101, this course focuses on building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the deaf community in America. The student is expected to acquire basic signing skills and sign vocabulary. This course is not designed to train the student to function as an interpreter for the deaf. Course may require participation in outside classroom activities/events that relate to the course outcomes.
  
Theory 3 hours  
Prerequisite: ASL101 or proficiency

BIOLOGY (BIO)

BIO101 Basic Anatomy  
3 Credits
The student is provided with an introduction to the basic structure of the human body. Anatomical terminology, organ placement and body systems are included. Anatomical charts, models and audiovisual aids are used to reinforce material presented.
  
Theory 3 hours
COURSE DESCRIPTIONS

BIO102 Human Anatomy and Physiology                      4 Credits
This course provides a detailed study of the structure and functions of the body’s cells, tissues and organ systems. Laboratory activities are designed to enhance theory content.
Theory 3 hours - Lab 3 hours
Prerequisite: Minimum of a “C” in BIO101 or waiver by college placement test

BIO103 Nutrition                                                                  3 Credits
This course will cover the six basic nutrients (carbohydrate, fat, protein, vitamins, minerals and water) and their functions in the body. The role of nutrition in the prevention and treatment of disease and the promotion of good health will be emphasized. Topics also will include nutrition standards and guidelines, eating disorders, nutrition throughout the life cycle, weight management, food safety, and current and controversial issues in human nutrition.
Theory 3 hours

BIO106 Introduction to the Biological Sciences*           4 Credits
This is a biology survey course for the non-biology major. Topics covered in this course include the scientific method and the origins and classification of life; the anatomy of the cell; genetics and heredity; the human organism; and evolution. The course also will focus on the interactions between humans and their surrounding environment, and the effects humans have on the environment.
Theory 3 hours - Lab 2 hours
* Not open to students who have completed BIO114 and/or BIO115, and does not count toward the Associate of Science Degree as a science requirement, but does count as science requirement toward the Associate of Arts Degree.

BIO107 Human Anatomy and Physiology I                    4 Credits
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, biological chemistry, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous system, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Other topics that will be incorporated into the course include; pathophysiology, nutrition, metabolism, homeostatic mechanisms, fluid, electrolyte, and acid-base balance.
Theory 3 hours - Lab 2 hours

BIO108 Human Anatomy and Physiology II                   4 Credits
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include a review of the endocrine system, followed by an in-depth study of the cardiovascular, lymphatic, respiratory, digestive urinary, and reproductive systems as well as metabolism, nutrition, pathophysiology, acid-base balance, and fluid and electrolyte balance.
Theory 3 hours - Lab 2 hours
Prerequisite: BIO107 with a minimum of “C” or better

BIO114 Principles of Biology I                                          4 Credits
This course considers the cellular level of biological organization. Topics include the chemical and physical foundations of life, structure and function of cells, cellular organelles, bioenergetics, metabolism, photosynthesis, biosynthesis, cell division and growth, information coding and transfer, and basic Mendelian and population genetics.
Theory 3 hours - Lab 2 hours

BIO115 Principles of Biology II                                         4 Credits
This course addresses the biology of organisms, both plants and animals. The course will emphasize the evolutionary history of life, plant and animal diversity, the present ecological adaptations of species, and relationships among populations in various environments.
Theory 3 hours - Lab 2 hours
COURSE DESCRIPTIONS

BIO200  Principles of Pharmacology  3 Credits
This course offers the student an introduction to metric conversions, apothecary notations, reading drug labels and the calculation of dosages. An introduction to pharmacology, accurate measurement and administration of medication, federal drug legislation, and laws governing the distribution and use of narcotics is included. Drug classifications are discussed.
Theory 3 hours

BIO201  Pathophysiology  3 Credits
This course encompasses the etiology, pathogenesis, manifestations, basic treatment and laboratory findings of select diseases of the human body. Attention is given to organic and infectious diseases, as well as immune dysfunction and neoplasia. A holistic approach to wellness and disease prevention is included.
Theory 3 hours
Prerequisite: Minimum of a “C” in BIO101 or waiver by college placement test

BIO203  Principles of Microbiology  4 Credits
The basic principles of microbiology, including the study of bacteria, algae, protozoa and viruses, are presented. Topics will include the structure, physiology, classification, cultivation and control of microorganisms, and their role in producing disease. The interaction of these organisms with humans and the environment is covered, including their presence in food, water and industry.
Theory 3 hours – Lab 2 hours

BIO204  Ecology  4 Credits
This course is intended for anyone who is interested in the world around them. Ecology should be a part of liberal education for it is essential that students who major in such diverse fields as economics, sociology, engineering, political sciences, history, and English have some basic understanding of ecology for the simple reason that it impacts their lives. The student will learn to appreciate or arrive at informed opinions on such highly politicized environmental issues as clean air and water, wetland preservation, endangered species, logging, ozone depletion, global warming, flood control, after obtaining a firm grounding in ecological concepts.
Theory 3 hours - Lab 2 hours
Prerequisite: Biology transfer majors must have completed BIO114 and BIO115 before admission to this class to complete their transfer sequence, or by permission of the instructor.

BIO205  Genetics  4 Credits
This course will focus on fundamentals of genetics including Mendelian Genetics, gene mapping, and non-Mendelian inheritance; DNA structure, replication and gene expression; DNA cloning and manipulation, applications of recombinant DNA technology, and the analysis of genomes, control of gene transcription and the genetics of cancer, DNA mutation and repair, chromosomal mutations; and population genetics, quantitative genetics and molecular evolution.
Theory 3 hours - Lab 2 hours
Prerequisite: Students will be required to complete BIO114 and BIO115 to fulfill the Ohio Transfer Module, or by permission of instructor

BIO207  Zoology  4 Credits
Zoology surveys comparative physiology, anatomy, morphology, behavior and ecology of animal taxa to provide an Introduction to the principles, skills, and applications of biology for majors in biology, environmental science, and science education. The course emphasizes the diversity and evolutionary adaptations of animal groups. Lab assignments will include a research project, including data analysis and report writing, lab experiments, examinations of animal anatomy, morphology, and field work.
Theory 3 hours - Lab 2 hours
COURSE DESCRIPTIONS

BIO265H  Biological Evolution: Biology for Honors Students   3 Credits
This course will cover the main tenets of evolutionary theory, and the analytical methods, as it refers to the human case. Among other topics covered are the role of studies of modern primate social structure and anatomy play in the interpretation of human evolution as well as the key stages in the pattern of human evolution, both in terms of physical changes and cultural changes, as they are currently understood. The course will allow students to summarize the geographical location of major sites and finds, and be able to locate them and assess how successful paleoanthropologists have been at explaining the development of human behavior and the processes of the human mind. Students will be able to compare and contrast the information about human evolution generated through the study of fossil/comparative anatomy, and archeology and be able to critically evaluate scientific papers and contribute to academic discussions and debates. Note that honors courses move at an accelerated pace, includes more material than the traditional course, and offer students the opportunity to hone their critical thinking and analytical writing skills. Additionally, these courses are meant to facilitate a seminar-like environment through close academic interaction with faculty and other honors students.

Theory 3 hours

BUSINESS (BUS)

BUS101 Introduction to Business      3 Credits
This survey course introduces the student to an overall picture of American business and the opportunities it offers. Topics covered include management, human resources, and forms of business ownership, union-management relations, ethics and social responsibility of business.

Theory 3 hours
Prerequisite: ENG095

BUS201 Principles of Marketing                                         3 Credits
This course covers the fundamentals of modern marketing, consumer behavior, marketing strategy, product pricing, promotion and distribution.

Theory 3 hours
Corequisite: ECO102

BUS203 Business Law I                                                         3 Credits
This course provides a practical knowledge of the legal environment of business, contracts and sales with reference to the Uniform Commercial Code.

Theory 3 hours

BUS204 Business Law II                                                       3 Credits
This course builds upon the concepts studied in Business Law I and deals with matters involved in everyday business transactions. Included in the coverage are the areas of negotiable instruments, bankruptcy, agency, business organizations, and governmental regulations, both in the consumer and business areas.

Theory 3 hours
Prerequisite: BUS203

BUS205 Advertising and Promotion                                   3 Credits
The purpose and benefits of advertising and its effects on human behavior are reviewed. Also scheduled is an examination of the types of media including: newspapers, television, direct mail, radio, magazines and outdoor. The legal and moral aspects of advertising also are presented as well as ethical considerations.

Theory 3 hours

BUS206 Entrepreneurship      3 Credits
A presentation of small business management topics essential to the success of the entrepreneur is covered. Emphasizes the traits of a successful business owner and helps the student identify opportunities for new ventures within the marketplace. Detailed topics include: business opportunities and trends, human relations and leadership, risk management, and social responsibility.

Theory 3 hours
COURSE DESCRIPTIONS

BUS207 Salesmanship 3 Credits
Basic principles of selling with emphasis on placing the principles into practice are presented. The course emphasizes the human relations aspect of selling. Beginning the sale, overcoming objections, making effective demonstrations and closing the sale is also covered as well as the internal and external factors of customer behavior and ethical considerations.
Theory 3 hours

BUS211 Social Media Marketing 3 Credits
This course focuses on using social media portals to positively influence consumers toward a website, company, brand, product, service, or a person with the goal of the purchase of a product, online subscription or registration in an online community. Students develop a social media marketing strategy as a major project. Additional time outside of class is required to complete assignments and projects.
Theory 3 hours

BUS240 Special Topics in Business 1-3 Credits
This course offers advanced business topics selected by the dean/faculty that satisfy student needs and business requirements.
Theory 1-3 hours
Theory and/or hours assigned based on topics offered

BUS252 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management.
Theory 3 hours
Prerequisite: BUS206 and articulation agreement

BUS253 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management.
Theory 3 hours
Prerequisite: BUS206 and articulation agreement

BUS254 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management.
Theory 3 hours
Prerequisites: BUS206 and articulation agreement

CHEMISTRY (CHM)

CHM101 Introduction to Chemistry 4 Credits
This introductory course is for the student with a limited knowledge of the basics of high school chemistry and a weak background in mathematics. Topics include the metric system, basic atomic structure, elements, compounds, mixtures, the periodic table, chemical nomenclature, stoichiometry and the math necessary to complete calculations encountered in general chemistry. Laboratory activities reinforce theory and familiarize the student with basic laboratory equipment and techniques.
Theory 3 hours - Lab 2 hours
Prerequisite: MTH095 with a minimum grade of “C” or appropriate score on college placement test
**COURSE DESCRIPTIONS**

**CHM102 General Chemistry I** 4 Credits
Topics include structure of atoms, molecules and ions, chemical reactions and stoichiometry, acid-base reactions, solutions and gas laws. Laboratory activities reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM101 and MTH095 with a minimum grade of “C” or appropriate score on college chemistry placement test

**CHM103 General Chemistry II** 4 Credits
This course is a continuation of CHM102 and provides a study of chemical equilibria, thermodynamics, kinetics, the transition elements and nuclear chemistry. Laboratory activities reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM102 with a minimum grade of “C”

**CHM201 Organic Chemistry** 4 Credits
This course is a study of the fundamental principles of organic chemistry. Topics include structure, nomenclature and characteristic reactions for the following: saturated and unsaturated hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, amines, amides, aromatic compounds, carbohydrates, lipids, proteins and nucleic acids. Enzymes, stereoisomers, and the metabolism of carbohydrates, lipids and proteins are included. Lab exercises reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM102, CHM103

**COMPUTER INFORMATION (CIS)**

**CIS100E Windows Environment** 1 Credit
This course is designed to familiarize the student with the Windows operating system environment and essential operating system features and tasks, such as file management.
Theory 1 hour

**CIS100I Internet Basics** 1 Credit
This course will introduce the student to internet use, including searches, e-mail and attachments, website analysis, and printing. Students will need to plan for lab time outside of class.
Theory 1 hour

**CIS101 Personal Computer Applications** 3 Credits
This course teaches the basic terminology, concepts and use of computer systems. Hardware, personal productivity software, Internet usage, file management, electronic communication and networking technologies are also discussed. The course provides standardized, hands-on instruction in the most commonly used personal computer software for word processing, spreadsheet use, presentation graphics and database management. The course combined demonstration, hands-on, self-paced and online course management instruction. (This course complies fully with the ODHE TAG requirements for OBU003 Computer Applications.)
Theory 3 hours

**CIS205 Internet Research** 3 Credits
Internet as a research tool is stressed in this course. Research techniques, differences, and evaluation of various websites for collegiate and professional purposes are stressed. In addition to web-based classwork, students also will complete assignments relating to evaluation and citation of web sources. Assignments require online time outside of class.
Theory 3 hours
Prerequisite: ENG101
COURSE DESCRIPTIONS

CIS222  Spreadsheet Concepts  3 Credits
This course covers the most important and useful features of Microsoft Excel, including the skills required for Microsoft Office Specialist Certification. Specific topics include basic spreadsheet preparation, formatting, printing, and graphics to advanced topics that may include name and range tables, custom menus, forms control, and macro writing. Assignments require lab time outside of class.
Theory 3 hours
Prerequisite: CIS101 or instructor approval

CIS225  Database Concepts  3 Credits
This course covers the most important and useful features of Microsoft Access, including the skills required for Microsoft Office Specialist Certification. The course progresses from introductory topics including planning and structuring databases, data retrieval, report generation, and custom screen design to advanced topics that may include custom screens and menus, and programming using Access.
Theory 3 hours
Prerequisite: CIS101 or GSC107 or instructor approval

CIS229  Advanced Database Concepts  3 Credits
Advanced Microsoft Access is a continuation of CIS225, Microsoft Access. The course covers database techniques using Microsoft Access including using forms and macros to create switchboard applications, generating advanced reports, introducing Visual Basic for Applications (VBA), and administering a database once it is generated. Students will complete an independent project. This course requires lab time outside of class.
Theory 3 hours
Prerequisite: CIS225

CIV101  Surveying  3 Credits
Course topics include theory of measurement and errors: surveying field notes; distance measurement; leveling theory; field procedures and computations; study of angles, bearings and azimuths; field operations with transit, level and theodolite; traversing; and traverse computations.
Theory 2 hours - Lab 2 hours
Prerequisites: MTH110, MTH111

CJT101  Introduction: Criminal Justice  3 Credits
A survey of the philosophy and principles of the American criminal justice system is offered. The roles of the peace officer, corrections officer and security officer are presented; respective functions within the system are examined.
Theory 3 hours

CJT102  Procedural Law  3 Credits
This course focuses on the various laws that govern policing, specifically those based on the U.S. Constitution, U.S. Supreme Court decisions, and statutes passed by Congress and state legislatures.
Theory 3 hours

CJT106  Crime Prevention  3 Credits
This course introduces the fundamentals of crime prevention and the various approaches undertaken to prevent crime such as primary, secondary, and tertiary prevention in various venues such as neighborhoods, businesses, and major event locations. Additional areas including Crime Prevention through Environmental Design, Deterrence and Diffusion Theory, and Situational Crime Prevention will also be discussed.
Theory 3 hours

CJT202  Criminal Investigation  3 Credits
This course provides the student with methods of investigating crime scenes. Topics include: scene search, recording, sketching, photographing, use of lineups and fingerprint processing. Special emphasis will be placed on interviewing and interrogation. Assignments require lab time outside of class.
Theory 3 hours
COURSE DESCRIPTIONS

CJT208 Contemporary Topics: Criminal Justice 3 Credits
This special course is designed to assist a student with select topics dealing with contemporary issues in the law enforcement area. Topics will be selected to meet the current community needs and may include mental health training for police; jail and lockup management; organized crime; arson investigation; alcohol and drug abuse; and street survival.
Theory and/or Lab hours assigned based on topic offered

CJT210 Introduction to Criminal Law 3 Credits
This course explores the development of criminal law in the United States; various crimes and their elements, including common law, the Model Penal Code, and criteria considered in determining capacity and defenses.
Theory 3 hours

CJT211 Criminal Justice Internship 2-3 Credits
Field experience in an appropriate criminal justice agency under the direction of experienced and qualified professionals. The internship is designed so the student will be able to apply what they learned in the classroom to actual justice-related activities and issues. Twelve (12) hours of fieldwork per week required.
Internship 2-3 hours
Prerequisite: Program director approval

CJT213 Police Function 3 Credits
This course provides an overview of American policing by analyzing its historical development, examining the current status of the police industry at the local, state, federal, and private levels; correlating police organizations with its officers and communities; examining basic functions of the police and assessing community policing, police misconduct and control, and the future of policing.
Theory 3 hours

CJT215 Victimology 3 Credits
This course introduces students to the leading theories and research in the area of violent criminal behavior and victimization. Special emphasis will be placed on patterns of violent offending and victimization over time, victim-offender relationships, and the experience of victims in the criminal justice system. This course will address the major violent crimes of murder, rape, robbery, and assault.
Theory 3 hours

CJT222 Homeland Security 3 Credits
Principles and practices associated with the emerging discipline of homeland security are discussed. Policies, directives, national plans, and legislation that shape and define the ongoing evolution of homeland security are presented. Key issues including civil liberties and diversity are discussed and homeland security’s relationship to public safety, private security, and national security will be explored.
Theory 3 hours

COMMUNICATIONS (COM)

COM101 Public Speaking 3 Credits
This course is designed as a basic public speaking skills course for developing effective organization, delivery, invention, style, and memory in presentations. Projects and topics include communication ethics, listening skills, group work, demonstration, persuasion, and research. The course will also introduce using technology to enhance and support evidence in presentations. Students are required to present speeches with specific purposes. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM105 Interpersonal Communications 3 Credits
Interpersonal Communications invites students to explore their present communication skills and to improve their competency in communicating with other people. Through reading and participating in class exercises, students will examine the basic elements of interpersonal communication including critical thinking, self-concept, perception, listening, verbal and non-verbal expression, emotional expression, conversational skills, personal relationships, intercultural communication, and conflict resolution. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
COURSE DESCRIPTIONS

COM110 Conference and Group Discussion 3 Credits
Through role play, discussion and participation, students will develop attitudes, skills and knowledge of methods necessary to participate effectively in discussion in conferences, committees, team work, collaborative writing and other small groups. Course may require participation in outside classroom activities/events that relate to the course outcomes.
    Theory 3 hours

COM115 Oral Interpretation 3 Credits
Students will read literature orally and listen critically. Students will practice techniques for presenting literature dramatically. Emphasis will be placed on analyzing literary works, recognizing their emotional and dramatic value, and projecting those qualities through oral presentations. Writing assignments include response journals and short critical papers. Course may require participation in outside classroom activities/events that relate to the course outcomes.
    Theory 3 hours

COM150 Survey of Mass Media 3 Credits
This course serves as an introduction to mass communications in that it assesses the major forms of mass media—radio, television, film, newspapers, magazines, and other emerging media by examining the development, purpose, methods of operation, ethical concerns, and social impact. Course may require participation in outside classroom activities/events that relate to the course outcomes.
    Theory 3 hours

COM290 Communications Seminar 1 Credit
Taken in conjunction with COM291, this course is a means of communication between the internship instructor and students. Various industry representatives will present topics such as proper interviewing techniques, resume writing, etc. A student will not be permitted ordinarily to take the course or the associated course, COM291, unless 46 credit hours have been achieved. Seminar 1 hour
    Prerequisite: Completion of 46 semester credit hours
    Corequisite: COM291

COM291 Communications Internship 1 Credit
Students receive practical on-the-job knowledge of the application of information as related to the Associate of Arts Degree with a Communications Concentration. A student will not be permitted to take the course unless 46 credit hours have been achieved or permission of instructors.
    Internship: A minimum of 105 hours per credit hour
    Corequisite: COM290

COMPUTER SCIENCES (CPS)

CPS299 Special Projects in Information Technology 1-4 Credits
This course is designed to introduce the latest technologies and concepts required by the computer science field and industry. Students will have the opportunity to study technical subject matter not covered in other courses; such as, systems and networking certifications. May be used as a technical elective by any student pursuing an engineering technology degree or certificate. May be repeated; however, those students repeating the same “Special Topics” course must notify the registrar.
    Theory 1-4 hours
    Prerequisite coursework and/or instructor approval may be required

CORRECTIONS (COR)

COR202 Correctional Institutions in America 3 Credits
This examination of contemporary problems that exist within juvenile and adult penal institutions will include a study of inmate subcultures, riots, population control and homosexuality. This course also will examine comparative penal systems, treatment approaches and new alternatives.
    Theory 3 hours
COURSE DESCRIPTIONS

COR203 Criminology 3 Credits
This study of the social context of crime incorporates an examination of criminal behavior, specifically macro theory which explains social structure and its effects; micro theory which explores how people become criminal; and bridging theories which attempt to explain both how social structures come about and reasons people become criminal.

Theory 3 hours

COR204 Community-Based Corrections 3 Credits
An explanation of the philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway houses, work release and educational release furloughs will be covered. The dilemma of surveillance-custody/control factor vs. supervision treatment will be examined. The introduction to classification will be analyzed. Citizen-agency relationships will be investigated along with the potential for using citizen volunteer programs.

Theory 3 hours

COR205 Juvenile Delinquency 3 Credits
An analysis of the social and psychological factors underlying delinquency is studied as well as the role of the police officer, juvenile court and probation officer in the prevention and treatment of juvenile offenders.

Theory 3 hours

COR208 Constitutional Rights of Prisoners 3 Credits
This course traces the development of correctional case law which affects the administration and operation of jails, correctional institutions and parole services. A casebook method will be used to provide students with an understanding of specific judicial decisions relating to the constitutionality of correctional programs and processes.

Theory 3 hours

COLLEGE SUCCESS (CSS)

CSS106 Succeeding in College 1 Credit
This course will provide the newly enrolled college student with information needed to make a smooth transition into the college experience. Students will gain an understanding of college policies and an awareness of services available to them including personal academic counseling and career planning. Students also will learn the skills and be knowledgeable about the resources necessary for success in college. This course is required of all first-time Eastern Gateway Community College students.

Theory 1 hour

DENTAL ASSISTING (DAS)

DAS102 Dental Sciences 4 Credits
The student is given an overview of general and medical microbiology with emphasis on dental and periodontal aspects. General pathology and oral diseases are discussed along with highlights on dental anomalies and communicable disease. Drugs and medicines used in the dental office including nomenclature of drugs, proper administration, effects, actions and medical/dental emergencies are presented.

Theory 4 hours
Prerequisite: Admission to the Dental Assisting Program or waiver for practicing dental assistants with program director approval

DAS103 Preventive Dentistry 2 Credits
The content of this course is designed to include the development of a caries control program. Special emphasis is given to oral hygiene, the study of dental plaque, the use of the toothbrush, the latest methods of preventing tooth decay, the equipment and methods used to prevent dental disorders, and coronal polishing technique. Communication techniques related to using nutrition in the prevention of disease and nutritional counseling methods are developed in lab sessions and in elementary classroom situations.

Theory 1 hour - Lab 2 hours
Prerequisite: Admission to Dental Assisting Program
COURSE DESCRIPTIONS

DAS104  Dental Materials I  3 Credits
The student is introduced to the various materials used in the dental office. The physical and chemical properties of these materials are included. Emphasis is placed on manipulation and practical application of basic dental materials in the laboratory sessions. The maintenance and use of laboratory equipment, the proper handling of potentially hazardous wastes, and infection control procedures are included.
Theory 2 hours - Lab 2 hours
Prerequisite: Admission to Dental Assisting Program

DAS105  Chairside Assisting I  4 Credits
An introduction to chairside assisting is provided. The principles and skills of chairside assisting are cultivated by observation, discussion, study, demonstration and practice in the laboratory sessions. Emphasis is placed on care of equipment and instruments, oral examinations and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, cavity preparation, and sterilization and infection control procedures. Lab fee includes liability coverage fee.
Theory 2 hours - Lab 4 hours
Prerequisite: Admission to Dental Assisting Program

DAS106  Chairside Assisting II  2 Credits
This course content builds upon the knowledge gained in DAS105, and it includes development of restorative and surgical procedures, specific surgical and restorative instruments, rubber dam placement, and all dental specialties procedures. Cultivation of this material is achieved by discussion, study, demonstration and practice in laboratory sessions.
Theory 1 hour - Lab 2 hours
Prerequisite: Admission to Dental Assisting Program

DAS107  Dental Materials II  3 Credits
This course, a continuation of DAS104, includes the physical and chemical properties of advanced dental materials. Emphasis will be placed on manipulation and application of more complex dental materials used with advanced operative procedures; infection control; and handling of potentially hazardous wastes.
Theory 2 hours - Lab 3 hours
Prerequisite: Admission to Dental Assisting Program

DAS108  Dental Anatomy  3 Credits
The student is provided with an introduction to the basic structure of the human body. Dental nomenclature, form and function of the teeth and related structures, tooth development, and permanent and deciduous morphology are presented. Anatomical directional terms, muscles of mastication and facial expression, the blood supply to the head, fifth cranial nerve supply, salivary glands, and anatomical topography are emphasized. Familiarity with dental cytology, histology, and embryology is included.
Theory 3 hours  Prerequisites: Admission to Dental Assisting Program or waiver for practicing dental assistants with program director approval

DAS109  Dental Radiology  4 Credits
This course concentrates on the principles of radiology, X-ray production, radiation safety, and health practices and hazards, including quality assurance and regulations. Radiographic interpretation, evaluation of common radiographic inadequacies, film identification, and mounting and darkroom procedures are included. In the required college laboratory sessions, exposing, processing, and mounting of intraoral and extra-oral radiographs will be completed. Lab fee includes film badge services.
Theory 3 hours - Lab 3 hours
Prerequisite: Admission to Dental Assisting Program

DAS110  Clinical Education  2 Credits
Planned clinical educational experience in a dental office is intended to provide the student with the opportunity to use the principles and skills obtained in DAS105 and continued concurrently in DAS106. This experience will be supervised and evaluated. Students meet weekly to discuss clinical experience.
Clinical 8 hours
Prerequisite: Admissions to the Dental Assisting Program and proof of current CPR Certification
COURSE DESCRIPTIONS

DAS111 Dental Administrative Procedures 2 Credits
This computerized course is designed to assist the student in developing sound dental business procedures while identifying the role of the dental assistant in office procedures. It will include patient scheduling, filing procedures, typing, financial records and insurance forms, financial systems, and telephone and collection techniques. Ethical and legal considerations are included.
   Theory 1 hour - Lab 2 hours
   Prerequisite: Admission to the Dental Assisting Program or waiver for practicing dental assistants with program director approval

DAS112 Special Functions 2 Credits
Content of this course is designed to develop special functions for the student dental assistant. Coronal polishing, dental sealant placement, and nitrous oxide sedation are presented as required by the Ohio State Dental Board.
   Theory 1 hour - Lab 2 hours
   Prerequisite: Admission to the Dental Assisting Program or Certified Dental Assistant

DAS201 Dental Assisting Seminar 1 Credit
This seminar is designed to encourage student participation in discussing the practical experience in assigned dental offices. Emphasis is placed on dental assisting curriculum activities for review. All areas of the curriculum are included (chairside assisting, dental materials, infection control, dental sciences, preventive dentistry, dental practice management and dental radiology). An opportunity is provided to review for the DANB (Dental Assisting National Board) Certification Examination.
   Seminar 1 hour (Blocked in five-week summer session)
   Prerequisite: Admission to Dental Assisting Program and a minimum of “C” or “P” in all DAS courses from 102-112

DAS202 Dental Assisting Practicum 1 Credit
This course was designed to provide the student with an opportunity for practical application of the dental principles and skills gained in the previous two semesters of the program. The student is assigned to a dental office for supervised practical experience, and is required to provide an evaluation of office experiences and individual work experience sheets.
   Practicum 8 hours - (Blocked in five-week summer mini term - 40 contact hours per week)
   Prerequisite: Admission to Dental Assisting Program and a minimum of “C” or “P” in all DAS courses from 102-112

DESIGN ENGINEERING (DES)

DES110 Drafting I 3 Credits
This is a basic course in freehand and mechanical drawing. Emphasis is on drafting theory, conventional practices and techniques. Course content includes lettering, lines, sketching, use of equipment and materials, geometric constructions, orthographic projection, dimensioning, primary auxiliary views, sections, isometric pictorials and overview of CAD.
   Theory 3 hours

DES111 Drafting II 3 Credits
In this mechanical drafting class, topics include use of drafting equipment, geometric construction, fasteners, tolerance dimensions and working drawings. This is a mechanical drafting class and basic drafting tools will be required.
   Theory 3 hours
   Prerequisite: DES110 or instructor approval

DES115 AutoCAD I 3 Credits
This course teaches the student to use AutoCAD software and prepare drawings per power plant industry standards.
   Theory 3 hours
   Prerequisite: DES110, prerequisite waived if ATS major
COURSE DESCRIPTIONS

DES201 Electrical Drafting 2 Credits
An introduction to the fundamentals of electrical/electronics drafting is given with the purpose to acquaint the student with the symbolism and diagrams used in the electrical/electronics field. This is a mechanical drawing class and basic drafting tools will be required.
Theory 2 hours
Prerequisites: DES110 and DES115 or instructor approval

DES215 Computer Aided Design II 3 Credits
This is a continuation of DES115 with emphasis on application. The construction of working drawings (orthographic projection, pictorials and diagrammatic representation) utilizing the computer equipment is studied and practiced. This course will have a project completed by a team of students as a capstone to their degree.
Theory 3 hours
Prerequisite: DES115 or instructor approval

DES220 Structural/Architectural Drafting 2 Credits
This is a course dealing with the conventional practices and procedures necessary in graphically describing structures. A set of drawings for a residence is constructed. Drawings also are made for steel and masonry construction. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES221 Piping Drafting/Map Drafting 2 Credits
Working drawings for piping systems and maps used in the engineering/architectural areas are studied and drawn. Topics covered include symbolism and diagrams. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES222 Technical Illustration 2 Credits
The axonometric, perspective and oblique forms of pictorial illustration are studied. Attention is given to the use of templates, dimensions and shading. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES225 CAD Animation 2 Credits
This course is designed to help drafters conceptualize and communicate their design ideas. 3D Studio VIZ is a tool for designers who need to explore three-dimensional design ideas, to work with a variety of CAD programs and data, and to acquire flexibility in how to present their designs.
Theory 2 hours
Prerequisite: DES215 or instructor approval

TEACHER EDUCATION (ECE)

ECE101 Cognitive and Physical Development of the Child 3 Credits
The historical and current perspective of child care centers will be presented. Methods to establish a safe, healthy and effective learning environment will be included. The focus will be on the physical and intellectual growth of young children. Also, effective ways of maintaining a commitment to professionalism will be included. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
COURSE DESCRIPTIONS

ECE102 Social and Emotional Development of the Child 3 Credits
Methods to establish positive and productive relationships with families will be presented to ensure and construct a program responsive to the needs of young children. This course also includes methods teachers can use to support the social and emotional development of young children while providing positive guidance. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
Prerequisite: ECE101

ECE104 Early Childhood Development Practicum 2 Credits
On-campus site, or if already employed, the student’s job site may be used as an integral segment of this teaching practicum experience. Based on student enrollment and available sites, practicum may be scheduled in the summer or fall semester. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Practicum – 210 hours minimum
Prerequisites: ECE101, ECE102
Corequisite: ECE105

ECE105 Early Childhood Development Seminar 1 Credit
This seminar is designed to give the student an opportunity to discuss ECE104 practicum experiences. Guest lecturers will be invited. Based on enrollment and available sites, seminar may be scheduled in the spring semester or summer session. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required. Seminar 1 hour
Prerequisites: ECE101, ECE102
Corequisite: ECE104

ECE106 Care and Development of Toddlers 3 Credits
This course focuses on providing care for the infant and toddler-aged child. The areas of heredity, pregnancy and birth are included. The subject of school-age, latchkey programs, with the child care setting, also is discussed. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required. Observation hours may be required.
Theory 3 hours

ECE107 Administration of Childcare Centers 3 Credits
This course focuses on current issues and trends in early childhood education. Included are social service agencies available to support and empower families and an introduction to family-oriented opportunities. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
Prerequisite: ECE104 and ECE105 recommended

ECE110 Wellness and Safety in Early Childhood 3 Credits
This course is designed to cover the normal physical sequence of growth and development that occurs throughout early childhood along with special factors that can influence development such as safety, health, and nutrition. Current issues in regard to the health and safety of children also will be covered. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
**COURSE DESCRIPTIONS**

**ECE111 Society, Family, and Diversity in Early Childhood** 3 Credits
In this course, students learn how to encourage children to become contributing members of their society, i.e. the family, the classroom, the community. Emphasis is on goals that encourage the development of the child’s self-esteem and self-reliance. The aspiring teacher candidate learns ways to promote a multi-cultural classroom. Aspiring teachers also learn the importance of field trips and ways to plan and execute successful experiences. Methods of integrating multi-cultural, intergenerational, government, ecology, geography, community living, holiday celebrations, and current events into the curriculum are studied and practiced. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.

Theory 3 hours
Field/lab hours - 20 required per semester

**ECE112 Integrating Language and Literacy in Early Childhood Curriculum** 3 Credits
This course will cover the foundations of early literacy development, including theories and practices. Prospective teachers will observe and assess the learning needs of young children, and will learn ways to motivate reading and writing and to increase phonemic awareness. Family literacy issues will be presented and discussed, and prospective teachers will learn how to create a literacy environment in an early childhood classroom. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.

Theory 3 hours

**ECE113 Integrating Math and Science in Early Childhood Curriculum** 3 Credits
This course shows the aspiring teachers how to use activities and environment to teach math and science concepts, including such concepts as one-to-one correspondence, number sense and counting, logic and classifying, comparing, early geometry (shapes), spatial sense, parts, and wholes. Aspiring teachers also will learn how to teach children early science concepts, including life science, physical science, earth and space science, environmental awareness, health, and nutrition. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.

Theory 3 hours

**ECE114 Integrating Music, Art and Play in Early Childhood Curriculum** 3 Credits
This course studies children’s creative expression and psychomotor development through play, developmental stages of art in two and three-dimensional forms, musical chants, rhythms, and instruments. The course also will demonstrate ways to integrate creative drama and movement into the early childhood classroom. The course will familiarize aspiring teachers with theories regarding play and creativity in young children, and will help aspiring teachers’ foster creativity in children through integrated practices and through physical environment. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.

Theory 3 hours

**ECONOMICS (ECO)**

**ECO101 Macroeconomics** 3 Credits
This course deals with a basic understanding of the operation of our economic system. Presents a measurement of production, employment and income; demonstrates the role of money supply; relates the importance of international trade; explains current methods of economic analysis and development of economic policies; and explains the role of government in our economy. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours

**ECO102 Microeconomics** 3 Credits
Content of the course examines specific economic units; households, firms, industries, labor groups; and how these individual units behave in the marketplace. Market structures of pure competition, monopolistic competition, oligopolies and monopolies are examined. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
COURSE DESCRIPTIONS

ECO105 Personal Finance  
This course provides students with an understanding of the fundamentals of personal finance, including budgeting, consumer credit, taxes, insurance, investment, and financial and retirement planning. This course will help the student make informed financial decisions through practical, real-world projects. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ECO201 Money and Banking  
A study of the framework for the current money and banking environment is given. Monetary and fiscal policy and its limitations and implications are developed. The role of the Federal Reserve System is emphasized. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ECO101

EDUCATION (EDU)

EDU105 Introduction to Education  
This course is required for students who intend to major in education. The student will be introduced to practical aspects of teaching and prepare them for their education classes. The course will cover portfolio development, requirements for licensure, Praxis tests, organizations and agencies important to education and various degree and transfer options. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 1 hour
Prerequisite: For education majors and must be completed before taking other education classes

EDU200 Foundations of Education  
This is an introduction to the profession of education. It is designed to be a survey course for students who are interested in transferring into education programs and related fields. Candidates will explore five major themes: professionalism, diversity, democratic issues/social justice, curriculum and instruction, and finally legal and organizational issues. These themes will provide teacher candidates with a broad understanding of education and schooling in the United States. Twenty hours of observation/field work required. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
Prerequisite: EDU105

EDU201 Instructional Technology  
This course is designed to teach future teachers to use multimedia computer systems, as well as other technology in the classroom. It covers basic computer use, word processing, database programs, spreadsheets, Internet and WWW use, web page design, and programming languages. Other areas covered include selecting and using Internet materials, designing multimedia presentations, copyright issues and the impact and interaction of the ethical, societal, educational and technological trends and issues. This class requires two hours of lecture and three hours of lab per week, one of which will be out-of-class lab assignments. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 2 hours - Lab 3 hour

EDU202 Classroom Management: Issues and Trends  
This course explores classroom organization and management, including lesson and unit planning, effective teaching practices, and assessment of instruction. It also includes discipline, rules and procedures, parental involvement, classroom design, and effective use of technology. Students are expected to develop a classroom management plan they can use in their own classroom. Twenty hours of field experience are required. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
Prerequisite: EDU105
COURSE DESCRIPTIONS

EDU203  Literacy, Language, and Phonics  3 Credits
The purpose of this course is to learn how language is acquired and developed. Listening, speaking, reading, and writing as ways to encode and decode language are studied within cultural contexts. Strategies for addressing learning styles and cultural differences in language use will be studied and practiced. Candidates will learn how human beings acquire literacy and how to foster the development of literate practices. Content reading issues will also be addressed. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 3 hours
Prerequisite: EDU200

EDU206  Classroom Practicum  2 Credits
This practicum gives the prospective teacher the opportunity to work in a classroom setting at an off-campus site. The students will put into practice curriculum development methods and models of teaching strategies. The selection and sequence of content and learning activities should progress from more familiar deductive, teacher centered models to student centered models which stress inductive thinking, cooperative learning, modes of inquiry, problem-solving and creative thinking. This course will address the different learning styles and appropriate curriculum development. The practicum must be taken in conjunction with the seminar course and consists of 14 hours a week of practice experience at a variety of teaching levels. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours will be required.
Prerequisites: EDU105, EDU200
Corequisite: EDU207

EDU207  Classroom Seminar  1 Credit
This seminar will focus on the models of teaching and curriculum issues that students will experience during their practicum in the classroom. Students meet one hour each week for discussion and problem solving based on their experiences. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required.
Theory 1 hour
Prerequisites: EDU105, EDU200
Corequisite: EDU206

EDU210  Children’s Literature  3 Credits
Designed primarily for prospective pre-kindergarten and elementary teachers, this course explores the history, content, and value of poems, stories, and non-fiction written for children. Students will analyze and evaluate these works and learn techniques for involving children in reading and listening. This course will also explore the connection between children’s literature and the linguistic, sociological, and psychological development of the child. Ten hours of field experience are required. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance into the program. Observation hours may be required. Ten hours of field experience are required.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skill

ENGINEERING (ENG)

EGT101 Women in Sustainable Employment  3 Credits
This course provides women the opportunity to learn about non-traditional career opportunities in a variety of industries such as construction, transportation, manufacturing, and utilities; to identify the core life skills essential to succeed in the field they choose; and to network with women jobseekers and tradeswomen to reach their goals. Topics include team building/communication, competitive edge/confidence, and preparation for the non-traditional workplace, including sexual harassment and conflict management and portfolio building needed to pursue an Associate of Technical Studies degree.
Theory 3 hours
COURSE DESCRIPTIONS

EGT291 IT and Engineering Practicum                          1-2 Credits
Students receive practical on-the-job knowledge of the application of information and engineering technology principles. A student ordinarily will not be permitted to take this course unless 46 credit hours have been achieved or the permission of instructor. Practicum - A minimum of 105 hours per credit hour

EGT299 Special Topics in Information Technologies   1-4 Credits
This course is designed to introduce topics of special interest as well as new technologies. Students will have the opportunity to study technical subject matter not covered in other courses. This course may be used as a technical elective by any student pursuing an engineering technology degree or certificate. May be repeated; however, those students repeating the same “Special Topics” course must notify the registrar.
Theory 1-4 hours
Prerequisite coursework and/or instructor approval may be required

ELECTRICAL/ELECTRONICS (ELE)

ELE101 Circuits I       4 Credits
A basic understanding of direct current circuit behavior is the main theme for this course. Concepts such as current, voltage and resistance are introduced. Basic circuit principles such as Ohm’s Law and Kirchhoff’s Law are emphasized. Two linear elements, capacitor and inductor are also studied.
Theory 3 hours – Lab 2 hours
Prerequisite: MTH099 with a minimum grade of “C” or appropriate score on college placement test

ELE102 Circuits II                                                                 4 Credits
A continuation of ELE101 Circuits I, this course is geared to provide the student with a solid foundation in alternating current circuit principles and analysis. Students will be introduced to the concept of phasors and their application to electrical quantities such as current, voltage, and impedance. Some of the course topics are Phasor analysis, analysis of RLC circuits, and sinusoidal response of RLC circuits, resonance, and transformers. Laboratory experiments are designed to promote teamwork and provide extensive hands on opportunity for students to put theory into practice.
Theory 3 hours - Lab 2 hours
Prerequisites: ELE101, MTH110
Corequisite: MTH111

ELE121 Electronic Circuits                                                  4 Credits
This course will cover the function and operation of many electronic analog circuits that are found in such systems as: communication systems, test equipment, industrial controls and monitoring units.
Theory 3 hours – Lab 2 hours
Prerequisite: ELE101

ELE130 Digital Computer Systems                                   4 Credits
This course familiarizes the student with the basic theory and application of digital systems. Emphasis is placed on combinational logic such as adders, subtractors, comparators, decoders, multiplexers and logic arrays and sequential devices such as flip-flops, registers, counters, RAM (Random Access Memory) and control circuits.
Theory 3 hours - Lab 2 hours

ELE202 AC/DC Machinery                                                 3 Credits
This course presents the principles of operation and characteristics of the basic types of direct current machines, covers in particular, series, shunt, and compound generators and motors. The course describes methods of controlling the speed of motors and discusses the basics of variable speed drives. This course is designed to enable the student to understand, specify, connect and satisfactorily apply the various existing types of electric motors and generators. Strong emphasis is placed on the use of manuals/data sheets and machine specifications.
Theory 2 hours - Lab 2 hours
Prerequisite: ELE102
ELE203  Understanding the National Electrical Code            3 Credits
Students in this course will understand the terminology utilized inside the National Electrical Code (NEC) as well as
the layout of each of the articles within the NEC. They will learn how to find and utilize information inside the NEC.
Branch circuits, electrical services, wire sizing, wiring methods, and grounding requirements will be covered in this
course. This course will cover excerpts from Chapters 1 to 3 of the NEC.
   Theory 3 hours
   Prerequisite: ELE101

ELE205  Power Distribution                                     3 Credits
The purpose of this course is to provide the student with a basic understanding of electrical distribution and
associated power system concepts. The course covers transformer theory, wiring devices, overcurrent protection,
wire types, grounding and circuit design. Transformer labs are used to support theory. “Real world” applications
and operations are stressed through solving mathematical problems using the basic algebraic and trigonometric
applications. Safety is a primary factor in working with electrical systems. Emphasis is placed on compliance with
safety codes, such as the National Electrical Code and the National Electrical Manufacturers Association (NEMA).
   Theory 2 hours - Lab 2 hours
   Prerequisite: ELE102

ELE207  General Instrumentation                              3 Credits
This course is designed to meet the needs of the instrumentation technician who must learn the methods and devices
that are used to measure variables in process control. Some of the topics are measurement errors, pressure, level,
flow, temperature, and humidity measurements, and the commonly used instruments for measuring these variables
in the industry. Laboratory experiments are designed to promote teamwork and provide an extensive hands-on
opportunity for students to put theory into practice.
   Theory 2 hours - Lab 2 hours
   Prerequisite: ELE102

ELE208  Industrial Controls                                 3 Credits
This course covers theory and application of control components and systems. With the use of manuals,
handbooks/equipment specifications, students learn to think through the process of diagram development in
connecting control devices from control pilot devices and electromagnetic motor starters to programmable logic
controllers. The application area of the course is the field in which most students will be employed and will need
knowledge. Consequently, control stations, in the lab, equipped with personal computers and programmable logic
controllers are designed to be as state-of-the-art as possible.
   Theory 2 hours - Lab 2 hours
   Corequisite: ELE202

ELE214  Programmable Logic Controllers                     3 Credits
This course is a study of Programmable Logic Controllers (PLC). A PLC is a specialized computer used to control
machines and processes. The course includes a description of the hardware functions and the wiring of inputs and
outputs. The PLC is programmed in relay ladder logic and all of the programming instructions are reviewed. The
labs include building a complete hardware system and writing software programs, using learned instructions to
control the hardware.
   Theory 2 hours - Lab 2 hours
   Prerequisites: ELE208 or instructor approval
## COURSE DESCRIPTIONS

### EMERGENCY MEDICAL SERVICES (EMS)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>EMS105</td>
<td>Emergency Medical Technician</td>
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<td>EMS107</td>
<td>Anatomy and Physiology for Paramedicine</td>
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<td>EMS108</td>
<td>Paramedic Theory and Practice I</td>
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**EMS105  Emergency Medical Technician**

This course prepares students to become certified as an Emergency Medical Technician. Topics covered include roles and responsibilities, personal safety, medical/legal considerations, airway management, CPR/AED use, as well as assessment and management of trauma, medical, and pediatric emergencies. Lecture and lab will be the primary methods of instruction. Students are required to complete specific classroom and clinical time, and must also demonstrate required skills competency in the lab setting as defined by the state curriculum. Upon successful completion of the course, students are eligible for National Registry testing at the Emergency Medical Technician level.

- Theory/Lab 120 Hours - Clinical 10 hours
- Prerequisites: High school diploma or equivalent; satisfy admission requirements

**EMS107  Anatomy and Physiology for Paramedicine**

This course introduces the student to the structure and function of the human body. The course is designed to provide an understanding of anatomy and physiology as a basis for the relationship to pathophysiology which will be studied extensively throughout the paramedic student’s education.

- Theory 3 hours

**EMS108  Paramedic Theory and Practice I**

This course introduces the paramedic student to preparatory issues such as role and scope of the EMS system and paramedic. Paramedic wellness, ethics, medical legal, pathophysiology, and pharmacological issues will be addressed. Advance airway management techniques, patient assessment, and trauma assessment and management will be reviewed. Lab sessions will reinforce the theory component.

- Theory 11 hours
- Prerequisites: Admission to the paramedic program, EMS105 or equivalent, EMS107 or equivalent
- Corequisite: EMS112

**EMS109  Paramedic Theory and Practice II**

This course is designed to introduce the student to medical emergencies. Cardiac, respiratory, endocrine, renal, neurological, toxicology, anaphylaxis, behavioral, environmental, gynecological, obstetrical, neonatal, and various other medical emergencies assessment and management will be covered. Lab sessions will reinforce the theory component.

- Theory 8 hours
- Prerequisites: EMS108, EMS112
- Corequisite: EMS113

**EMS110  Paramedic Theory and Practice III**

This course teaches the paramedic special conditions which may be encountered in the field such as pediatrics, geriatrics, special challenge patients, as well as assessment-based management, and EMS operation issues including incident command, rescue operations, hazmat operations, and crime scene considerations. Lab sessions will reinforce the theory component.

- Theory 4 hours
- Prerequisites: EMS109, EMS113
- Corequisite: EMS114

**EMS112  Paramedic Practical Application I**

This first clinical component provides the student the opportunity to become proficient in application of practical skills in patient assessment, airway management, and medication administration in the hospital setting. Students also will begin field clinical on paramedic units. The student will begin to integrate assessment and management of patients in the field setting.

- Clinical 2 hours
- Prerequisites: Admission to the paramedic program, EMS107
- Corequisite: EMS108
COURSE DESCRIPTIONS

EMS113 Paramedic Practical Application II 2 Credits
This second clinical component provides the student the opportunity to become proficient in application of practical skills in airway management, respiratory, cardiovascular care and obstetrics in the hospital setting. Students will continue field clinical on paramedic units. The student will integrate assessment and management of patients in the field setting.
  Clinical 9 hours
  Prerequisites: EMS108, EMS112
  Corequisite: EMS109

EMS114 Paramedic Practical Application III 2 Credits
This final clinical component provides the student the opportunity to demonstrate proficiency in application of all skills and knowledge in the scope of practice. Students will continue field clinical on paramedic units. The student will integrate assessment and management of patients in the field setting. This clinical has a capstone experience referred to as the field summative evaluation. This is a final check-off for students where they will be expected to demonstrate knowledge, skills, and attitude consistent with that of an entry-level paramedic while performing in the field.
  Clinical 7 hours
  Prerequisite: EMS109
  Corequisite: EMS110

EMS201 EMS Instructor Course 5 Credits
This course is designed for the certification of EMS instructors in the state of Ohio. The program will provide the student with instruction in adult learning, lesson plan design and development, media selection, instructional strategies, evaluation tools and techniques, and instructor presentation skills. It also provides a teaching internship, as well as an orientation to the state rules, regulations, and policies as it applies to EMS instruction. Candidates must successfully pass an Ohio EMS Division Techniques Exam upon course completion and meet any other specified requirements prior to certification as an EMS instructor as prescribed by the Ohio EMS Division.
  Theory/Lab 7 hours - Practicum 10 hours total
  Prerequisites: Possess a current Ohio certificate to practice as an Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic or is a registered nurse who holds a license to practice; at least five out of the last seven years experienced as an Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic or registered nurse; pass a written exam as provided by the Ohio Division of EMS at the level of the individual’s certificate to practice with a minimum score as specified by the Ohio Division of EMS; an applicant who is a RN must pass an exam at the paramedic level; pass a practical exam for the level of certification as prescribed by the Ohio Division of EMS; program director approval

ENGLISH/LITERATURE (ENG)

ENG083 Integrated Reading and Writing I* 4 Credits
Integrated Reading and Writing I is a technology enhanced course that prepares students for college or a career by developing language, writing, critical thinking and reading skills. Essays will be required. Students must earn a minimum of a C to advance to Integrated Reading and Writing II.
  Theory 4 hours
  Prerequisite: College placement test
  * Course not counted toward graduation

ENG095 Integrated Reading and Writing II* 4 Credits
Integrated Reading and Writing II strengthens strategies for reading, writing and thinking. The students must produce several essays while mastering the writing process. Students must earn a minimum of a C to advance to ENG101 English Composition I.
  Theory 4 hours
  Prerequisite: ENG083 or college placement test
  * Course not counted toward graduation
COURSE DESCRIPTIONS

ENG101  English Composition I  
This course is designed to improve writing skills and to introduce basic research skills. Emphasis is placed on writing that is appropriate to the situation and audience in content, organization, tone, and style. Students learn the strategies associated with composing: brainstorming, free writing, clustering, drafting, revising, editing, and proofreading. Students are required to produce a variety of essays demonstrating skill and are introduced to library and online research methods. A short research paper using MLA documentation is required. Course may require participation in outside classroom activities/events that relate to course outcomes.
  
  Theory 3 hours  
  Prerequisite: "C" or better in ENG095 or appropriate placement score

ENG102  English Composition II  
This course is designed for transfer for associate degree students in science and arts. The course focuses on argument and on how to approach essay writing and essay exams in the various disciplines. Students read and respond to essays, articles, and literature that illustrate argument and/or the various academic disciplines. Students are required to produce writing demonstrating these skills. Students are introduced to APA style of documentation, and are required to produce a full-length research paper. Course may require participation in outside classroom activities/events that relate to the course outcomes.
  
  Theory 3 hours  
  Prerequisite: ENG101

ENG103  Business Communications  
This course is designed to cover the writing projects that are required in the business world. Writing projects focus on business communication needs such as memos, letters, requests, order, and electronic mail. Topics include proper format, psychology of “customer service,” job interviewing techniques, legal issues of the workplace, resume writing, and online research techniques. A researched business report is required.
  
  Theory 3 hours  
  Prerequisite: ENG101 or instructor approval

ENG104  Technical and Professional Writing  
This course is especially intended for students in technologies. The course is writing-intensive and requires a full-length research paper on a technical subject or a full-length study presented in a manner appropriate to the sciences. It also requires the writing of technical documents such as proposals, instruction, feasibility and informational reports, letters, and memos. Collaborative projects are also included along with correct formatting, electronic communication requirements and issues, and the use of graphic aids in workplace documents.
  
  Theory 3 hours  
  Prerequisite: ENG101 or instructor approval

ENG151  Creative Writing  
This course will introduce students to basic techniques and styles used by poets and fiction writers. Students will develop a portfolio of their own writings. Invention exercises and strategies will be emphasized, along with elements of style, plot, character development and theme. Students will also study the works of published writers as models. Course may require participation in outside classroom activities/events that relate to the course outcomes.
  
  Theory 3 hours  
  Prerequisite: ENG101 or demonstrated writing skills

ENG201  Introduction to Literature  
This course introduces students to major forms of literature, poetry, drama, short stories, novels, and/or film and has them responding to these works with critical thought combined with personal insight ad interpretation. Emphasis is on articulating responses and analyses through journal writing, in-class short essay responses, classroom discussions, and out of class essays. Course may require participation in outside classroom activities/events that relate to the course outcomes. This course will focus on readings from 20th century American literature and is a writing intensive course.
  
  Theory 3 hours  
  Corequisite: ENG101 or demonstrated writing skills
COURSE DESCRIPTIONS

ENG202  Survey of World Literature                                  3 Credits
Explores the great works of world literature in their historical contexts so that students may discover the variety and development of human thought and feeling in various cultures. Works of the Classical, Medieval, and Renaissance periods as well as the Neoclassical, Romantic, Modern, and Post-Modern eras in Europe as well as those from Asia, Africa, and Latin America will be covered in this course. Readings will include the forms of poetry, drama and fiction. This is a writing-intensive course requiring outside papers and essay tests. Approximately 80 percent of the course is devoted to the study of literature, while 20 percent of the course will be devoted to research projects and literary criticism.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG203  Special Topics in Literature                                 3 Credits
This course will offer fiction, poetry, essays and drama selected for specific college programs or career areas. Possible special topics might include: business literature, children’s literature, women in literature, ethics in the business world, industrialization and the individual, and the environment. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG205  Women in Literature                                             3 Credits
A survey of the images of women in literature from an historical, critical and thematic perspective is offered. Course focus will be on the stories, poems, and plays in American and British literature. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG207  Film and Literature                                                3 Credits
This course will examine the various and complex relationships between literature and film. The language of film, the ways film has and does borrow from literature, and the criteria for artistic merit of a film will be studied. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG212  Environmental Literature                                     3 Credits
The focus of this course is on the reading of essays, poems, stories and plays that explore environmental issues or that examine the relationship between human beings and their environments.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG215  Social Issues in Literature                                    3 Credits
This course explores plays, poetry, film, short stories, and essays. The emphasis will be placed on examining these works from the unique perspectives of social issues and themes. Such themes will include ethics, morality, satisfying work, happiness and success, and the culture of society. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills
COURSE DESCRIPTIONS

ENG220  Modern Poetry  3 Credits
Focus is on the study of modern poetry and its dominant themes. This course will also analyze the forms, images and sounds of poetry. Course may require participation in outside classroom activities/events that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101 or demonstrated writing skills

ENG222  Science Fiction Literature  3 Credits
A survey of major works of science fiction literature. This course is designed to explore our culture's evolving attitude toward technology and the role it plays in our lives. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101

ENG252  Survey British Literature I  3 Credits
This course will study major British works from the Anglo-Saxon period to the late 18th century. In addition to reading and interpreting a wide variety of literature, the course also will focus on the literary movements and culture of this period. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101 or demonstrated writing skills

ENG253  Survey British Literature II  3 Credits
This course will study major British works from the late 18th century to the modern period. In addition to reading and interpreting a wide variety of literature, the course also will focus on the literary movements and culture of this period. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101 or demonstrated writing skill

ENG254  American Literature I: Early Period  3 Credits
This course is an examination of various writers and their styles from the historical standpoint from the Colonial period in the early 17th century to 1865. The student will gain an appreciation of our literary heritage and writing styles through active classroom discussions and sharing personal interpretations from the reading of various works in different genres. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101 or demonstrated writing skill

ENG255  American Literature II: Late Period  3 Credits
This course is an examination of various writers and their styles from the historical standpoint from 1865 to the present. The student will gain an appreciation of our literary heritage and writing styles through active classroom discussions and sharing personal interpretations from the reading of various works in different genres. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

  Theory 3 hours
  Prerequisite: ENG101 or demonstrated writing skill
COURSE DESCRIPTIONS

ENVIRONMENTAL SCIENCE (ENV)

ENV101 Introduction to Environmental Science 4 Credits
An introduction to the interlinkages of nature with substantive materials from geology, biology, chemistry, physics, economics, anthropology, political sciences and many other areas. The role of humans as destroyers and conservationists in nature will be studied. Natural- and human-caused hazards and prevention will be investigated. This course will also provide an overview of the dynamics of the abiotic factors contributing to ecosystem structure and function. The course will include water resources and flood hazards, environmental hazards, soils, and waste management. It will deal both with natural factors and environments that have been affected by human intervention, as well as conservation of the resources on which society depends. Selected exercises designed to reinforce concepts including experiments, exercises, and field trips to introduce students to hands-on observation of significant environmental issues. The course has four required half-day field trips and one required full-day field trip.

Theory 3 hours - Lab 2 hours

ENV102 Environment Sustainability 3 Credits
This course will introduce students to the science of sustainability. It includes an overview of the origins of the concept of environmental sustainability and the development of sustainability science as an independent discipline and investigates the methodologies used by scientists to develop sustainable systems. The course will also explore the sustainability of technological advances in global food production. Topics include the origins of agriculture, soil energy and conservation, industrial vs. organic agriculture, integrated pest management, genetically modified organisms (GMOs), and biofuels. An overview of various renewable and non-renewable energy resources, their distribution, availability, patterns of use, and impact on the environment will be addressed. Students will evaluate relative energy efficiencies, as well as political and economic impacts on energy.

Theory 3 hours

ENV103 Environmental Field Biology 4 Credits
Instrumental analysis of samples from aquatic systems involving automated colorimetry, atomic absorption spectrophotometry, gas chromatography, ion chromatography and high performance liquid chromatography. Students will learn basic analytical techniques and apply them in group projects investigating real world water quality problems.

Theory 3 hours - Lab 2 hours

ENV106 Environmental Principles of Water and Wastewater Management 4 Credits
This course will cover the components of a water-quality study, within the focus of a watershed. This course will also cover design concepts for environmental studies, sample collection, and aspects of data analysis. Students will conduct field sampling and laboratory exercises involving commonly measured properties in water studies. The course also will include an in-depth study of the four major categories of pollutants in raw sewage, the processes of preliminary, primary, secondary and tertiary sewage treatment, the methods for disinfecting sewage treatment effluent, and a thorough review of the Clean Water Act that governs such policy.

Theory 3 hours - Lab 2 hours

ENV108 Environmental and Natural Resources Policy 3 Credits
Historical, ethical, economic, legal and policy aspects of environmental science are analyzed with an emphasis on their interrelationships. Various strategies of pollution abatement are considered.

Theory 3 hours

ENV120 OTCO: Basic Math for Waste/Wastewater 3 Credits
Basic water and wastewater math and compliance issues as they relate to water and wastewater will be covered.

Theory 3 hours
COURSE DESCRIPTIONS

ENV121  OTCO: Basic Wastewater  3 Credits
Students will be exposed to the operation and maintenance procedures of a wastewater treatment facility, analyze and solve operational problems, learn operator responsibilities, contingency operating procedures, wastewater terms and wastewater equipment.
Theory 3 hours

ENV122  Basic Water  3 Credits
This course is designed to give the student a basic understanding to water plant operations. Students will learn the operations of various water treatment plants. They will learn how to analyze and solve operational problems including disinfection and detention time to name a few. A tour of a water treatment facility is included.
Theory 3 hours

ENV123  OTCO: Lab  3 Credits
This course is designed to give the student an overall view of the water and wastewater labs, testing methods, running basic tests, sampling procedures, chain of custody paperwork, Micro for water (MM mug and wastewater), EPA procedures along with an overview of the GIS program (12 hours), which will include some actual usage of the equipment and a basic overview of SCADA. Student will also get an overview and understanding of backflow and cross connection. Guest lecturers from the Ohio EPA will be scheduled along with subject matter experts.
Theory 3 hours

ENV201  Current Issues in Environmental Science Seminar  1 Credit
This course will consider biological and social issues underlying contemporary environmental problems. Students will be provided with an overview of nascent discipline of conservation biology. Case studies from around the nation (e.g., clean up of Lake Washington, Lake Erie, Exxon Valdez oil spill, spotted owl fracas, BP oil in the Gulf, Hurricane Katrina, and Hurricane Sandy) which will form fodder for discussions of the scientific and human elements of environmental decision-making are explored. Students will also be provided with exposure to current scientific research and policy initiatives. Course will include presentations by researchers, discussion of recent literature, and participation in educational workshops.
Theory 1 hour

ENV202  Environmental Soil Biology  4 Credits
This course will incorporate the principles of plant nutrition, soil nutrient availability, soil testing, and the principles of soil-plant-animal interactions and their influences on environmental and agricultural issues of global significance, sustainable agriculture, global climate change, and diversity conservation. The principles of soil chemistry, physics and biology will be used to determine the effects of soil management, agrichemical usage, livestock production, and vegetation on the environment using scales ranging from microsite to watershed. Soil will be studied as a three-phase system to include physical principles and measurements of soil properties, including density, texture, structure, water content, heat capacity, and transport coefficients, with the relationships of urban, agricultural and industrial contamination. This course will provide the physical, chemical and biological fate and transport processes of pollution in soils and to neighboring water bodies by use of modeling and application to landscape scale.
Theory 4 hours

ENV214  Basic Wastewater Collection  3 Credits
This course is designed to give students a basic understanding of the operation and maintenance of wastewater collection systems. Students will be exposed to basic math, inspection and collection procedures, pipeline cleaning, repair and new construction of pipes along with a basic understanding of lift stations.
Theory 3 hours

ENV215  Water Distribution  3 Credits
This course is designed to give students a basic understanding of water distribution systems. They will learn operation and maintenance of the system. The students will gain experience in basic hydraulics, pumps, disinfection and other distribution system properties.
Theory 3 hours
### COURSE DESCRIPTIONS

**ENV216 Utility Management**  
3 Credits  
This course is designed for students to give them an understanding of managing a public utility water and wastewater plant. The student will receive background information of the various job functions along with a review of communication skills but written and verbal.  
Theory 3 hours

**GEOLOGY (GEL)**

**GEL101 Introduction to Geology**  
4 Credits  
This course deals with the origin, composition, and structure of the Earth. It deals with the composition and structure of the Earth’s interior; identification of common minerals and the three major rock groups; the concepts and processes of the evolution of various surface features of the Earth. This course serves the needs of non-science majors who are required to complete one or more science courses.  
Theory 3 hours - Lab 2 hours

**GEL111 Earth Science**  
4 Credits  
An introduction to the fundamental principles of astronomy, geology, meteorology and oceanography. A review of the geologic time line also will be included.  
Theory 4 hours  
Not open for credit toward graduation in science, health, or engineering areas

**GEL112 Geology of National Parks**  
4 Credits  
This course will highlight the geological features of many of the national parks in the United States. The history, location, basic geology and Native American experiences will be covered.  
Theory 4 hours  
Not open for credit toward graduation in science, health, or engineering areas

**GEOGRAPHY (GEO)**

**GEO101 World Geography**  
3 Credits  
A study and comparison of geographic conditions and differences as they relate to social, cultural, economic and political developments. Selected world regions will be studied.  
Theory 3 hours

**GEO102 Physical Geography**  
3 Credits  
A study of the physical features and complex geographic systems of the Earth’s surface. Topics will include the atmosphere, biosphere, hydrosphere, and lithosphere. The environmental impact resulting from the interaction between humans and the Earth’s physical systems will be covered.  
Theory 3 hours

**GEO201 Human/Cultural Geography**  
3 Credits  
A study of how and why humans have settled in the regions of the world and how their cultures have varied in relation to their different geographic settings. It examines the ways in which material culture, government, religion, language, economy have metamorphosed from one place to another. It also analyzes the similarities between different regions and cultures.  
Theory 3 hours  
Prerequisite: GEO101 or GEO102

**GENERAL SCIENCE (GSC)**

**GSC101 Introduction to Physical Science**  
4 Credits  
An introduction to the fundamental principles of chemistry, physics and nuclear physics is offered. Intended for the non-science major, this course requires a minimum of science or mathematics background.  
Theory 3 hours - Lab 2 hours  
Not open for credit toward graduation in science, health, or engineering areas
COURSE DESCRIPTIONS

GSC102 Science and the Environment 4 Credits
For the non-science major, an introductory course concerned with the science concepts behind the 20th and 21st century environmental issues such as the ozone layer, global warming, acid rain and others. Chemical phenomena methodology and theory are set in the context of social, political and economic issues. Laboratory activities familiarize each student with basic analysis techniques.
   Theory 3 hours - Lab 2 hours
   Not open for credit toward graduation in science, health, or engineering areas

GSC107 Technology for Professional/Personal Use 3 Credits
This course exposes the student to the use of various computer software for professional and personal use. Included is the use of spreadsheets, databases, e-mail, financial software and the Internet.
   Theory 3 hours

GSC110 Energy and Society 4 Credits
For the non-science major, an introductory course in the physics principles behind societal uses of energy. Topics cover natural resources, environmental problems, traditional and alternative energy systems and energy conservation.
   Theory 4 hours
   Not open for credit toward graduation in science, health, or engineering areas

GSC299 Special Topics in Science 1-4 Credits
This course is designed to introduce topics of special interest as well as new technologies. Students will have the opportunity to study scientific subject matter not covered in other courses. Course may be repeated; however, those students repeating the same “Special Topics” course must notify the registrar. Prerequisite coursework and/or permission of the instructor may be required.
   Theory 1-4 hours - Lab 2-4 hours

HEALTH INFORMATION MANAGEMENT/MEDICAL CODING (HIM)

HIM102 Introduction to Health Records 3 Credits
This course covers the history, philosophy, development and functions of the health information management profession and the American Health Information Management Association. Emphasis is placed on the content of health records, documentation requirements, forms, screen designs, and data sets provided. The inspection of storage and retrieval systems and control techniques for health records relative to numbering, forms, index systems, record retention, abstracting and analysis are instructed. Various media utilized in health information are presented. Additional topics include the organization of healthcare delivery in the U.S., the structure and operations of healthcare organizations, along with an overview of various healthcare providers. Introduction to accreditation, licensure, and certification will be presented.
   Theory 3 hours

HIM104 Reimbursement Methodologies 3 Credits
This course introduces the students to reimbursement issues and systems such as PPS, DRG, RBRVS, CPS, and APC, charge masters, EDI billing techniques, and application programs. Advanced coding scenarios with the utilization of encoder application will be introduced.
   Theory 3 hours
   Prerequisite: HIM102
   Corequisite: HIM106

HIM106 Clinical Classification Systems I 4 Credits
This course introduces the student to the nomenclature classification and indexing system in ICD-9-CM and ICD-10-CM/PCS utilized in coding diagnosis and procedures. Laboratory sessions will focus on the application of the related skills with accuracy and completeness using computerized and manual methods. Reimbursement systems and other coding systems also will be discussed.
   Theory 3 hours - Lab 2 hours
   Prerequisites: BIO102, HSC101
   Corequisite: BIO201
COURSE DESCRIPTIONS

HIM113  HIM: Computers, Statistics and Quality  4 Credits
This course provides an overview of computer applications, statistics and quality in HIM. Students will examine the national health information technology landscape as well as institution-specific IT systems. Healthcare quality and performance improvement principles will be introduced. Utilization review, performance improvement and quality assurance are discussed along with medical staff credentialing. Data collection, PI tools, calculation of statistics, report generation, and data display will be covered.
  Theory 4 hours
  Prerequisites: HIM102, HIM106, HSC101

HIM210  Advanced Coding  3 Credits
Case scenarios are utilized. Emphasis is placed on selection of the principal diagnosis and principal procedure. Diagnosis-related groups (DRGs) and ambulatory payment classifications (APCs) will be studied. Coding in non-acute settings will be highlighted.
  Theory 2 hours - Lab 2 hours
  Prerequisites: BIO102, HIM106, HIM216, HSC101, or instructor approval

HIM216  Clinical Classification Systems II  4 Credits
This course introduces the theory, concepts and application of CPT and HCPCS coding which will include the format and conventions of the classification systems. Additional focus will include national coding edits, and medical necessity. Software applications as well as utilization of coding manuals will be employed to assign codes.
  Theory 4 hours
  Prerequisites: BIO102, HSC101

HIM218  Professional Practicum I  1 Credit
Advanced coding practice will provide the student with coding practice within a hospital, physician’s office, clinic, and other healthcare settings. The student will utilize the software at the facility during the coding practice sessions. The program will be outlined with the employers so the students and the employers will benefit from the tasks in which the student will assist. The practicum is based on analysis of actual medical records with a learning focus on coding accuracy and speed.
  Theory 1 hour
  Prerequisites: Application to program; BIO102, HIM102, HIM104, HIM106, HIM216, HSC101

HIM230  Legal and Ethical Concepts in Healthcare  3 Credits
Study of legislative and regulatory processes that impact health care with particular focus on HIPAA. Course includes privacy, security, and confidentiality issues related to HIM, record retention/destruction, and release of information, advanced directives, consents, and patient rights issues. Compliance and liability will be discussed, and an introduction to legal terminology and the court system provided. Ethical concerns in healthcare and HIM will be addressed.
  Theory 3 hours
  Prerequisites: HIM102, HIM104

HIM248  HIM Practicum II  2 Credits
Under the direct supervision of a health information professional, the student will participate in the daily activities of an HIM department. The opportunity to utilize the knowledge and skills attained throughout the HIM course of study is afforded through chart assembly/analysis/abstraction, release of information duties, filing, coding, and management applications.
  Theory 2 hours
  Prerequisites: BIO102, HIM102, HIM104, HIM106, HIM210, HIM216, HIM218, HIM230, HIM251, HIM252, HSC101
  Corequisite: HIM296

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COURSE DESCRIPTIONS

HIM251 Healthcare Indexes/Registries  2 Credits
Indexes and registries utilized in health care are presented with a focus on cancer and trauma registries. Registry activities including abstraction and cancer staging are presented. Data presentation and interpretation activities are contained in coursework.
   Theory 2 hours
   Prerequisites: HIM102, HSC101

HIM252 Management of Health Information Services  3 Credits
Students are instructed in supervising and managing the resources of an HIM department, including the financial, organizational, and human resources. The management functions of planning, organizing, directing, and controlling are introduced. Budgets, revenue cycle management, performance evaluations, job descriptions, orientation and training procedures, workflow, leadership, and team building are some of the concepts that will be addressed.
   Theory 3 hours
   Prerequisite: HIM102

HIM296 HIM Capstone and Seminar  2 Credits
Seminar focus is devoted to current and future trends in health care with emphasis on their HIM impact as well as a review of knowledge gained in previous HIM courses. Continued development of HIM skills will be emphasized with practice assignments. Resume writing and interviewing skills will be covered. Capstone focus allows for an in-depth study of an HIM special interest. Students will complete a HIM project of their choice within guidelines, working under the director of the HIM instructor.
   Theory 2 hours
   Prerequisites: BIO102, HIM102, HIM104, HIM106, HIM210, HIM216, HIM218, HIM230, HIM251, HIM252, HSC101
   Corequisite: HIM248

HISTORY (HIS)

HIS101 World Civilization I  3 Credits
This course provides an overview of human cultural development from earliest times to 1700. Emphasis will be on the musical, artistic, religious, and cultural achievements of these groups. Key individuals, societies, and historic developments will also be examined.
   Theory 3 hours

HIS102 World Civilization II  3 Credits
This course provides an overview of human cultural development since 1500. Emphasis will be on the musical, artistic, religious, and cultural achievements of these groups. Key individuals, societies, and historic developments will also be examined.
   Theory 3 hours

HIS104 U.S. History - The Formative Period  3 Credits
A survey of United States history through 1877, the course covers the description and analysis of the major factors accounting for the transformation of the earliest settlements into a sovereign national power. Emphasis is placed on the role of immigration and the economic and political forces that shaped the United States.
   Theory 3 hours

HIS105 U.S. History - The Modern Period  3 Credits
A survey of United States history since 1877 is offered in this course which covers the description and analysis of the rise of corporations, the development of an urban labor force, the changing role of government, and the integration of the United States into a global political and economic system.
   Theory 3 hours
COURSE DESCRIPTIONS

HIS117  History of Japan  3 Credits
This course covers the entire span of Japanese history from the mythical goddess Amaterasu to the current economic recession. This class will place special emphasis on the immense cultural changes in Japanese society from the end of the Tokugawa Shogunate in 1868 to the modern, democratic state in the 20th century. It will also examine some unique cultural aspects of Japanese culture that have not changed.
Theory 3 hours

HIS121  History of the Middle East  3 Credits
This course surveys the major social, economic, political & cultural transformations in the Middle East from before the rise of Islam to the present. Together we will examine the rise and spread of Islam, the dynamics of regional dynasties and empires, and will focus on the processes that have contributed to shaping the modern Middle East.
Theory 3 hours

HIS122  History of Southeast Asia  3 Credits
This course examines the history and culture of Southeast Asia. Its focus will be on the geography, traditions, and comparative religions of the region; and on the colonial experience, on nationalism, cold wars, and post-colonial experiences of the various countries of the region.
Theory 3 hours

HIS123  Applied History  3 Credits
Applied history, also widely known as public history, is history taught in a way to incorporate historical events in a hands-on environment encouraging historical analysis, investigation, museum studies, archival work, historic preservation, documentaries and firsthand experience.
Theory 3 hours

HEALTH SCIENCES (HSC)

HSC101  Medical Terminology  2 Credits
This course is designed to equip the student with a working knowledge of the most common root words, prefixes and suffixes in medical terminology. Emphasis is placed on spelling, pronunciation, use of the medical dictionary, vocabulary building and common abbreviations. This course is offered in the traditional classroom or online.
Theory 2 hours
Prerequisite: Completion of ENG083 if required by placement testing and computer literacy; a minimum grade of “C” is required for all health students

HSC102  First Aid/CPR  1 Credit
How to recognize and respond to an emergency until medical help arrives; care for respiratory and cardiac emergencies for people of all ages; prevention of disease transmission, first aid skills and use of an automated external defibrillator are taught. Attendance of all scheduled classes is mandatory in order to meet course requirements. AHA certificates for Blood borne Pathogens, First Aid and CPR/AED for Healthcare Providers after satisfactory completion of course requirements.
Theory/Lab 20 hours total

HSC103  Law and Ethics  1 Credit
Legal aspects including legislation, statutes, licensure, malpractice and arbitration are presented. Ethical conduct, issues and bioethics also are covered with application in the medical office.
Theory 1 hour

HSC104  Medical Insurance  3 Credits
This course is designed to present a practical approach to insurance billing. Students will abstract information from patient records to complete an insurance claim accurately. Content includes basic medical and insurance abbreviations and terms; the most characteristic types of insurance coverage available in the U.S. (unemployment compensation, disability, worker’s compensation, industrial insurance, federal Medicare, state Medicaid, group plans such as Blue Cross and Blue Shield, and Champus); computerized billing; and physician’s personal insurance.
Theory 3 hours
COURSE DESCRIPTIONS

HSC106 Administrative Medical Office Skills 3 Credits
This computerized medical office practices course includes scheduling of patients, filing, typing and transcription techniques necessary to keep accurate financial records. Insurance forms as well as hospital forms will be included. The use of CPT-4 and ICD9 Codes will be used to complete medical, patient and insurance records on a computer.
Theory 2 hours - Lab 2 hours

HSC108 Nurse Aide TCE Program 5 Credits
This course is designed to provide specialized entry-level employment with long-term nursing/health care and retirement agencies as a nurse aide. The nurse aide is responsible for providing direct resident care under supervision of a registered nurse. The program provides theory, laboratory practice, and supervised patient care (clinical) as required by the Ohio Department of Health. After successful completion of the entire course, the student will be eligible to take the Ohio competency examination. This course requires 100 percent attendance. Students must purchase the required textbook.
Theory 4.5 hours - Lab 1 hour

HSC122 ACLS Advanced Cardiac Life Support 1 Credit
This course provides healthcare providers with the knowledge and skills to intervene in adult advanced cardiac and respiratory emergencies.
Theory 1 hour
Prerequisite: Current BLS certification

HSC123 PALS Pediatric Advanced Life Support 1 Credit
This course provides healthcare providers with the knowledge and skills to intervene in pediatric advanced cardiac and respiratory emergencies.
Theory 1 hour
Prerequisite: Current BLS certification

INTERACTIVE DIGITAL MEDIA (IDM)

IDM111 Web Languages 3 Credits
This course in web site development is designed to introduce the theory, history, and application of markup and scripting languages used in the creation of web sites. Languages covered include version 5 of Hyper Text Markup Language (HTML5), version 3 of Cascading Style sheets (CSS3), and JavaScript. Additional topics such as working with a web server, file-upload, image editing, and calculating download time are also covered. Students develop a web site using the languages covered as a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: MTH095 or instructor approval

IDM121 Interactive Media Programming 3 Credits
This course is an introductory course in computer programming designed to enhance the student’s ability to master more complex interactive media programming such as ActionScript. Topics include logic, program design, flowcharting, objects, classes, variables, decision structures, loops, arrays, and lists. A major project is required. Assignments require additional time outside of class.
Theory 3 hours
Prerequisite: MTH095

IDM131 Modern Storytelling 3 Credits
This course teaches the fundamentals of dramatic storytelling. Stories that you read work very differently than stories you see. For example, novels work very differently than films, plays, television shows, or games. Each of the visual mediums works slightly differently, yet all of them share more similarities when compared to written fiction.
Theory 3 hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IDM135</td>
<td>Games Throughout the Ages</td>
<td>3</td>
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<tr>
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<td>Whether we play alone or with friends, almost everyone enjoys a good game. From Candyland to Fantasy Football, games entertain us and challenge us, but their impact throughout history goes much deeper. In this course you will learn that games reflect the social, religious, political and economic elements of every society's culture. You will also have the opportunity to construct game boards developed by ancient civilizations and to demonstrate knowledge of game rules by accurately applying them. The designs of new and old games will be compared and contrasted.</td>
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<td>Theory 3 hours</td>
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<td>Prerequisite: IDM131</td>
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<tr>
<td>IDM201</td>
<td>Digital Images</td>
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<td>This course introduces students to the creation and editing of bitmap and vector graphics. Industry standard software such as Photoshop and Illustrator are used as tools in this class. Students will complete a major project. Additional time is required beyond class time.</td>
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<td>Theory 3 hours</td>
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<td>Prerequisite: MTH095</td>
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<tr>
<td>IDM202</td>
<td>Digital Graphics</td>
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<td>Editing and creation of vector graphics is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Illustrator. Students will complete a major project. Assignments require additional time outside the classroom.</td>
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<td>Theory 3 hours</td>
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<td>Prerequisite: MTH095</td>
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<tr>
<td>IDM203</td>
<td>Digital Animation</td>
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<td>Editing and creation of digital animations is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Flash. Topics include drawing, tweening, and basic ActionScript. Students will complete a major project. Assignments require additional time outside the classroom.</td>
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<td>Theory 3 hours</td>
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<td>Prerequisites: IDM121 and MTH095</td>
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<tr>
<td>IDM204</td>
<td>Digital Video Production</td>
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<td>The creation, manipulation, editing, and production of video for use on the World Wide Web or other electronic distribution are the focus of this course. Students use hardware such as digital video camera, videotape, and capture cards and industry standard software such as Adobe Premiere to create short films. Students will write, edit, and produce a major project consisting of an original movie as well as a portfolio of other projects. Additional time beyond regular class time will be required to complete assignments and projects.</td>
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<td>Prerequisite: IDM111</td>
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<tr>
<td>IDM205</td>
<td>Digital Publishing</td>
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<td>Creation and editing of printed material in a digital environment is the focus of this course. Topics include page layout, electronic typesetting, and the CMYK color model. Students will complete a major project. Assignments require additional time outside the classroom.</td>
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<td>Prerequisite: MTH095</td>
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<td>IDM211</td>
<td>Web Site Development</td>
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<td>Creation and editing of Web sites using state-of-the-art site management software is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Dreamweaver. Web site development theory is covered extensively including such topics as branding, mind mapping, and site usability. Students will complete a major project. Additional time is required to complete assignments outside of class.</td>
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<td>Theory 3 hours</td>
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<td>Prerequisite: IDM111 and MTH095</td>
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**COURSE DESCRIPTIONS**

**IDM221  Advanced Web Languages: PHP Programming  3 Credits**
Editing and creation of interactive web sites using PHP and server side scripting is the focus of this course. Students will complete a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: IDM111, IDM121

**IDM251  Capstone in Internet and Digital Media Design  1 Credit**
The capstone course is designed to bring together all of the knowledge and skills gained in the Internet and Interactive Digital Media program. Students will develop their portfolio, write and prepare for their career as a media designer. This course is required for graduation for all Internet and Interactive Digital Media students and should be taken in the student’s final semester. The completion of the final graduation portfolio is the major project in this course.
Theory 1 hour
Prerequisite: 15 Credits of IDM courses including IDM201, IDM203, IDM211 and IDM221

**IDM275  Special Topics in Internet and Digital Media Design  1-4 Credits**
This course covers new and emerging topics in digital media and Internet design. Topics may vary.
Theory 1-4 hours
Prerequisite: Permission of instructor

**JOURNALISM (JRN)**

**JRN101  Basic Journalism  3 Credits**
Students will learn the basics of writing for newspapers, magazines, and electronic media. This course will cover writing and interviewing techniques, journalism ethics, proper style, organization, and editing. Students will write a variety of articles on assignment representative of the diverse situations encountered by a working journalist. Basic layout techniques will be presented. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

**JRN201  Journalism and the Media  3 Credits**
In this course students will learn advanced techniques used in writing for newspapers, magazines, and electronic media with a much stronger emphasis on electronic media and the ways technology is changing modern news reporting. Students will complete a variety of writing assignments under real-life, hands-on conditions designed to prepare them for work as print, radio, or television journalists. The history and evolution of journalism, basic media law, and the complex, ethical issues faced by working journalists will be presented. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101

**MEDICAL ASSISTING (MAS)**

**MAS101  Clinical Skills I  4 Credits**
This course is designed to familiarize the student with the role of the medical assistant and includes fundamental microbiology and the role of microorganisms in diseases. Preparation of the patient for examination in the physician’s office including specialty exams and procedures is explored. The importance of nutrition to health; care of instruments; the processing and sterilization of supplies; sterile technique; application of dressings; and suture removal is studied.
Theory 3 hours - Lab 2 hours
Prerequisite: Admission to Medical Assisting Program

**MAS102  Clinical Skills II  4 Credits**
This course is designed to familiarize the medical assistant with obtaining and recording vital signs; special diagnostic procedures including electrocardiography; the preparation and calculation of medications; and proper techniques for drug administration.
Theory 3 hours - Lab 2 hours
Prerequisite: Admission to Medical Assisting Program
COURSE DESCRIPTIONS

MAS103   Medical Assisting Laboratory Skills                  2 Credits
This course is designed to introduce the medical assistant to diagnostic laboratory procedures performed in the physician’s office. Principles of laboratory procedures and techniques are cultivated by observation, discussion, study and practice in the laboratory sessions. Emphasis is on collection, proper handling and identification of specimens. Basic hematologic procedures including hematocrit, hemoglobin, sedimentation rate determination and routine urinalysis are included.
- Theory 1 hour - Lab 2 hours
- Prerequisites: Admission to Medical Assisting Program

MAS104   Medical Assisting Seminar                                    1 Credit
This seminar is designed to give the student the opportunity to discuss the practical experiences of MAS105. Guest speakers are invited to discuss available community resources and present topics dealing with clinical and administrative aspects of the medical office.
- Seminar 3 hours (Blocked in 5-week session)
- Prerequisites: Successful completion of all general, technically related, and technical courses included in the first two semesters of the MA program; and practicum coordinator approval.

MAS105   Medical Assisting Practicum                               2 Credits
An opportunity is provided for practical application of the principles and skills gained during the previous two semesters. Students are assigned to a physician’s office, health center, or clinic for observation and supervised practical experience. The student is required to keep a log of daily practicum experiences.
- Practicum 32 hours (blocked in 5-week session)
- Prerequisites: Successful completion of all general, technically related and technical courses included in the first two semesters of the MA program; a practical proficiency exam and practicum coordinator approval are required if one year has elapsed since completion of MAS101, MAS102, and MAS103

MECHANICAL ENGINEERING TECHNOLOGY (MCH)

MCH102  Industrial Hydraulics      3 Credits
This is a basic course in the principles and theory of industrial hydraulics/pneumatics and the components of industrial hydraulic/pneumatic systems. Included are cylinders, pumps piping, motors, valves, flow control, pressure control valves and electrohydraulics. Fluid characteristics, basic troubleshooting and maintenance are included.
- Theory 2 hours - Lab 2 hours

MCH110  Engineering Materials                                           2 Credits
The field of material design engineering will be explored. The fundamental principles of industrial materials technology will be introduced. The material systems of metals, ceramics and polymers will be covered. Some information on composites also will be included. Atomic bonding systems, crystalline and amorphous structures of solids will be developed. Mechanical, chemical, physics properties and their measurement through physical testing will be explored. An emphasis on metals as an engineering material will be made.
- Theory 2 hours

MCH201 Applied Mechanics I (Statics)                              3 Credits
This course provides analytical and graphical solutions of problems involving forces, moments, couples, equilibrium, forces in trusses, frames, simple machines and friction C.G. and moment of inertia. Emphasis is on solution of problems by logical process rather than by memorization of rules and/or formula.
- Theory 3 hours
- Prerequisite: MTH110

MCH202 Applied Mechanics II (Dynamics)                      2 Credits
This course stresses analytical and graphical solutions of problems involving linear and angular motion and acceleration; instantaneous centers; work energy and power; impulse and momentum. Emphasis is on solution of realistic problems by reasoning with a minimum of formula memorization.
- Theory 2 hours
- Prerequisite: MTH110
COURSE DESCRIPTIONS

MCH204  Introduction to Manufacturing Processes  3 Credits
This course introduces the study of manufacturing processes, including machine tools. Topics include basic metal cutting process, such as lathe, mill, drill press, and grinder. Additionally, basic welding process will be covered.
Theory 2 hours - Lab 2 hours
Prerequisite: MTH095

MCH208  CNC (Lathe and Milling)  3 Credits
This course provides an introduction to numerical control (NC) and computer numerical control (CNC) on lathe and vertical milling machine. Math required and machinery practices are reviewed. NC axes for various machines and standards for NC are studied. Lab work will use lathe and mill and Cortini lathe programming, using G and M industrial codes.
Theory 2 hours - Lab 2 hours
Prerequisite: MTH110
Corequisite: MTH111

MCH209  FMS (Flexible Manufacturing System)  3 Credits
Introduction to industrial robots and robots classification, and the application of robots in industry are presented. Various types of robotic systems will be covered as well as an introduction to the programming of robots in a flexible manufacturing system (FMS). Two D & M robots are programmed and coordinated with the milling and the lathe machines to produce a bench-mounted FMS. Programming of the robots is done both on the PC and “teach” pendants.
Theory 2 hours - Lab 2 hours
Prerequisite: MCH208
Corequisite: MTH111

MCH210  Strength of Materials  3 Credits
Study is made of the application of external loads to rigid bodies and the analysis of the resulting stresses, strains, moments and shear diagrams. Topics include thermal expansion, bolted and welded joints, thin walled pressure vessels, beam stresses and deflection, beam design, column stresses and design.
Theory 3 hours
Prerequisite: MCH201 preferred

MCH230  Mechanical Component Design  3 Credits
This course is intended as a basic course in mechanical engineering design of machine components. After a review of basic fundamentals of strength of materials, material properties, and mechanics, students will apply these concepts to specific machine components, such as gears, bearings, springs, shafts, clutches, brakes, belts, couplings and more.
Theory 3 hours
Prerequisite: MCH202
Corequisite: MCH202

MANAGEMENT (MGT)

MGT201  Principles of Management  3 Credits
This course is a study of the four management functions of planning, organizing, directing and controlling used in organizations. This includes topics on decision-making, human relations, effective communications, group dynamics, change, leadership, motivation, ethics, quality and social responsibility.
Theory 3 hours

MGT202  Organizational Behavior  3 Credits
This course investigates the individual and group behavior at work while pursuing the nature of group dynamics and corporate culture. It involves the study of what people do in an organization and how the behavior affects the performance of the organization and emphasizes behavior related to jobs, absenteeism, employment turnover, productivity, human performance and management.
Theory 3 hours
MGT205  Introduction to Quality Improvement  3 Credits
This course introduces students to a systematic approach for applying quality technology to improve production in any type of organization. This includes the history of total quality management, analysis of customers’ needs, power of process, empowerment, and supplier quality and performance measurement.
Theory 3 hours
Prerequisite: Completion of 30 hours

MGT206  Business Management Capstone  3 Credits
This course prepares the student for future decision-making, whether job-seeking or pursuing a baccalaureate degree. Building on the courses in the Business Management program, the student will prepare an e-portfolio and will provide evidence of mastering the program objectives. Additionally, the student will develop a strategy for embarking on a job-search.
Theory 3 hours
Prerequisite: BUS101, BUS201, MGT201

MGT208  Human Resources Management  3 Credits
This course provides information necessary to develop policies and programs that attract, retain and motivate employees and includes staffing, leadership, supervision, discipline, training, labor management relations, compensation plans, benefits and appraisal systems.
Theory 3 hours
Prerequisite: MGT201 or instructor/dean approval

MGT210  Leadership Development and Team Building  3 Credits
This course has as its central focus the development of leadership ability. It provides a basic understanding of leadership and group dynamics theory, and an awareness of one’s own ability and style of leadership. It provides the opportunity to develop essential leadership skills through the study and observation of these skills and the engaging in productive leadership behavior. It is a writing intensive course.
Theory 3 hours

MTH001  Foundations of Math *  0 Credits
Intensive refresher course for students whose Compass/Accuplacer test scores show lack of mathematical proficiency. Content will cover whole numbers, fractions, decimals, ratios and proportions, measurement and the real number system, and algebraic expressions. The provided study materials are individualized based on a student’s current knowledge. Each student will be provided a customized learning path that maximizes efficiency so study time is spent where it is needed most. This class is FREE to enrolled Eastern Gateway Community College students. A certificate of completion is needed to advance to MTH095 or MTH103.
0 Credit Hours (tuition free)
* Course does not count towards graduation

MTH081  General Mathematics*  4 Credits
This course is for those who need a review of basic arithmetic as indicated by the placement testing. This course and its successors (MTH095 and MTH099) are designed to provide the student with sufficient skills in mathematics to enroll in MTH110 or MTH120. Topics include whole numbers, fractions, decimals, ratio and proportions, measurement, and the real number system.
Theory 4 hours
* Course does not count towards graduation

MTH095  Introductory Algebra*  3 Credits
This course is designed to provide the student with sufficient skills in mathematics to enroll in MTH128 or MTH099, its successor, which will properly prepare students to enroll in MTH110 or MTH120. Topics include a review of fractions and whole numbers, equations and inequalities, graphs of linear equations, inequalities in two variables, exponents and polynomials, and factoring.
Theory 3 hours
Prerequisite: MTH081 with a minimum grade of “C” or appropriate score on college placement test.
* Course does not count towards graduation.
COURSE DESCRIPTIONS

MTH099  Intermediate Algebra*  4 Credits
This course is designed to provide the student with sufficient skills in mathematics to enroll in college-level courses in the following areas: chemistry, electronics, health information, interactive digital media, mathematics and engineering. It is primarily for students with little background in algebra. This course is a continuation of MTH095 Introductory Algebra. Topics include rational expression, rational equations, systems of linear equations and inequalities, roots and radicals, quadratic equations, and geometry (if required).
Theory 4 hours
Prerequisite: MTH095 with a minimum grade of “C” or appropriate score on college placement test
* Course not counted toward graduation

MTH100  Mathematics for Elementary Teachers I  4 Credits
This course and its successor (MTH101) form a mathematical sequence intended for students interested in transferring into elementary education programs and related fields. Topics include problem-solving, sets, functions and logic, numeration systems, integers, rational numbers, exponents and decimals and mathematical applications. Teach techniques, recognition and use of connections among math ideas, and proper use of mathematical language will be stressed. Manipulatives also are introduced and activities that can be used in an elementary math classroom are presented.
Theory 4 hours
Prerequisites: MTH095 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test

MTH101  Mathematics for Elementary Teachers II  4 Credits
This course and its predecessor (MTH100) form a mathematical sequence intended for students interested in transferring into elementary education programs and related fields. Topics include introductory geometry, construction and similarity, areas of polygons and circles, motion geometry and tessellations, and probability and statistics.
Theory 4 hours
Prerequisite: MTH100 with a minimum grade of “C”

MTH102  Survey of Mathematics  3 Credits
This course is intended for students who require a general overview of mathematics, especially those majoring in liberal arts. Topics include critical thinking skills, sets, logic, functions, geometry, probability, statistics, and graph theory. This course also discusses persons and discoveries important to the discipline of mathematics.
Theory 3 hours
Prerequisite: MTH095 with a minimum grade of “C” or appropriate score on college placement test

MTH103  Business Math  3 Credits
This course is intended for those who need to use mathematics in the solution of practical problems. Emphasis is on percentage formulas, commission, markup, discounts and inventory. Interest, taxes and financial statements also will be covered.
Theory 3 hours
Prerequisite: MTH081 or MTH001

MTH110  Technical Algebra  3 Credits
This course covers equations and their graphs, systems of linear equations, review of factoring, quadratic equations, exponents and radicals, exponentials and logarithms, and inequalities and absolute value.
Theory 3 hours
Prerequisite: MTH099 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test. Check for transferability.

MTH111  Technical Trigonometry  3 Credits
This course covers right-triangle trigonometry, trigonometric functions, oblique triangles and vectors, graphing trigonometric functions, complex numbers and polar coordinates, and analytic geometry.
Theory 3 hours
Prerequisite: MTH099 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test. Check for transferability.
COURSE DESCRIPTIONS

MTH120  College Algebra  4 Credits
This course covers linear, quadratic, and absolute value equations and inequalities, graphs of elementary functions and non-functions, graphing of polynomial and rational functions, zeros of polynomial functions including the Fundamental Theorem of Algebra, exponential and logarithmic functions including graphs and applications, conic sections, systems of equations using matrices and determinants, matrix algebra, and partial fraction decomposition. Meets the general education requirement for AA degree.

Theory 4 hours
Prerequisite: MTH099 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test

MTH121  College Trigonometry  3 Credits
This course is the second part of an algebra-trigonometry sequence. Topics include trigonometry functions and their graphs; trigonometric identities and equations; applications of trigonometry; complex numbers; and analytic geometry.

Theory 3 hours
Prerequisite: MTH099 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test

MTH128  Statistics  3 Credits
An introduction to statistics is given, including data, graphic representation, measures of central tendency and dispersion, probabilities, types of distribution, sampling, hypothesis, testing and elementary aspects of correlation.

Theory 3 hours
Prerequisite: MTH095 with a minimum grade of “C” or appropriate score on placement test

MTH210  Technical Calculus I  3 Credits
An introduction to differential and integral calculus, this course includes differentiation and integration of algebraic and transcendental functions with applications to science and engineering.

Theory 3 hours
Prerequisites: MTH110 and MTH111 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test

MTH220  Calculus and Analytic Geometry I  5 Credits
An introduction to differential and integral calculus, this course includes differentiation and integration of algebraic and transcendental functions with applications to science and engineering.

Theory 5 hours
Prerequisites: MTH120 and MTH121 with a minimum grade of “C” or appropriate score on ACT, SAT, or college placement test and four years of college preparatory mathematics (including pre-calculus)

MTH221  Calculus and Analytic Geometry II  5 Credits
A continuation of Calculus and Analytical Geometry I, this course includes further calculus of transcendental functions; techniques of integration; polar coordinates; conic sections; and infinite series with applications to science and engineering.

Theory 5 hours
Prerequisite: MTH220 with a minimum grade of “C”

MUSIC (MUS)

MUS101  Music Appreciation  3 Credits
This course provides an overview of music history including the Middle Ages, Renaissance, and Baroque, Classical, Romantic periods and 20th Century trends. Styles, mediums and prominent composers are discussed, while their principal works are heard. Parallels to other art forms are drawn, enabling students to more clearly comprehend the evolution of music. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
**COURSE DESCRIPTIONS**

**MUS102  Music Fundamentals**  
3 Credits  
A creative approach to music fundamentals is undertaken by placing an equal emphasis on conceptual understanding and skills mastery through drilling and practice. The student will become appreciative of the concise nature of music and literate in its language. Course may require participation in outside classroom activities/events that relate to the course outcomes.  
Theory 3 hours

**MUS121  Special Topics in Music**  
3 Credits  
This course offers topics in music selected by faculty that satisfy student need and humanities requirements.  
Theory 3 hours

**NETWORKING (NET)**

**NET128  Windows 8 Configuration**  
4 Credits  
This course teaches students how to install, network, access, monitor, and maintain the Windows 8 operating system. It also serves as initial preparation for those seeking to take the Microsoft Certified IT Professional (MCITP) examination 70-687: Windows 8 Configuration. Topics include installing and upgrading to Windows 8, configuring hardware and applications, network connectivity, access to resources, remote access and mobility, monitoring and maintaining Windows clients, and configuring backup and recovery options.  
Theory 4 hours

**NET129  A+ Essentials**  
3 Credits  
This course provides basic knowledge for properly installing, configuring, upgrading, and troubleshooting modern computer hardware. Coverage includes desktop and server systems, basic networking and security; it includes functions and characteristics of operating systems in common use. This course will help students prepare for the CompTIA A+ certification exam.  
Theory 3 hours

**NET130  Fundamentals of Network+**  
4 Credits  
This course covers the basic installation, configuration, management, and maintenance of a network infrastructure. Topics covered include basic networking concepts, layers of the OSI model, TCP/IP fundamentals, network installation and configuration, medias and topologies, network management, Wireless LAN client configuration, and basic network security.  
Theory 4 hours  
Prerequisite: NET129

**NET131  A+ Practical Application**  
3 Credits  
This course provides basic knowledge about installing, configuring, upgrading, maintaining and troubleshooting microcomputer hardware including CPUs, storage devices, adapters, video displays, printers and communication devices. Emphasis will be given to the current Windows operating system, small office/home office (SOHO) networks and security practices for both. This course will help students prepare for the CompTIA A+ certification exam.  
Theory 3 hours  
Prerequisite: NET129

**NET132  Switched Networks**  
4 Credits  
This course will provide students with an understanding of layer 2 switch concepts and the basics of Cisco switches. Topics will include Ethernet, OSI model vs. TCP/IP model, IOS command line interface, IOS CLI password configuration, basic device settings, layer 2 LAN switching, switch security, switch interface configuration, spanning tree concepts VLAN concepts, trunking concepts, IPv4 subnetting. NET132 and NET133 serve as the initial preparation for the Interconnecting Cisco Networking Devices 1 (ICND1) exam, which is a requirement to obtain the Cisco Certified Entry Networking Technician (CCENT) certification.  
Theory 4 hours  
Prerequisites: NET130 and NET131
COURSE DESCRIPTIONS

NET133 Routed Networks 4 Credits
This course will provide students with an understanding of layer 3 routing concepts and the basics of Cisco routers. Topics will include static routing, dynamic routing, routing metrics, administrative distance, distance vector routing, link state routing, inter VLAN routing, single area OSPF, route summarization, access control list (ACL), DHCP server configuration on a router, IPv6 addressing, and network address translation (NAT). NET132 and NET133 serve as the initial preparation for the Interconnecting Cisco Networking Devices I (ICND1) exam, which is a requirement to obtain the Cisco Certified Entry Networking Technician (CCENT) certification.

Theory 4 hours
Prerequisite: NET132

NET140 Installing and Configuring Windows Server 2012 4 Credits
This course teaches students how to install and configure server roles, features, and Hyper-V; deploy and configure core network services; install and administer Active Directory; and create and manage Group Policy. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-410: Installing and Configuring Windows Server 2012.

Theory 4 hours
Prerequisite: NET128

NET141 Administering Windows Server 2012 4 Credits
This course teaches students how to deploy, manage, and maintain servers; configure file and print services; configure network services and access; configure a Network Policy Server infrastructure; configure and manage Active Directory; and configure and manage Group Policy. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-411: Administering Windows Server 2012.

Theory 4 hours
Prerequisite: NET140

NET227 Linux 4 Credits
This course teaches students the knowledge and skills required of junior Linux administrators. It serves as initial preparation for the CompTIA Linux+ exams LX0-101 and LX0-102. Topics covered include system architecture; Linux installation and package management; GNU and UNIX commands; devices, Linux file systems, and file system hierarchy standards. Advanced topics include shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; and security.

Theory 4 hours
Prerequisite: NET128 or instructor approval

NET232 Security+ 4 Credits
This course covers both network and Internet based security practices and conventions. This course includes planning, implementing, and managing network security. Through an exploration of security technologies, vulnerability assessment, and attack methods, this course offers methods to minimize potential security risks by means of organizational policy, education and technology. This course helps students prepare for the CompTIA Security+ certification exam.

Theory 4 hours
Prerequisite: NET242 or ELE217

NET242 Configuring Advanced Windows Server 2012 Services 4 Credits
This course teaches students how to configure and manage high availability; configure file and storage solutions; implement business continuity and disaster recovery; configure network services; configure the Active Directory infrastructure; and configure identity and access solutions. It also serves as initial preparation for those seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-412: Configuring Advanced Windows Server 2012 Services.

Theory 4 hours
Prerequisite: NET141
COURSE DESCRIPTIONS

NET244 Advanced Routing and Switching 4 Credits
This course will provide students with an understanding of advance layer 3 routing and layer 2 switching concepts. Topics will include router configuration files, IOS licensing, spanning tree protocol and configuration, switch troubleshooting, IPv4 routing troubleshooting, InterVLAN routing troubleshooting, default gateway redundancy, multi area OSPF, EIGRP, and IPv6 routing. NET244 and NET245 serve as the initial preparation for the interconnecting Cisco Networking Devices 2 (ICND2) exam, which is one possible pathway to achieve the Cisco Certified Network Technician (CCNA) certification.

Theory 4 hours
Prerequisite: NET133

NET245 WAN and Network Management 4 Credits
This course will provide students with an understanding of wide area networks (WAN) and network management concepts. CCNA certification preparation is also an important part of this course. Topics will include leased lines, point-to-point protocol (PPP), frame relay, point-to-point over Ethernet (PPPoE), virtual private networks (VPN), WAN troubleshooting, simple network management protocol (SNMP), syslog, and Netflow. NET244 and NET245 serve as the initial preparation for the interconnecting Cisco Networking Devices 2 (ICND2) exam, which is one possible pathway to achieve the Cisco Certified Network Technician (CCNA) certification.

Theory 4 hours
Prerequisite: NET244

NURSING LPN TO ADN (NUR)

NUR100 Nature of Nursing 3 Credits
This course is offered for licensed/certified healthcare workers entering the ADN transition program. It introduces a variety of topics that focus on the scope of practice for a registered nurse covering principles, concepts, and processes. In order to provide students with a holistic approach for nursing the following topics will be presented: the nature of nursing, contemporary healthcare, the nursing process, health beliefs and practices, promoting psychosocial needs, and integral aspects of nursing.

NUR100 along with NUR101 must be completed with a “C” or better to meet requirements for acceptance into the ADN program.

Theory 3 hours
Corequisite: NUR101

NUR101 Nursing Interventions 6 Credits
This course focuses on the application of the nursing process as a problem-solving approach to clinical judgment in performing components of nursing care. Emphasis is placed on the psycho-social and physiological needs of the patient to provide a safe environment throughout all aspects of patient care. Included are health assessment and promotion of psychological health. A laboratory and clinical component are included. This course is offered in conjunction with NUR100 and must be completed with a “C” or better to meet requirements for acceptance into the ADN Program.

Theory 4 hours - Lab 2 hours - Clinical 30 hours
Corequisite: NUR100

NUR200 Advanced Medical-Surgical Nursing I 5 Credits
This course will focus on fluid and electrolytes, immunology, diabetes, hematology and disaster planning. These topics will be needed to understand the purpose and process of laboratory tests with result interpretations correlated to medical, surgical and nursing concept maps. Laboratory sessions will review medication administration techniques and introduce IV bolus, IVPB, blood transfusions and blood sample collection peripherally. Drug dosage calculation, preparation and lab simulation are included. Clinical hours required.

Theory 45 hours - Clinical 45 hours - Lab 30 hours
Prerequisite: Admission to the LPN to ADN Program
COURSE DESCRIPTIONS

NUR201  LPN to ADN Transition Course  3 Credits
This course is designed to enable the student to explore integrative concepts in nursing and assist the student in the transition from licensed practical nurse to registered nurse. Students will refine and update previous learning in addition to identifying goals for successful transition into the registered nursing program. Combined with classroom and nursing laboratory experiences including physical assessment and IV skills, the student learns through application of concepts. The student will demonstrate the ability to solve problems through the use of the nursing process with a focus on client assessment and nurse patient relationship. Laboratory required.
  Theory 30 hours – Lab 30 hours
  Prerequisite: Admission to the LPN to ADN Program

NUR203  Mental-Health Nursing  3 Credits
This course will emphasize the development of the nursing student to address the impact that acute and chronic behavioral health problems have on the adult patient. The student will focus the care to promote, restore and maintain optimum mental health in patients diagnosed with acute and chronic mental health disorders. Etiology, methods of assessment, diagnosis, treatment, and prognosis will be presented. Clinical required.
  Theory 30 hours – Clinical 45 hours
  Prerequisite: Admission to the LPN to ADN Program

NUR204  Maternal-Health Nursing  3 Credits
This course will assist the student with applying the nursing process to clients and families with child-bearing and problems related to the child bearing process. Emphasis is placed on the family unit to promote, maintain, and restore health. The student will study the biophysical, psychosocial knowledge related to the care of both mother and baby. Clinical required.
  Theory 30 hours – Clinical 22.5 hours; Lab 15 hours
  Prerequisite: Admission to the LPN to ADN Program

NUR205  Child-Health Nursing  3 Credits
This course will assist the student to correlate growth and development knowledge and to provide care for a child and family while promoting wellness, restoration and maintenance of health of the pediatric client with acute and chronic conditions. Clinical required.
  Theory 30 hours – Clinical 22.5 hours; Lab 15 hours
  Prerequisite: Admission to the LPN to ADN Program

NUR206  Advanced Medical-Surgical Nursing II  6 Credits
This course will emphasize the student role of providing care to the client experiencing actual and potential physical alterations in an acute care facility. The focus of medical surgical content will include cardiovascular, respiratory, GI/hepatic, renal/urinary and reproductive. Knowledge of the biological, psychological and social sciences is incorporated. The student will perform collaborative and independent activities to serve as the care planner and client/family educator while developing skills in communication, delegation, and collaboration. The hospital experience will focus on further developing technical and organizational skills as well as critical thinking. Laboratory and clinical required.
  Theory 45 hours - Lab 30 hours - Clinical 90 hours
  Prerequisite: Admission to the LPN to ADN Program

NUR207  Advanced Medical-Surgical Nursing III  5 Credits
This course will emphasize the student role of providing care to the client experiencing actual and potential physical alterations in an acute care facility. The focus of medical surgical content will include endocrine, neurology, sensory, musculoskeletal and integumentary/burns. The student will continue to build clinical competencies in the synthesis of a plan of care and essential skills of critical thinking, prioritizing, collaboration and delegation. Laboratory and clinical required.
  Theory 45 hours - Lab 30 hours - Clinical 45 hours
  Prerequisite: Admission to the LPN to ADN Program
## COURSE DESCRIPTIONS

### NUR208 Nursing Leadership and Management  
**3 Credits**

This course will complete the student transition into the role of a member of the profession as a registered nurse. Emphasis is placed on the role as a manager of care to restore, maintain, and promote health for groups of patients. Various healthcare delivery systems, healthcare organizations, economic considerations, budget concerns, scheduling issues, professional development, and time management are among the topics to be included in the theory and laboratory experience. Delegation and follow-up techniques will be reinforced and demonstrated in NUR207 clinical. Laboratory required. The ATI three day live review for the NCLEX is mandatory. Students must attend all three days.

- **Theory**: 15 hours  
- **Clinical**: 45 hours  

**Prerequisite**: Admission to the LPN to ADN Program

### PHYSICAL EDUCATION (PED)

#### PED110 Introduction to Golf  
**1 Credit**

Fundamental skills of golf are taught, including grip, stance, swing patterns, and putting, as well as rules of course play. Refinement of swing, use of various clubs and types of shots are reviewed.

- **Lab**: 2 hours

### PHILOSOPHY (PHI)

#### PHI101 Introduction to Philosophy  
**3 Credits**

This introductory course will focus on several of the recurrent and central themes in the history of philosophy which have challenged our understanding of self and the universe. Special emphasis will be placed on the relevance these concerns hold for contemporary life.

- **Theory**: 3 hours

#### PHI201 History of Philosophy: Ancient through Modern  
**3 Credits**

This course investigates the central themes of various philosophers from the Pre-Socratic period through the modern era. Topics include ethics, physics, religion, and metaphysics. Emphasis is placed on how ancient and medieval philosophy influences our modern understanding of the world, religion, science, and ourselves.

- **Theory**: 3 hours  
- **Prerequisite**: PHI101

#### PHI202 Ethics  
**3 Credits**

This course provides an introduction to the area of philosophy known as ethics or morality. The course will examine several theories of ethics throughout the history of philosophy, including virtue, teleological and deontological ethics. Special emphasis is placed on how these ethical theories apply to contemporary ethical problems, such as abortion, capital punishment, and business problems.

- **Theory**: 3 hours  
- **Prerequisite**: PHI101 or instructor approval

### PATIENT HOME NAVIGATOR (PHN)

#### PHN101 Patient Home Navigator I  
**3 Credits**

This course will familiarize the student with the role of patient home navigator and includes understanding for the patients’ healthcare needs, collaborating with both healthcare provider and patient, developing support systems for the patient, assist in follow-up care and scheduling.

- **Theory**: 3 hours

#### PHN102 Patient Home Navigator II  
**3 Credits**

This course is designed to familiarize the student with the role of the patient home navigator and includes fundamental knowledge to develop action plans for patients whose outcomes are not improving, utilize IT tools to manage population of patients within the practice, facilitate continuity of care to meet patients’ needs in a timely and agreeable manner, seek research that provides evidence for improved outcomes, using an evidence based approach for chronic disease management and preventive health care.

- **Theory**: 3 hours
COURSE DESCRIPTIONS

PHN103    End of Life Ethics                                                   3 Credits
This course is designed to familiarize the student with the role of the patient home navigator and includes withdrawal vs. withholding treatment, active euthanasia vs. passive, assisted suicide, morals vs. legalities, and stages of dying, right to die or right to refuse treatment.
Theory 3 hours

PHN104    Patient Home Navigator Seminar                         1 Credit
This seminar is designed to give the students the opportunity to discuss the practical experiences of PHN105. Guest speakers are invited to discuss available community resources and present topics dealing with aspects of the patient home navigator.
Theory 1 hour
Prerequisites: PHN101, PHN102, PHN103

PHN105    Patient Home Navigator Externship                   2 Credits
An opportunity is provided in this extern experience for practical application of the principles and skills gained during the previous two semesters. Students are assigned to a professional site for supervised practical experience. The student will be supervised at all times and receive no monetary reimbursement. The student is required to keep a log of daily practical experience.
32 hours blocked in 5 week session

PHYSICS (PHY)

PHY106    College Physics I       4 Credits
Subjects for this course include: mechanics - motion, force and motion - Newton's Law, work, energy, momentum, power, friction, circular motion and satellite mechanics, torque, power transmission, and rotational dynamics; mechanics properties of matter – the structure of matter, properties of solids, properties of liquids, and properties of gases; heat and thermodynamics - temperature and heat, heat and change of state, heat transfer, law of gases.
Theory 3 hours - Lab 2 hours
Prerequisite: MTH110

PHY107    College Physics II                                                   4 Credits
The topics included are electricity and magnetism - electrostatics, basic electric circuit, source and effect of electric current, magnetism and electromagnetism, electromagnetic induction, generator and motors; light and optics; wave motion and sound, vibratory motion and waves, sound waves, acoustics; reflection and refraction, polarization, interference, and diffraction.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH110, MTH111, or MTH120, MTH121

PHY126    Science/Engineering Physics I                             4 Credits
A calculus based course in the fundamental principles of mechanics for science majors and engineers, topics treated include vectors, equilibrium, kinematics and dynamics of a particle, energy, momentum, rotation, elasticity, simple harmonic motion and the behavior of fluids. Also includes temperature, thermal expansion, specific and latent heat, heat transfer, thermodynamics, kinetic theory, mechanical waves and sound with related laboratory and demonstrations.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH220, high school physics and placement in ENG101

PHY127    Science/Engineering Physics II     4 Credits
A continuation of PHY126, topics covered include Coulomb's law, electric fields and potentials, capacitors and dielectrics, current and resistance, DC circuits, magnetic fields and forces, electromagnetic induction, magnetic properties of matter, AC circuits, electromagnetic waves, light, mirrors, lenses, interference, diffraction, polarization, relativity, photons, structure of atoms, nuclei and solids with related laboratory and demonstrations.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH220, PHY126
COURSE DESCRIPTIONS

PRIOR LEARNING ASSESSMENT (PLA)
PLA100 Portfolio Development            3 Credits
This course is six weeks long and includes a two-week optional portfolio development workshop immediately following. The course also includes one free portfolio assessment. The course is taught on the Learning Counts Learning Management Server (LMS) and leads students through on how to identify college-level learning, how to align it with college courses, and how to build a portfolio to earn college credit. Students have six months from the start of PLA100 to submit their first portfolio. The grading for the courses is Pass/Fail.
Theory 3 hours Prerequisite: ENG101 and prior online course

PARALEGAL (PLG)
PLG101 Introduction to Paralegalism and Ethics    3 Credits
This course introduces the student to the paralegal profession, including the study of contracts, torts, civil and criminal law, and the state and federal court system. Also covered is the role of the paralegal in the law office.
Theory 3 hours
Corequisites: PLG102, PLG105, PLG201, PLG207

PLG102 Legal Research and Writing I                              3 Credits
This course covers the purpose and function of the law library and computerized legal research techniques. Also stressed are legal analysis and writing skills, including the study of writing legal documents.
Theory 3 hours
Corequisite: PLG101

PLG103 Legal Research and Writing II                             3 Credits
A continuation of PLG102, this course covers more advanced computer assisted legal research techniques, as well as the drafting of legal documents such as legal memoranda, civil pleading, affidavit, legal correspondence, and other legal forms.
Theory 3 hours
Prerequisite: PLG101, PLG102

PLG105 Litigation/Civil Procedures                                   3 Credits
This course covers the study of drafting litigation documents such as complaint, answer and discovery pleadings, and the Rules of Civil Procedure, including application of rules to fact patterns.
Theory 3 hours
Corequisite: PLG101

PLG201 Real Property/Real Estate Law                            3 Credits
This course involves the study of the law of real property, as well as specific types of real estate transactions, such as deeds, sales contracts, and leases. Also included are title searches, recording deeds, drafting an offer to purchase, and drafting closing documents.
Theory 3 hours
Corequisite: PLG101

PLG203 Torts                                                                           3 Credits
This course involves the basic principles of tort law (personal injury, products liability, malpractice) in order to study the responsibilities in a trial setting. Included will be the study of collecting and preparing evidence.
Theory 3 hours
Prerequisite: PLG101

PLG205 Contracts                                                                  3 Credits
This course will give the student an understanding of the law of contracts, including the formation of a contract through its termination. This includes several ways in which a contract can be entered, offered and accepted, oral contracts, fraud, and breach of contract.
Theory 3 hours
Prerequisite: PLG101
COURSE DESCRIPTIONS

PLG207 Law Office Technology 3 Credits
This course exposes the student to the use of computer software in the law office. Included is the use of spreadsheets, databases, e-mail, billing software, and the Internet.
   Theory 3 hours
   Corequisite: PLG101

PLG210 Criminal Law 3 Credits
This course exposes the student to the skills necessary to analyze state and federal criminal procedures, draft a criminal summons and complaint, and determine possible defenses for a defendant. Also included is the study of crimes against persons and property.
   Theory 3 Credits
   Prerequisite: PLG101

PLG212 Estate Law 3 Credits
This course focuses on the law of estate administration, including the determination of assets, wills, trusts, estate taxation, and transfer of property from decedent to beneficiaries.
   Theory 3 hours
   Prerequisite: PLG101

PLG215 Family Law 3 Credits
This course covers domestic relations, including laws of marriage, adoption, divorce, dissolution, annulment, children’s rights, and family court proceedings.
   Theory 3 hours
   Prerequisite: PLG101

PLG250 Paralegal Practicum 2 Credits
This course offers the student the opportunity to gain practical experience in an actual law office, using the skills learned in their studies for actual cases. The student is expected to work a total of 210 hours on the job.
   Theory 2 hours
   Practicum - a minimum of 210 hours
   Prerequisite: instructor approval

PEACE OFFICERS ACADEMY – Police Academy (POA)

POA110 Firearms 2 Credits
This course follows the curriculum of the Ohio Peace Officer’s Training Council’s Basic Police Academy including safety procedures, fundamentals of pistol craft and proper handling of the shotgun.
   Theory 1 hour - Lab 2 hours
   Prerequisite: Based on college placement test, must meet all requirements of Ohio Peace Officers Training Academy

POA111 NHTSA Standards and Procedures 4 Credits
This course follows the curriculum set down by the National Highway Traffic Safety Administration and the Ohio Peace Officers Training Council’s Basic Police Academy in stopping vehicles, giving field sobriety tests for drinking drivers, identification and apprehension of those drivers, the theory behind the use of radar and lidar speed detection units and stopping and approaching those vehicles. The National Highway Traffic Administration is considered the source of standards and procedures in dealing with traffic safety.
   Theory 4 hours
   Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA112 Self Defense I 8 Credits
This course follows the curriculum of the Ohio Peace Officer Training Council’s Basic Police Academy self-defense techniques, and the use of impact weapons and electronic control devices.
   Theory 4 hours - Lab 8 hours
   Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy
COURSE DESCRIPTIONS

POA113  Criminal Law  3 Credits
This course follows the curriculum of the Ohio Peace Officers Training Council’s Basic Police Academy including the study of the Ohio Revised Code, Laws of Arrest and the Juvenile Justice System.
Theory 3 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA114  Police Procedures  3 Credits
This course follows the curriculum of the Ohio Peace Officers Training Council’s Basic Police Academy in supplying skills and knowledge in the areas of radio, L.E.A.D.S., communication, building searches, vehicle patrol techniques, responding to crimes in progress, handling civil disorders, subject control techniques, police report writing and prisoner booking and handling.
Theory 2 hours - Lab 2 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA115  Community Oriented Policing  3 Credits
This course follows the curriculum of the Ohio Peace Officer Training Council’s Basic Police Academy including the study and theory of the role of the American peace officer, philosophy and principles of the American criminal justice system, ethics and professionalism, civil liability and use of force, crime prevention, gang awareness, cultural diversity, controlling violent and non-violent crowds, communicating with the public and media. Special emphases will be placed on victims’ rights and community policing.
Theory 3 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA116  Physical Training I  1 Credit
This course follows the curriculum of the Ohio Peace Officer Training Council’s Basic Police Academy including the study of fitness related to endurance and job performance as a police officer. The class prepares the student to perform certain physical agility tests based on Cooper Standards for Age and Gender. Students will be required to meet this standard in their age and gender classification in three tests: the mile and a half run, sit-ups, and push-ups. The class will develop cardiovascular endurance along with upper body strength in order to pass OPOTA physical fitness standards.
Lab 2 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA117  Physical Training II  1 Credit
This course follows the curriculum of the Ohio Peace Officer Training Council’s Basic Police Academy and continues the study of fitness related to endurance and job performance as a police officer. The advanced class culminates with the student to performing the physical agility tests based on Cooper Standards for Age and Gender. The three tests consist of the mile and a half run, sit-ups, and push-ups.
Lab 2 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

POA118  Self Defense II  4 Credits
This course follows the curriculum of PKC (Personal Knowledge Control) self-defense techniques. The course will train the student in advanced hand-to-hand defensive tactics and defensive tactics using lethal and less lethal weapons. Topics covered are Firearms, Pepperball, ASP, OC Spray, Taser, PR24, Monadnock Baton and Patrol Knife.
Theory 3 hours - Lab 2 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy
COURSE DESCRIPTIONS

POA120  Technical Report Writing  4 Credits
This course focuses on the writing of clear, accurate, and factual reports of incidents and events that are crucial to personnel and/or court decisions in an organization. The course will also include the use of computer and Internet software necessary for the creation of documents and storing of files.
Theory 4 hours
Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

PRACTICAL NURSING (PNR)

PNR101 Introduction to Practical Nursing  2 Credits
This course will provide a basic understanding of nursing concepts and will include topics such as the history of nursing, research and evidenced-based practice, theorists, legal and ethical issues, healthcare delivery systems, community and home nursing, critical thinking, health promotion and wellness, culture, complimentary medicine and alternative healing, caring, communication skills, documentation, patient teaching, and leadership and management. The student will be guided in obtaining the knowledge needed to give safe, competent nursing care in a clinical setting while adhering to the Practical Nurse’s Scope of Practice.
Theory 2 hours - Clinical as arranged
Prerequisite: Admission to PN Program

PNR102 Practical Nursing Fundamentals  7 Credits
This course, using both cognitive and behavioral activities, focuses on implementation of increasingly complex techniques within the framework of the nursing process. Emphasis is placed on those nursing activities which involve fundamentals of nursing; assessment and management of basic care concepts and skills; activity and comfort; documentation; surgical care; and IV therapy. To enhance the learning experience for the student, clinical laboratory experience in a long-term care center and/or an acute care hospital is correlated with classroom theory.
Theory 5 hours - Lab 4 hours - Clinical as arranged
Prerequisite: Admission to PN Program

PNR104 Medical/Surgical Nursing I  5 Credits
This course is the introduction of basic scientific principles of the physiological responses to illness. Concepts of diseases and disorders of the body systems are presented including related chemotherapy and treatment. Principles and skills of drug administration are introduced in lab sessions. Clinical laboratory experience in a long-term care center and/or acute care hospital is correlated with classroom theory. Following completion of the lab practice session, supervised administration of medications is initiated in the clinical setting.
Theory 3 hours - Lab 2 hours - Clinical as arranged
Prerequisite: Admission to PN Program

PNR106 Medical/Surgical Nursing II  6 Credits
A continuation of PNR104, diseases and disorders that affect the remaining body systems are presented, including appropriate chemotherapy. Pharmacological principles and skills of drug administration are continued in the clinical laboratory under direct supervision. Select observational experiences will be provided as available.
Theory 5 hours - Clinical as arranged - Directed Study 6.5 hours
Prerequisite: Admission to PN Program

PNR107 Maternal/Child Health Nursing  6 Credits
This course assists the student to integrate the nursing process while providing family healthcare. Nursing concepts, principles and interventions are presented with regard to childbearing, the neonate and children through the growth years. It incorporates facets of disease prevention and health promotion and maintenance. To enhance the learning experience for the student, clinical lab experience in a family birth center and an acute care pediatrics department is correlated with classroom theory.
Theory 5 hours - Clinical as arranged - Directed Study 6.5 hours
Prerequisite: Admission to PN Program
COURSE DESCRIPTIONS

POLITICAL SCIENCE (PSC)

PSC101 American Government 3 Credits
This study of the nature and structure of American government includes an overview of federal, state, county, and municipal systems. Emphasis is placed on the structure of the U.S. Constitution, the functions of the three branches of government, and the major founding documents of the American system. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

PSC102 Comparative Politics 3 Credits
This course studies and compares how governments in different nations function and the political patterns in those nations. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

PSYCHOLOGY (PSY)

PSY101 General Psychology 3 Credits
This introductory course in psychology covers the foundations of human consciousness, senses, learning, memory, thinking, intelligence, development, and psychological disorders/treatment. As a survey course specific emphasis is placed on a detailed presentation of many of the noted historical and contemporary figures who have shaped this field of study. In addition, students will be exposed to the experimental method and other research methods used by psychologists. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

PSY201 Child Development 3 Credits
This course focuses on an in-depth study of children’s cognitive, social, emotional, and moral development. Both biological and psychological influences on behavior/personality development are examined. In addition, students will be exposed to both historical and contemporary researchers, their findings, and how these findings have practical significance. Those taking this course will be encouraged to critically evaluate the numerous competing theories that have arisen in this field as well as their practical applications, and will be challenged to develop their psychological vocabularies. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: PSY101

PSY203 Social Psychology 3 Credits
This course studies human social interaction by exploring psychological understanding of such issues as aggression, group formation and dynamics, relationships, attitude formation and social influences. Emphasis will be placed on the student recognizing these principles in everyday life. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: PSY101

PSY205 Human Growth and Development 3 Credits
This course is designed to familiarize students with the major historical and contemporary theories of human lifespan development from birth through adulthood and their applications in educational and counseling settings. Emphasis is placed upon cultivating students’ ability to relate theoretical materials to real-life experiences and observations. Course may require some hours of observation and reporting. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: PSY101
COURSE DESCRIPTIONS

PSY206 Adolescent Development 3 Credits
This course provides an in-depth study of the psychological development of adolescents. Both contemporary and historical theories/research will be presented and discussed that relate to the numerous developmental issues relevant to adolescence. An examination of the effects of puberty, modern culture, and the education system on development is also included. Students taking this course should not take PSY205 Human Growth and Development. Course may require participation in outside classroom activities/events that relate to the course outcomes.
   Theory 3 hours
   Prerequisite: PSY101 (PSY201 recommended)

PSY207 Adult Development 3 Credits
This course provides a detailed study of the psychological changes that occur during the adult years. Both historic and contemporary theories will be presented and discussed that relate to the numerous developmental issues relevant to adulthood. An examination of the physical changes of adulthood and their effect on development is also included. Students taking this course should not take PSY205 Human Growth and Development. Course may require participation in outside classroom activities/events that relate to the course outcomes.
   Theory 3 hours
   Prerequisite: PSY101

PSY211 Abnormal Psychology 3 Credits
This course will introduce students to the major mental disorders as classified by the American Psychiatric Association. Additionally, the etiology, assessment, and treatment of mental disorders will be presented from an integrated approach that comprises biological, social, and psychological influences. Moreover, students will be exposed to the DSM-V-Test Revision classification system as well as advanced psychological terminology. Course may require participation in outside classroom activities/events that relate to the course outcomes.
   Theory 3 hours
   Prerequisite: PSY101

PSY219 Characteristics of Exceptional Children 3 Credits
This course focuses on a study of childhood mental, emotional, and physical disorders and the relationship of these disorders to academic and social functioning. Also included is a study of gifted children and the unique challenges faced by this population. This course will also cover public policy issues as they relate to the successful adaptation of the child. Such topics as the provisions set forth in The Education for All Handicapped Children Act I (i.e., IEP’s and Mainstreaming) and other legislation relevant to the exceptional child will be presented. This course is designed for students enrolled in the Psychology, Education, and Child Development programs. Course requires 20 hours of observation and report. Course requires a BCI and FBI background check prior admittance into the program.
   Theory 3 hours
   Prerequisite: PSY101

PSY220 Educational Psychology 3 Credits
This course emphasizes applications of psychology to developmental patterns of pupils, methods of evaluation and assessment, and teacher-student interaction. Students will review the major theories in the history of learning and learn how these theories apply to teaching and learning. The course’s focus will be on the processes by which information, skills, values, rules, and attitudes are transmitted from teachers to students and how the methods, measurement, procedures, and behaviors of teachers impact learners. A major issue will be diversity and differences among learners. Students will be given opportunities to engage in small group discussions as well as in experimental exercises designed to put into practice the ideas of major educational theorists. The student will learn about teaching and assessment in the real world through 20 hours of field experience. Course may require participation in outside classroom activities/events that relate to the course outcomes. Course requires a BCI and FBI background check prior admittance into the program.
   Theory 3 hours
   Prerequisite: PSY101
COURSE DESCRIPTIONS

RADIOLOGY (RAD)

RAD099 Introduction to Imaging  2 Credits
This course is intended to introduce the student radiographer to the fundamentals of radiation physics and imaging. Students will become familiar with radiologic terminology, fundamental formulas and applications, the essentials of physics, and imaging basics.
  Theory 2 hours
  Prerequisite: MTH095 with a grade of C or better

RAD102 Radiographic Procedures I  4 Credits
Emphasis is placed on basic radiographic procedures of the chest, boney thorax, and abdomen, upper extremity including the shoulder girdle, lower extremity, hips, pelvis and cervical spine. During laboratory sessions, educational experiences are planned to provide the student with opportunities to apply classroom theories.
  Theory 3 hours - Lab 3 hours
  Prerequisite: Admission to Radiologic Technology Program

RAD103 Directed Practice I  1 Credit
This course is designed to develop the student’s basic competency in the manipulation of radiographic equipment and accessories. Selected and supervised clinical experiences are planned to reinforce learning and to provide clinical education opportunities to apply classroom theories. This course is blocked as a six-hour day beginning mid-semester.
  Clinical as arranged
  Prerequisite: Admission to Radiologic Technology Program

RAD104 Methods of Patient Care with an Introduction to Radiology  3 Credits
This course will provide the student radiographer with the basic concepts of patient care. Venipuncture technique, body mechanics, vital signs, asepsis, hospital emergencies, comfort measures, transporting, contrast media and pharmacology are included. The student will also learn the history of radiology, basic radiation protection, production and control of the x-ray beam, professionalism, medicolegal considerations, medical terminology and the responsibilities of the radiographer.
  Theory 2 hour - Lab 3 hours
  Prerequisite: Admission to Radiologic Technology Program

RAD105 Radiography I  4 Credits
Lecture and laboratory sessions focus on the primary factors of radiographic exposure and on proper utilization of accessory devices such as grids, intensifying screens and beam limiting devices. Emphasis is placed on overall image quality and technical factors affecting patient dosage and basic problem-solving techniques. This course concentrates on both digital and film-screen radiology. During laboratory sessions educational experiences are planned to provide the student with opportunities to apply classroom theories.
  Theory 3 hours - Lab 3 hours
  Prerequisite: Admission to Radiologic Technology Program

RAD106 Radiographic Procedures II  5 Credits
This course includes radiographic procedures of the lumbar and dorsal spines as well as the sacrum and coccyx, cranium, facial bones, body system, special modalities and interventional procedures. Radiographic variations for trauma pediatric, geriatric and atypical patients are also studied. Emphasis is on anatomy, patient positioning and use of contrast media for a variety of invasive techniques.
  Theory 4 hours - Lab 3 hours
  Prerequisite: Admission to Radiologic Technology Program

RAD107 Directed Practice II  3 Credits
Selected and supervised clinical experiences are planned to reinforce learning and to provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.
  Clinical 18 hours
  Prerequisite: Admission to Radiologic Technology Program
**COURSE DESCRIPTIONS**

**RAD108 Directed Practice III**  
2 Credits  
Selected and supervised clinical experiences are planned to reinforce learning and provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.  
Clinical 21 hours per week (offered in summer).  
Prerequisite: Admission to Radiologic Technology Program

**RAD201 Radiography II**  
4 Credits  
This course focuses on the more advanced principles of radiographic imaging such as specialized equipment, advanced problem-solving and the technical aspects of quality assurance. Concentrating on the principles of radiation protection, topics also include: principles of radiobiology, effects of radiation and health physics. During laboratory sessions, educational experiences are planned to provide the student with opportunities to apply classroom theories.  
Theory 3 hours - Lab 3 hours  
Prerequisite: Admission to Radiologic Technology Program

**RAD202 Radiologic Physics**  
3 Credits  
General theories of physics including units of measurement; mechanics; structure of matter; electrostatics; magnetism; electro- dynamics-electrical circuits; fundamentals of electromagnetism; and rectification are presented. The production and properties of x-ray, x-ray tubes, circuits and equipment are emphasized. Mathematical solutions of practical problems are included.  
Theory 3 hours  
Prerequisite: Admission to Radiologic Technology Program

**RAD203 Directed Practice IV**  
3 Credits  
Selected and supervised clinical education experiences are planned to reinforce learning and provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.  
Clinical 18 hours  
Prerequisite: Admission to Radiologic Technology Program

**RAD204 Radiography III**  
3 Credits  
This course is intended to acquaint the radiologic technology student with changes that occur through disease and injury and their application to radiologic technology. A general review of radiography also will be included.  
Theory 3 hours  
Prerequisite: Admission to Radiologic Technology Program

**RAD205 Directed Practice V**  
3 Credits  
This course will provide a continuation of clinical education including planned, supervised and evaluated clinical activity in a hospital-based internship in which the student will apply principles of radiographic procedures previously mastered in theory and lab.  
Clinical 18 hours  
Prerequisite: Admission to Radiologic Technology Program

**SOCIOLOGY (SOC)**

**SOC101 Introduction to Sociology**  
3 Credits  
This course introduces students to the scientific study of human group behavior. In so doing, it addresses the methods of scientific research, the nature and functioning of culture and society, the impact of the social environment on individual behavior, and the interrelationships among social institutions such as family, education, religion, economics, and politics. Course may require participation in outside classroom activities/events that relate to the course outcomes.  
Theory 3 hours
COURSE DESCRIPTIONS

SOC102 Sports in American Society 3 Credits
This course will examine the nature of various sports and their role in American society from historical and contemporary perspectives. This course will consider the relationship between sports and such issues as gender, race, ethnicity, sexuality, nationalism, and the role of the media in order to determine how developments in sports have influenced, and have been influenced by American society and culture.

Theory 3 hours  
Prerequisite: SOC101

SOC103 Social Class in America 3 Credits
This course will introduce students to the sociological study of economic classes in America with emphasis on recognizing and navigating the differing class norms as one attempts to exercise one’s right to social mobility. Among topics covered are the role of language in hindering or facilitating social mobility, the “hidden rules” and norms of such mobility, the stages of economic change and the application of these concepts in everyday life.

Theory 3 hours

SOC110 Sociology of Marriage and Family 3 Credits
This course will analyze the social institutions of marriage and family from the perspective of modern sociological theory. Emphasis will be placed on the history and nature of the American forms of these institutions, but cross-cultural comparisons also will constitute an important element of the course material. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours  
Prerequisite: SOC101

SOC111 Introduction to Social Work 3 Credits
This course examines the characteristics, function, and requirements of social work as a profession. Emphasis is on the ideological perspectives of the profession and the nature of professional function and interaction. The course provides an overview of the different fields in which social workers practice.

Theory 3 hours

SOC202 Society and Institutions 3 Credits
An examination of significant contemporary problems in American society and the impact on the institutions of family, education, religion, economics, and politics is presented. This course may require participation in activities and events outside the classroom that relate to the course outcomes.

Theory 3 hours  
Prerequisite: SOC101

SOC205 Social Problems 3 Credits
This course applies theories introduced in the Introduction to Sociology course to real-world social problems. This course focuses on issues surrounding race, gender, classes, crime, education, the family, drug and alcohol abuse, international conflict and others. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours  
Prerequisite: SOC101

SPANISH (SPA)

SPA101 Elementary Spanish I 4 Credits
This course is for students without high school Spanish or for those wishing to review basic grammatical concepts and vocabulary. It promotes the understanding, speaking, reading and writing of the Spanish language from the basics forward as well as the learning of the culture of the Hispanic world.

Theory 4 hours

SPA102 Elementary Spanish II 4 Credits
This course is a continuation of the understanding, speaking, reading and writing of the Spanish language from the basics forward as well as the learning of the culture of the Hispanic world.

Theory 4 hours  
Prerequisite: SPA101 or proficiency
COURSE DESCRIPTIONS

SPA201  Intermediate Spanish I  4 Credits
In this course the student will review material learned in Elementary Spanish and also learn to communicate in Spanish at a level beyond that taught in the first year. Learning at all levels of new language acquisition will take place: hearing, speaking, reading, and writing. The student will learn about the culture, history, and geography of Spanish-speaking countries around the world.
Theory 4 hours
Prerequisites: SPA101 and SPA102 or proficiency

SPA202  Intermediate Spanish II  4 Credits
This course will consist of reading, conversing, and writing in Spanish at a second year college level. This class will be conducted in Spanish. Attention will be given to culture, history, literature, geography, and music of the Spanish speaking countries around the world. Emphasis will be placed on learning to use Spanish as a means of communication in the world of today.
Theory 4 hours
Prerequisites: SPA101, SPA102, SPA201 or proficiency

THE101  Introduction to the Theatre  3 Credits
To increase comprehension, appreciation, and critical interpretation of the theatre, students will study literary and production elements, historical figures and current innovators, as well as the development of the art form and its effect on society. Technical production projects, literary analysis, and play production critiques encourage exploration of individual interests in theatre arts.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skill

THE201  History of the Theatre  3 Credits
This course explores how theatre both mirrors and is influenced by the society and period in which it occurs. Students will examine pivotal plays throughout history and reflect on the culture that inspired them and the artists who crafted them.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skill

WLD101  Industrial and Welding Safety  2 Credits
This course will teach students through demonstration and practice the proper use of safety equipment, protective clothing, and procedures applicable to the cutting/welding of metals. Introduces common job-site hazards and protections such as lockout/tag out, and personal protective equipment (PPE). The course will also teach students how to safely operate Shielded Metal Arc Welding (SMAW) equipment, how to safely connect welding current, and demonstrates the safe use of tools for cleaning welds.
Theory 2 hours
Corequisites: WLD111, WLD121 or instructor approval

WLD111  Shielded Metal Arc Welding (SMAW) I  4 Credits
This course will teach students through demonstration and practice basic metal preparation, weld quality, types of equipment and set-up, electrodes / selection, and beads / fillet welds. Content will cover flat and horizontal positions.
Theory 2 hours - Lab 4 hours
Corequisites: WLD101, WLD121 or instructor approval

WLD121  Shielded Metal Arc Welding (SMAW) II  4 Credits
This course will teach students through demonstration and practice preparation and setup of arc welding equipment and the process of striking an arc. Students will learn and practice how to detect and correct arc blow, make stringer, weave overlapping beads, and fillet welds. Content will cover vertical and overhead positions.
Theory 1 hour - Lab 6 hours
Corequisites: WLD101, WLD111 or instructor approval
COURSE DESCRIPTIONS

WLD201  Shielded Metal Arc Welding (SMAW) III        4 Credits
This course will teach students through demonstration and practice weld setup and equipment for making groove
welds in flat, horizontal, vertical, and overhead positions.
Theory 1 hour - Lab 6 hours
Corequisite: WLD202 or instructor approval

WLD202  Blueprint Reading for Welders                        4 Credits
This course will teach students through demonstration and practice how to read blueprints by identifying and
explaining the different parts of welding symbols, drawings, specifications, and welding procedure specifications.
Students will learn how to read welding details of drawings such as lines, fills, object views and dimensions.
Theory 4 hours Corequisite: WLD201 or instructor approval

WLD211  Open Root Groove Welds on Plate     4 Credits
The student will learn the proper technique for welding 1G (flat position), 2G (horizontal position), 3G (vertical
position), and 4G (overhead position) on plate. AWS code welding will be followed in this course of study. The
testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 1 hour - Lab 6 hours
Prerequisite: WLD201 or instructor approval

WLD212  Open Root Groove Welds on Pipe     4 Credits
The student will learn the proper technique for welding 2G, 5G, and 6G on pipe. AWS code welding will be followed
in this course of study. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 1 hour - Lab 6 hours
Prerequisites: WLD201, WLD211 or instructor approval

WLD213  Gas Metal Arc Welding (GMAW/Mig) and Flux Cored
Arc Welding (FCAW)        4 Credits
GMAW/Mig and FCAW welding processes will be covered, showing the student the proper welding technique on
mild steel for the fillet and open root type welds. The student should be able to perform production and maintenance
welding on mild steel including high volume fabrication. The set-up of the welding machine for the two processes
will be covered. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 2 hours - Lab 4 hours
Prerequisites: WLD202, (WLD212 or WLD211) or instructor approval

WLD214  Gas Tungsten Arc Welding (GTAW/Tig)     4 Credits
The GTAW/Tig welding process will be covered, showing the student the proper welding technique on mild steel
for the fillet and open root type welds. The use of stainless steel will be introduced. The student should be able to
perform production and maintenance welding on mild steel. Students will perform GTAW/Tig root with a SMAW
cover on a 6” pipe. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 2 hours - Lab 4 hours
Prerequisites: WLD202, (WLD211 or WLD212), WLD213 or instructor approval

WLD222  Welding Fabrication, Layout, and Design     4 Credits
Fitup procedures as to setting up and aligning parts of a weldment according to blueprint design specifications are
covered. Related mathematics for material layout is covered. This course also includes structural and pipefitting
techniques, the making of developments and templates, jig and fixture construction.
Theory 3 hour - Lab 2 hours
Prerequisite: WLD202 or instructor approval
ADMISSIONS

Eastern Gateway Community College, as a state-supported, higher education institution, has an “open-door” admission policy meaning all applicants are granted acceptance.

In order to be granted acceptance to the College, meaning the student would be eligible to declare and pursue a degree or certificate and be academically eligible for financial aid, the Admissions Office must receive an official, final high school transcript or equivalent.

Acceptance is not meant to suggest that applicants are eligible to take any course or program of their choosing. Each student must provide proof of an adequate background to enter any course or program which has a prerequisite. This can be established via the free placement testing offered by the College or submission of previous college credit for evaluation. If an applicant does not place into the desired courses, Eastern Gateway Community College offers introductory courses which provide the opportunity to develop sufficient background and subsequently enter the desired course/program. The applicant also has the option, prior to registration, to enroll in the placement test preparation program detailed at the end of the Placement Testing Policy.

Applications for admission can be obtained at www.egcc.edu. They are also available at the Jefferson Campus or Valley Center Admissions Offices and the Warren Center. The application is to be completed and returned to the Admissions Office before taking placement testing.

The applicant is responsible to supply truthful and complete information throughout the admissions process and on all documents submitted. If the College subsequently determines that financial aid or some other service was provided to the student based upon inaccurate information provided, the student may be denied further consideration for the service and/or may be required to reimburse any financial aid overpayment resulting from the use of the invalid information.

Although the Jefferson Campus Admissions Office processes all admissions requirements for students intending to enroll at any Eastern Gateway site, admissions advisors are able to assist the following students at the Jefferson Campus, the Valley Center, and the Warren Center: first-time Eastern Gateway students, non-degree or certificate-seeking students, and College Credit Plus students.

HIGH SCHOOL TRANSCRIPTS/EQUIVALENCY

In order to enroll and receive financial aid, and/or declare a degree or certificate at Eastern Gateway Community College, a student must submit an official, final high school transcript or equivalency. An official copy of a transcript or equivalency is one that has been mailed or faxed directly from the issuing institution to Eastern Gateway Community College’s Admissions Office. Electronic transcripts are also accepted if they come from the issuing institution or the institution’s approved third-party provider.
ADMISSIONS

Eastern Gateway Community College will consider the following appropriate documentation of high school graduation or equivalency:

1. Official final high school transcript. Must have graduation date and school seal if mailed. Faxed transcripts must have graduation date and clearly be faxed directly from the high school to Eastern Gateway’s Admissions Office.

2. Original official GED certificate and scores or GED transcript directly from the Department of Education of the state in which the test was taken. If a student is able to log into an online account to access GED scores we will accept a print out as long as an EGCC staff member witnesses the student log into the account on an EGCC computer to verify the print out is of official scores. Due to the inability to verify authenticity, a certificate alone is not acceptable unless it is sent from the state via Parchment.

3. Certificate of completion of an approved home school program signed by the program principal.

4. An academic transcript of a student who has successfully completed a two-year program acceptable for full credit towards a bachelor’s degree.

All credentials submitted for admissions become the property of the College and are not returnable or transferable.

PLACEMENT TESTING POLICY

Successful implementation of an “open-door” admissions policy requires an emphasis on pretesting. Therefore, all degree or certificate seeking students, and those students who wish to enroll in chemistry, math or English courses or other course(s) requiring English, math or related prerequisites, are required to take College placement tests.

The College administers a computerized placement test, free of charge, which identifies students’ academic strengths and weaknesses in the areas of writing, reading, and mathematics.

A photo ID must be supplied in order to take placement testing. A scientific calculator may be used for the math portion of the test. Dependent upon major, a student may also elect to take an anatomy or chemistry placement test specifically designed by EGCC. All test results will be used to determine whether a new student will register for college-level coursework, introductory course work, or developmental coursework. Scores will be acceptable for placement for four years. One retest will be permitted in each subject area within a four-year period.

All degree-seeking students placing into a developmental English and/or math will be required to enroll in at least one developmental course in the first semester. The student must then continue the course sequence in consecutive semesters until all needed for the selected major have been completed with a “C” or better. Placement testing may be waived for persons presenting an unofficial college transcript or grade report showing successful completion, within the last five years, of coursework equivalent to that required by Eastern Gateway in the subject areas tested. Placement testing may also be waived for persons presenting official ACT/SAT sub-scores received within the past five years for English and mathematics. Prior coursework and sub-scores may be used alone or in conjunction with the College’s placement test to determine the correct placement for a student.
ADMISSIONS

The ACT is not administered at Eastern Gateway but there are local offerings throughout the year. ACT application packets, listing the test dates and locations, are available in the Admissions Office.

Students wishing to use ACT/SAT scores may enroll in classes based on the following charts.

<table>
<thead>
<tr>
<th>ACT Scores and Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
</tr>
<tr>
<td>0-12 ENG083 Integrated Reading &amp; Writing I</td>
</tr>
<tr>
<td>13-17 ENG095 Integrated Reading &amp; Writing II</td>
</tr>
<tr>
<td>18-36 ENG101 English Composition I</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>21 College level</td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>0-21 Student must take placement test</td>
</tr>
<tr>
<td>22-27 Student may enroll in: MTH100, MTH101, MTH102 MTH103, MTH110, MTH111, MTH120, MTH121, MTH128</td>
</tr>
<tr>
<td>28-36 Student may enroll in MTH210, MTH220 or any course listed as appropriate for scores 22-27.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAT Scores and Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
</tr>
<tr>
<td>0-299 ENG083 Integrated Reading &amp; Writing I</td>
</tr>
<tr>
<td>300-498 ENG095 Integrated Reading &amp; Writing II</td>
</tr>
<tr>
<td>499-800 ENG101 English Composition I</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>450 College level</td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>0-440 Student must take placement test</td>
</tr>
<tr>
<td>441-620 Student may enroll in: MTH100, MTH101, MTH102 MTH103, MTH110, MTH111, MTH120, MTH121, MTH128</td>
</tr>
<tr>
<td>621-800 Student may enroll in MTH210, MTH220</td>
</tr>
</tbody>
</table>

Placement test preparation:

Anyone 18 or older can participate in the free Bridge program at EGCC which is made possible by ABLE. The computer-based program was created by Pearson Education to help students develop the skills needed to improve placement scores. It is offered between semesters and students who complete the program will be allowed to retest before registering for courses. The program has been successful in increasing scores which can lead to tuition dollars saved and fewer courses required. You may contact ABLE at (740) 266-9903 for more information.
ADMISSIONS

STUDENT HOUSING

Eastern Gateway Community College does not offer residential housing.

ENTERING DATES

Students may enter Eastern Gateway Community College at the beginning of any regular enrollment period. This does not mean, however, that the courses usually taken in the first semester of a given curriculum sequence will be offered each semester and courses with prerequisites may not be open to the new student. As a result, the length of time required for completion of most programs may be lengthened by entering the College at a time other than the fall semester.

PROGRAM ADMISSION STANDARDS

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practicums through their program, should be aware that their host facility may require a criminal background check, finger printing, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing or certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student’s program of study. The following background checks are required for all teacher education courses: Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI). The background checks are required for the purpose of completing required observation hours.

COLLEGE CREDIT PLUS

Eastern Gateway Community College participates in Ohio’s College Credit Plus program where students can earn college and high school credits at the same time by taking college courses from EGCC. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Students eligible to participate in College Credit Plus can take courses for free.

TECH PREP/CAREER ARTICULATION

The College has agreements with secondary and adult education programs to allow credits to be granted for courses taken within their program.
ADMISSIONS

TRANSFER CREDIT

Eastern Gateway Community College requires submission of official transcripts from all previously attended institutions of higher education prior to registering for courses.

Transfer students must comply with all admission procedures for Eastern Gateway Community College and its program delivery partners. An official evaluation of transfer credit will not be completed until the student has been admitted to Eastern Gateway and has submitted official transcripts from all attended postsecondary institutions.

An official transcript is one that has been received directly from the issuing institution. Records that have been opened or have been in the hands of the student (i.e. student copies of transcripts, grade reports, diplomas) are not considered official documents.

Eastern Gateway Community College translates satisfactory or credit as the equivalent of the student having passed the class. If a student attended an institution that was based on a quarter system, then the credits will be converted to a semester system. Quarter hours will be multiplied by .6667 to establish semester hours.

The grades earned at other institutions will not be averaged with the grades earned at Eastern Gateway. Only credits and hours are transferable; transfer grade point averages and/or grades do not replace Eastern Gateway grades on the official Eastern Gateway transcript. Transfer credit is granted for college level and some technical courses earned at institutions of higher education for which students receive a grade of “C” or higher and will be designated with a grade of “P” on the student’s academic transcript. If the degree program at Eastern Gateway allows a grade of “D”, the course will be applied to that major and will be designated with a grade of “V” on the student’s academic transcript. Credit received on a satisfactory/unsatisfactory or credit/no credit basis will be evaluated using the same process as graded courses. Eastern Gateway translates satisfactory or credit as the equivalent of the student having passed the class. The only credits that will be accepted for transfer will be those that are applicable to the student’s intended degree program at Eastern Gateway. Credit from other institutions will be evaluated by the transfer coordinator, academic dean or faculty.

Important note: 18 of the final 30 credits must be obtained at EGCC.

Transcript Evaluation process:

1. Complete all Eastern Gateway admission procedures prior to requesting evaluation of college level and/or military transcripts.

2. You are required to request an official transcript from the appropriate official of each separate institution of higher education attended. This includes:
   - In-state college transcripts
   - Out-of-state college transcripts
   - International transcripts
   - Military transcripts
   - AP/CLEP transcripts
3. The transferability of credit is awarded by the Eastern Gateway transfer coordinator.

4. You will receive an e-mail from the transfer coordinator when your evaluation is complete. Your evaluation becomes part of your permanent student file.

All Eastern Gateway students who wish to complete course work at another institution and have credit from such course work accepted by Eastern Gateway must obtain approval from the transfer coordinator prior to registration at the other institution.

Credits from institutions accredited by regional accreditation agencies such as The Higher Learning Commission will be accepted. Credits from institutions not accredited by a regional accreditation agency that are recognized by the Council for Higher Education Accreditation will be evaluated; acceptance of this credit is not guaranteed and will be determined on evaluation of learning outcomes met.

**Appeals Process for Transfer Courses**

If a student believes that his or her credit was not transferred properly, he or she is encouraged to discuss the situation with the transfer coordinator. The transfer coordinator will reevaluate the transcript and in most cases the issue can be resolved at this level.

If the student is not satisfied with the decision, they must complete the following steps:

1. The student may appeal in writing to the dean of the division.
2. If the issue is not resolved to the student’s satisfaction, the student needs to contact the office of the vice president for academic affairs and provide a copy of the appeal.
3. If the request is denied, the written correspondence to the student will outline the process for appealing to the state level Articulation and Transfer Appeals Review Committee of the Ohio Department of Higher Education.

If a course is refused by another institution, the student may also appeal to that institution, although this process depends on the location of the institution, whether or not the institution is public or private, and the type of agreements in existence between Eastern Gateway and that institution.

Students should immediately notify the Eastern Gateway transfer coordinator if a course they believe should transfer is refused.

**PRIOR LEARNING ASSESSMENT (PLA)**

What is prior learning assessment? Prior learning assessment allows you to fast track your future by having some of your previous work and life experiences turned into college credit.

A student applying for credit for life experience has several options. Eastern Gateway Community College awards credit for verified learning resulting from prior experience. This credit can be awarded when the learning is college equivalent, possessing value in and of itself and contributing to the personal career development of the learner in the concentration identified in the degree approval. This includes training classes and courses taken at non-accredited technical institutions. The PLA advisor will assist the student in identifying learning outcomes and to ascertain how well those outcomes match those in a particular course or program at Eastern Gateway Community College.
ADMISSIONS

Portfolio Based Credit

If a student has relevant training or work experience that can be directly linked to an existing course at Eastern Gateway, course credit may be granted upon the presentation of a portfolio documenting the work the student completed. If the learning is not closely aligned to an existing course but has significant value and of college level, special topics credit may be granted. CAEL will be utilized to assist in the portfolio submission. Applicants are advised to take the portfolio course, PLA100, offered at Eastern Gateway to help them more effectively present the documentation of their work experience.

Credit by Exam

The purpose of this examination is to permit students who believe they are qualified through education, training, and/or experience the opportunity to pass over certain courses in order to take more advanced work. The proficiency examination, which must be requested, will be comprehensive enough to be representative of the entire content of a course and offered during the regular semester.

Students desiring to take the proficiency examination must apply to and enroll in Eastern Gateway Community College through the PLA advisor. Upon approval, the student must pay the appropriate fee to the Business Office for each proficiency examination taken. The student will then return the form to the examiner. The examiner will administer the examination and record the grade. If the challenge course requires a manual proficiency, the student must complete all components of the manual examination to the satisfaction of the examiner. The PLA advisor will make the recommendation to the Registrar’s Office that the credits passed by the examination become a part of the student’s permanent record. A student is not eligible to take a proficiency examination more than once for each course, nor is a student eligible to take a proficiency examination for a course the student has previously taken.

Military Training and Experience

Eastern Gateway Community College is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been approved by the American Council on Education (ACE) or a regional accrediting institute such as The Higher Learning Commission. A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Transfer Credit in the catalog.

CLEP Testing

The College-Level Examination Program (CLEP) is a national testing program administered by the College Board designed to measure student academic proficiency gained through nontraditional educational experiences such as correspondence courses, military training, and on-the-job training programs. Detailed information about CLEP testing is available in the Admissions Office or from the PLA advisor. A student can be granted college credit at Eastern Gateway Community College for selected courses based on the results of CLEP testing. To receive credit, the student must achieve or exceed the American Council on Education (ACE) recommended minimum score.
ADMISSIONS

Persons desiring to achieve credit through CLEP testing should have official copies of test scores sent to the registrar. The College will accept only scores less than six years old, and only exam scores for which there are equivalent courses offered at Eastern Gateway Community College. It is also the decision of the department dean to determine if that CLEP exam credit will count toward graduation. Individuals who desire to take CLEP exams should make arrangements with Franciscan University of Steubenville, Youngstown State University or Kent State University, which are national CLEP testing centers.

How Do I Begin the PLA Process?

Students will schedule an appointment to meet with the PLA advisor. Students should be prepared to discuss experiences, certifications and non-credit coursework to determine the next steps in gaining credit. The PLA advisor will work with the student on the method of assessment to pursue. A qualified expert faculty will also review all final work. A student can earn up to 30 hours of credit for portfolio, the military transfer and credit by exam.

The credit awarded may be applied to the student’s chosen degree program at Eastern Gateway, or students may choose to enroll in one of two specialized degree programs for adults with varied experiences and education. The Associate of Technical Study Type B degree awards a degree to a student in a technical major not covered by current programs at Eastern Gateway. The Associate of Individualized Study degree is a program designed to award a degree to a student in a specialized area not already covered in Eastern Gateway degree programs or by the Associate of Technical Study Type B degree. Both degrees are awarded for the satisfactory completion of a minimum of 60 semester credit hours in an individually planned program, which may include credits awarded by the College for courses completed or training received by a student at other post-secondary institutions, vocational centers and/or other education enterprises judged by the institution to be of college level, and credit given for life experience.

If approved for an Associate of Technical Study degree (Type B), Associate of Individualized Study degree, or for any other degree program at Eastern Gateway, the candidate must complete no less than 18 semester credit hours of course work under the supervision at Eastern Gateway.

A maximum of 42 credit hours can be recognized by Eastern Gateway for course work and/or training completed in other public, private, or proprietary post-secondary institutions, vocational centers, and/or schools conducted by business and industry, credit-for-life experience prior to the declaration of candidacy for either the Associate of Individualized Study or the Associate of Technical Study degrees. A student is not eligible to take a proficiency examination more than once for each course, nor is a student eligible to take a proficiency examination for a course the student has previously taken.

ADVANCED PLACEMENT (AP) CREDITS

The state of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio’s public colleges and universities.
Beginning in the fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent and fulfills a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics—STEM) students are strongly advised to confer with the College advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.
6. Students interested in getting college credit for Advanced Placement should have their scores sent to the Admissions Office for evaluation.

TRANSIENT STUDENTS

If you are seeking a degree at another institution and wish to take a course at EGCC for transfer credit, you will be considered a transient student. You must complete a general admission application and indicate transient as your major. If the course in which you wish to enroll does not have a prerequisite you will simply need to contact admissions after your application has been submitted in order to enroll. If the course in which you wish to enroll does have a prerequisite, you must have written permission (Transient Student Form) or an unofficial transcript from your home college or university to waive the prerequisite. EGCC recommends all transient students receive written permission from the home institution to guarantee transfer of credit even if EGCC does not require it to waive a prerequisite.

INTERNATIONAL STUDENTS

Eastern Gateway Community College does not accept international or foreign students unless you are identified as a transient student. International or foreign transient students must have all official documentation from their home postsecondary school sent to Eastern Gateway Community College’s Registrar’s Office. Once all materials are received and approved, students will be charged the international student tuition rate and application fee as part of the admission process.
REGISTRATION

Class registration dates and times will be announced via student e-mail and posted on the College’s web calendar. The class schedule is available at:

https://selfservice.egcc.edu/SelfService/Search/SectionSearch.aspx

All students are responsible for meeting all registration dates and procedures announced.

A student is not considered to be enrolled in a course until registration has been completed during the announced registration period. Each student must submit a schedule of classes and all fees must be paid or payment arrangements made in order to complete the entire registration process.

SCHEDULING

Prior to the start of each semester, continuing and returning students should meet with their enrollment specialist or faculty advisor to select appropriate courses for the next semester. After meeting with their enrollment specialist or faculty advisor, students are encouraged to register via Self Service. If a student cannot register through Self Service, they can schedule courses in the Admissions Office with their enrollment specialist or through TRIO Student Support Services.

ELECTRONIC REGISTRATION

Continuing and returning students register using the College’s electronic registration process. The Self Service link can be located on the College’s web site www.egcc.edu.

In order to register, a student must also have completed all required placement tests, met all prerequisites, and have no stop holds (academic or financial). Students should always consult with their faculty advisor or a professional advisor about scheduling.

The student will be advised by e-mail regarding the status of the schedule.

New students will register through the admissions process.

SELF SERVICE

Self Service is the web service that provides students access to information regarding their enrollment at EGCC. This web portal will enable the student to check grades, transcripts, their student billing account, progress towards a selected degree, and also permits online registration. Visitors and students may access this site through the EGCC home page, www.egcc.edu, or by going to http://selfservice.egcc.edu. Prior to the start of classes, students receive information regarding login and passwords. Students should retain this information for use throughout their career at EGCC.
**REGISTRATION**

**E-MAIL ADDRESS FOR STUDENTS**

All academic students have a College e-mail account. EGCC is working in cooperation with Google to provide this service to its students. The URL for student e-mail login is: [http://mail.google.com/a/student.egcc.edu](http://mail.google.com/a/student.egcc.edu). Prior to the start of classes, a student will receive information regarding a login and password. It will be necessary for the student to check e-mail periodically as the College will use this method to correspond with students regarding important notices. Additionally, Self Service will use a student’s e-mail account to update him/her on registration requests.

**AUDITING**

A student with proper prerequisites may register for and attend certain courses as an auditor. The student is not held responsible for the regular class work and preparation of assignments and receives no credit for the course. All regular fees, as well as other applicable fees, are required and the course is considered part of the total course load. Audited courses will not apply towards the fulfillment of graduation requirements or to the total load in determining financial aid eligibility.

A student enrolling as an auditor will be permitted to enroll only after the regular students have been accommodated.

A student who has registered as an auditor may change from audit to credit or credit to audit only during the first 14 calendar days of each regular semester (first seven days of summer sessions). A student must complete and submit a student schedule change form.

**VETERAN’S EDUCATIONAL BENEFITS**

Veterans attending EGCC may be eligible to receive benefits through the Department of Veterans Affairs when pursuing most associate degree programs or a dual degree. The veteran’s coordinator is located in the Registrar’s Office.

*How to Apply for Benefits:*

Veterans or eligible dependents wishing to enroll should:

1. Contact the veteran’s coordinator.
2. Complete the VA Application Form for Education Benefits. The VA application form is available online at [www.gibill.va.gov](http://www.gibill.va.gov). This form should be completed before the start of the enrollment period. The Certificate of Eligibility received as a result of the application process must be provided to the veteran’s coordinator.
3. Provide a copy of the Veteran’s DD214 (Authorization for Separation from Active duty) or Certificate of Eligibility for Chapter 1606.
4. Indicate the applicant’s VA claim number on the application if a prior claim was filed with the VA.
5. Enroll every term in courses meeting the curriculum requirements in the student’s program of study.
REGISTRATION

Each term the College veteran’s coordinator reviews and certifies each veteran for the number of credit hours taken.

Change of Course Schedule

Veterans who wish to change their course schedules during the term should inform the veteran’s coordinator immediately so that courses that are part of the VA approved program can be certified for payment.

Responsibilities of Veteran Students

Veteran students should be sure to:

1. Consult with an advisor and enroll in courses meeting the curriculum requirements of the program of study.
2. Attend classes regularly and complete course requirements satisfactorily to continue receiving VA benefits.
3. Notify the veteran’s coordinator when they:
   - Drop or add courses
   - Withdraw from classes
   - Stop attending classes on a regular basis
   - Change name, address and/or telephone number
   - Change educational major
   - Have any concerns or questions about benefits

AWARDING OF COLLEGE CREDIT FOR MILITARY TRAINING/EXPERIENCE

Eastern Gateway Community College is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard as long as it has been approved by the American Council on Education or a regional accrediting body, such as The Higher Learning Commission. A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Transfer Credit in this catalog.

VETERAN’S PRIORITY OF SERVICE PROCEDURE

In June of 2014, Governor Kasich signed House Bill 488 to help veterans and service members. One of the provisions includes priority registration for veterans and service members. At EGCC, priority registration means veterans and service members can register three (3) days before open registration begins. Once open registration begins, veterans and service members will compete for class spaces along with all other students.
REGISTRATION

The term “veteran or service member” refers to an individual who: 1) has served in the United States Armed Forces, including a reserve component and the National Guard, and 2) was discharged or released from such service with a condition other than dishonorable. The DD214 (member 4) must identify a period of duty other than solely for training. Reservists must have participated in a deployment or have completed their initial reserve obligation. Active duty service members who have completed their initial obligated service should send a letter from their command stating such along with their dates of service. To exercise this benefit, complete the Priority Registration form and send a copy of the Member 4 section of your DD214 (indicating character of discharge) to the Registrar’s office by 4 p.m. one week before priority registration begins. Service members currently receiving VA benefits are already included in prior registration.

Priority of Service includes:

- Veterans recalled to active duty may be withdrawn from his/her courses at any time during the semester entitling the student to a 100% refund of any tuition and fees paid by the veteran. Documentation of departure orders is required.
- A veteran, the veteran’s spouse and any dependent of the veteran, who meets both of the following conditions will be granted in state residency for tuition purposes: (i) the veteran either served one or more years on active duty and was honorably discharged or received a medical discharge that was related to the military service, or (ii) was killed while serving on active duty or has been declared to be missing in action or a prisoner of war.
- Priority Registration: Three days advance registration of the advertised registration dates for any veteran.

ADDING COURSES

Students may add courses the first week of the semester (16 weeks and 14 weeks) with instructor permission only, and on the first two days of 8 week sessions and summer mini sessions. Adding a course may affect a student’s financial aid so all students are encouraged to check with financial aid prior to adding a course.

DROPPING COURSES

Students may drop courses from their schedules during the first two weeks of a regular semester and first week of summer mini sessions. The Business Office will refund, where applicable, a student’s fees during the first two weeks of a regular semester or first week of summer mini sessions, according to the established refund schedule. A student may withdraw from a course starting the third week through the 10th week of a regular semester (or its 60% equivalent for flexibly scheduled or summer sessions).

The student must obtain an advisor signature on the schedule change form and submit the form to the Jefferson Campus Registrar’s Office or complete the form by seeing an enrollment specialist at the Valley Center for processing. Dropping a course may affect a student’s financial aid so all students are encouraged to check with financial aid prior to dropping a course.
REGISTRATION

NON-ATTENDANCE DROPS

Instructors who report that a student never began attendance during the first week of the term will be dropped for non-attendance in that specific course.

WITHDRAWAL FROM A COURSE

Students will receive a grade for each class on their schedules after the second week of the semester (first week of summer mini sessions). Students may withdraw from a course through the 10th week of the regular semester (or its equivalent for summer or 8 week modules). A student who wishes to withdraw from a class must obtain a request form and return the completed form to the Jefferson Campus Registrar’s Office or the Valley Center. A grade of “W” will be received.

To avoid the possibility of receiving an unfavorable letter grade for the course, this form must be completed with all required signatures and returned to the Registrar’s Office.

Early withdrawal from a course does not prohibit the student, at the discretion of the instructor, from attending the remainder of the academic classes and sitting for the final examination in preparation for retaking the course. However, withdrawal from a course may affect financial aid benefits even if attendance and testing are continued.

Withdrawals are not subject to refunds. The grade of “W” is recorded as zero hours earned and zero quality points. Withdrawals from a course(s) may affect receipt of student financial aid.

WITHDRAWAL WITHOUT NOTIFICATION

A full or part time student who withdraws, drops out, or stops attending a course without following the prescribed withdrawal procedure will receive an official transcript grade of “F” for the course and forfeit all fees paid.

ACADEMIC WITHDRAWAL GRADE ASSIGNMENT

EGCC faculty is permitted to assign an academic withdrawal (W) grade at the start of the third week of a semester if the student has stopped attending the class. The faculty must attempt to contact the student at least three times by phone, email, and/or regular mail. An academic withdrawal (W) grade can be assigned by faculty until the withdrawal date of a regular semester (or its equivalent for summer or 8 week modules) in cases of excessive absences. If the instructor intends to use W, the conditions for assigning this grade will be stated clearly in the syllabus. Instructors will notify students of their use/non-use of W on the first day of class and/or in the course syllabus. Stipulations for the use of this grade assignment option will be approved by the College and communicated by the instructor. At no time should a student assume an academic withdrawal will be assigned, but rather should pursue a withdrawal if attendance is stopped.
REGISTRATION

TRANSCRIPT REQUESTS

Transcript requests can be made through the National Student Clearinghouse at www.studentclearinghouse.org or through the College’s website at http://www.egcc.edu/more-topics/college-transcript. A written request may be made to the Jefferson Campus Registrar’s Office. All requests must include printed full name, signature, Social Security or student identification number, current home address, daytime phone number, former name(s), and full address of where the transcript is to be mailed. If the transcript is to be sent to a fax machine, the student must include in his/her request that his/her educational records to be sent to a specific fax number. A student is required to sign for release of academic records before a copy of the transcript is released.

A $10 fee is charged for each transcript provided. The fee is payable at the time the transcript request is made.

CHANGES TO NAME AND ADDRESS

The Registrar’s Office maintains a substantial amount of information about each student which is used by the College to forward official correspondence and communications and to administer and improve planned education. Keeping the College advised of current mailing and phone information is the responsibility of the student. Students should notify the Registrar’s Office immediately if the student’s name, address, phone number, etc., changes during enrollment by completing the change of name/address form, which is available at the Jefferson Campus Registrar’s Office or by visiting a student services specialist at the Valley Center. Students may also submit address changes via Self-Service by selecting “My Profile” and then “Address”.

CHANGE OF MAJOR

When changing majors, the requirements to be met for completion of the new major will become those listed in the official catalog which is current at the time the change in major was approved and implemented. A change of major form must be submitted prior to registration.
FINANCIAL AID

The Student Financial Services office administers federal, state, institutional and privately funded financial aid awards. Financial aid can be in the form of grants, scholarships, employment and loans. Financial aid is awarded to students enrolled in eligible degree or certificate programs. A student must demonstrate financial need to be eligible for most student aid programs. A student’s financial need is the difference between the student cost of attendance (COA) at the school and the amount the family is expected to contribute to the student’s education (EFC).

STUDENT AID PROGRAMS

Students must complete the Free Application for Federal Student Aid (FAFSA) for Eastern Gateway Community College. EGCC’s school code is 007275.

Federal Pell Grant (Pell) – The Federal Pell Grant is gift aid, which does not have to be repaid. The grant is available to full and part-time students. The U.S. Department of Education’s Expected Family Contribution (EFC) determines eligibility. The lifetime eligibility for Pell Grant is limited to 12 (twelve) full time semesters or 600 percent.

Federal Supplemental Educational Opportunity Grant (FSEOG) – The FSEOG is gift aid, which does not have to be repaid, for students demonstrating financial need. FSEOG awards must be targeted to exceptionally needy students with priority given to Pell Grant recipients.

Federal Work Study (FWS) – This program allows students with demonstrated financial need, enrolled at least half time, to earn money at an on campus or off campus job to help pay for their educational expenses. Tutoring, mentoring and community service positions are also available. Part-time employment averaging 10-15 hours per week is available for students on this program.

LOANS

Federal Direct Stafford Loans – Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education. It is hoped that borrowing will be minimal or unnecessary, but it is understood that educational loans can help families pay college bills. Most undergraduate students and parents are eligible to borrow federal student loans.

The amount of Direct Loan funds that you are eligible to borrow each academic year is limited by: (1) your grade level; (2) whether you are a dependent or an independent student; (3) your financial need; and (4) your cost of attendance.

Direct Subsidized Loan – This is a loan for a student based on financial need as determined by federal regulations. No interest is charged while you are in school at least half-time.

Direct Unsubsidized Loan – This is a loan for a student that is not based on financial need. Interest is charged during all periods. With the unsubsidized Stafford loan, you can defer the interest payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. Important Note: All students, regardless of need, are eligible for the unsubsidized Stafford Loan.
**FINANCIAL AID**

**Direct PLUS Loan** – Parents of dependent students may borrow an unsubsidized loan. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Parent PLUS loan borrowers cannot have an adverse credit history (a credit check is required). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs. There are no set limits for Direct PLUS Loans, but you may not borrow more than the cost of your child’s education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

**Loan Entrance Counseling**

Entrance counseling is required annually for all students wishing to take out any type of Direct Loan at Eastern Gateway (Subsidized, Unsubsidized, PLUS). Counseling can be completed online and will help you understand your rights and obligations as a student loan borrower. Entrance counseling must be completed before a loan will be certified.

**Loan Fees** - The loan origination fee is another expense of borrowing a Direct Loan. The origination fee is subtracted proportionately from each loan disbursement.

**Fees and Interest Rebate** - The interest rate for new loans is fixed. Effective July 1, 2015, the Subsidized and Unsubsidized Direct Loan interest rate is 4.29%. This rate is subject to change. Both subsidized and unsubsidized loans have an origination fee (1.068% subject to change), which will be deducted from the gross amount of the loan borrowed.

The interest rate for the Direct PLUS Loan is a fixed rate of 6.84% (subject to change). The Federal Direct PLUS Loan has an origination fee of 4.272% (subject to change), which will be deducted from the gross amount of the loan borrowed.

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<th>Additional Unsubsidized Loan</th>
<th>Total Annual Combined Maximum Amount of Subsidized &amp; Unsubsidized Loans</th>
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FINANCIAL AID

Alternative Education Loans

In addition to, or in place of federal, state, institutional and private financial aid programs, there are alternative loan programs offered by various lending institutions to assist students in paying for their educational expenses. Eastern Gateway Community College’s Student Financial Services Office has information and applications for third-party alternative loans that are available. The loans are negotiated between the student and the bank and often times a credit check is required for approval. Students may borrow up to the cost of attendance. Approval is solely at the discretion of the lending institution.

Other Sources of Aid

Eastern Gateway Community College works closely with many local agencies to assist students in securing funds for college. The agencies include Workforce Investment Act (WIA), Bureau of Vocational Rehabilitation (BVR), and Trade Adjustment Act (TAA). For more information, students must contact the individual agency.

COLLEGE GRANT PROGRAMS

GED Grant

Eastern Gateway Community College has established a tuition grant program for Jefferson, Columbiana, Mahoning and Trumbull County residents who have completed their GED in the past six months. Students must enroll for classes at EGCC in the semester immediately following the receipt of their Ohio High School Equivalency Diploma. All GED completers participating in this program must be Jefferson, Columbiana, Mahoning or Trumbull County residents.

The GED Grant will cover tuition charges for credit courses for two successive (excluding summer) semesters of attendance up to 12 credit hours each semester. The grant does not cover books, supplies, and lab/materials or technology fees. All students must apply for and use all federal and state financial aid first before utilizing EGCC’s GED Grant. The FAFSA is required to determine eligibility.

An official copy of the GED Certificate/Transcript must be received from the Department of Education to verify completion dates.

Horizon Grant

Eastern Gateway Community College has established a tuition grant program for Jefferson County residents to help in their pursuit of higher education. Grants for each academic year will be awarded to high school seniors applying to the College from state-chartered, public, and private high schools, and approved home school programs. The high school graduate must be a Jefferson County resident and have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Horizon Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to.
determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed and aid used before the Horizon Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid grant sources before this grant will be applied.

Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Horizon Grant.

Upper Ohio Valley Grant

Eastern Gateway Community College has established a tuition grant program for Jefferson County high school graduates. Grants for each academic year will be awarded to residents from the Upper Ohio Valley counties bordering Jefferson County and West Virginia reciprocity counties, who graduate from a Jefferson County high school (or have successfully completed a program offered by the Jefferson County Joint Vocational School). Recipients must have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Upper Ohio Valley Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed and aid used before the Upper Ohio Valley Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid sources before this grant will be applied.

Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Upper Ohio Valley Grant.

Gateway Grant

Eastern Gateway Community College has established a tuition grant program for residents of Columbiana, Mahoning and Trumbull counties to help in their pursuit of higher education. Grants for each academic year will be awarded to high school seniors applying to the College from state-chartered, public, and private high schools, and approved home school programs. The high school graduate must be a Columbiana, Mahoning or Trumbull County resident and have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall semester immediately following graduation. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Gateway Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to determine their
eligibility. Also, the Free Application for Federal Student Aid must also be completed and aid used before the Gateway Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid grant sources before this grant will be applied.

Students who do not meet the Satisfactory Academic Progress guidelines and are placed on termination are not eligible to appeal the loss of the Gateway Grant.

**APPLYING FOR AID**

At EGCC, the academic year begins with the fall semester, followed by the spring semester, and ends with summer sessions. The summer is considered a “trailer”.

Completing the Free Application for Federal Student Aid (FAFSA) online is very efficient and convenient. Students who do not have Internet access can apply for financial aid by obtaining the paper FAFSA form from the Office of Financial Aid. Students mail the completed paper FAFSA to the federal processor. Students should be aware this may take up to six weeks to process.

Students can apply for financial aid by visiting the U.S. Department of Education’s financial aid website at [https://fafsa.gov](https://fafsa.gov). Be sure to list the Federal School Code 007275 to ensure that your information is sent to Eastern Gateway Community College. By completing this form, the student is applying for both federal and state grants. Students are encouraged to apply early for all grants, scholarships and awards for which they may be eligible. This avoids untimely delays and ensures maximum award eligibility.

**Verification:**

The U.S. Department of Education selects approximately 30% of all FAFSA applicants for a process called verification. Verification is the process by which an educational institution confirms accuracy of the data reported (or not reported) on an individual student’s FAFSA. During the verification process, information reported on the FAFSA is verified for accuracy against documentation submitted by the student and/or their parents. An application may be selected for verification at any time throughout the award year.

When a student is selected for verification, they will be notified by the Student Aid Report (SAR) from the Department of Education and/or by a letter from Eastern Gateway Community College (EGCC). A student can also check their Self Service account to determine if any Verification Documents are required.

**UNDECIDED MAJORS AND FINANCIAL AID ELIGIBILITY**

Undecided degree-seeking students are eligible to receive federal student aid until they have attempted a total of 30 credit hours. After undecided degree-seeking majors have more than 30 credit hours attempted (transfer and attempted at EGCC), they will not be eligible for financial aid. Students that become ineligible because they are undecided degree-seeking majors and have over 30 credits hours, will be placed on financial aid termination until they declare their major.
FINANCIAL AID

REPEATED COURSES AND FINANCIAL AID ELIGIBILITY

Previously Passed Courses: Financial aid will pay for one (1) retake of any previously passed course. There are exceptions to this rule and students should consult the financial aid office.

Previously Failed Courses: There is no limit to the number of times a student may receive aid for repeating classes for which he/she failed to receive credit. However, it is important to remember that repeated courses must be counted toward maximum timeframe and students could potentially fall into Satisfactory Academic Progress troubles if they repeat a significant number of classes.

IMPORTANT: A reduction or repayment of financial aid may be required if it is determined that a student is repeating a course that does not qualify to be repeated.

AUDITED COURSES

Students are not eligible to receive financial aid for audited courses.

PAYMENT OF AID

Eastern Gateway Community College uses a “freeze” date each semester to determine a student’s enrollment status for awarding financial aid. The number of credit hours in which a student is enrolled on the freeze date is used to calculate the amount of federal financial aid the student will receive. This means that if a student adds or drops classes before the freeze date, the amount of financial aid for which the student is eligible will be affected. If classes are added or dropped after the freeze date, the financial aid will not change.

The exception to this policy is students who withdraw from all of their classes or who do not attend class(es). These students will have their financial aid recalculated based on their last day of attendance. As a result, a student could owe a refund to a grant program, to the College, and/or may jeopardize eligibility for future financial aid. Before withdrawing or dropping any classes that would reduce registered credit hours, students should consult with the Student Financial Services Office staff to help determine the impact this would have on financial aid eligibility.

ATTENDANCE VERIFICATION

To be eligible for federal financial aid, attendance in class must be verified. Instructors will report attendance information using Self Service. Instructors will determine your attendance for all courses, including online courses. For online courses, beginning attendance is considered either by tests taken or assignments submitted. Logging in does not constitute began attendance.

WITHDRAWING FROM EGCC/R2T4

The Higher Education Amendments of 1998 mandates that students who withdraw (officially or unofficially) from all classes may only keep the financial aid they have “earned” up to the time of withdrawal. If you withdraw from school before 60% of the semester is over, you may have to return a portion of the funds received, even if your withdrawal is not determined until after the end of the term. Federal financial aid covered under this regulation includes Pell and FSEOG grants and loans (Title IV Funds).
FINANCIAL AID

The withdrawal date used in the recalculation of a student’s federal financial aid is the actual date the official withdrawal form is processed by the Registrar’s Office. If a student stops attending classes without notifying the college, the withdrawal date will be the midpoint of the semester or the last date of recorded attendance in class.

Title IV funds that were disbursed in excess of the earned amount must be returned by Eastern Gateway Community College and/or the student to the appropriate federal program.

The EGCC Student Financial Services Office will notify students if they owe federal funds back to the government. The student will be billed for the amount the student owes to the Title IV programs resulting from the Return of Title IV funds calculation. Any grant and/or loan amounts the student has to return to the federal government must be repaid within 45 days after they receive notification from the Student Financial Services Office. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from the federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education. After 45 days, any Title IV repayment balance will be referred to the Department of Education for collection if satisfactory payment arrangements have not been made. Additionally, a national hold will be placed on a student’s future aid eligibility at any institution through NSLDS (National Student Loan Data System).

The student may also be billed by the EGCC Business Office for any amount due the college resulting from the Return of Title IV funds to cover a tuition and fees balance that resulted after the college returned its unearned portion of the federal funds calculation that were used to cover tuition and fees. If a student does not pay funds due to the College, the student’s records will be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until the balance is paid. Additionally, after 60 days, the balance that remains on the student account will be turned over to the Ohio Attorney General for collection.

If a student is thinking about withdrawing from all classes PRIOR to completing more than 60% of the semester, the student should contact Student Financial Services to see how the withdrawal may affect any financial aid.

DENIAL OF AID

Aid may be denied for several reasons: no need or insufficient demonstrated financial need, lack of institutional funds, failure to make satisfactory progress toward completion of the certificate or degree, default on a federal student loan or failure to submit required documentation.

RIGHTS AND RESPONSIBILITIES

Students should read all information provided in the process of applying for financial aid in order to gain a greater knowledge of all the rights, as well as responsibilities, involved in receiving aid.

RENEWAL OF AID

Financial aid is NOT automatically renewed each year. Students must reapply by completing the FAFSA each year to determine eligibility.
SCHOLARSHIPS

Eastern Gateway Community College offers a limited number of scholarships. Eligibility is based on academic excellence and personal achievement. Financial need is considered as an underlying factor. Applications for scholarships are taken each spring term through March 1 (unless an earlier date is specified by the donor) for the following academic year. Applications are available at the Student Financial Services Office. The College will not discriminate in the administration of these programs against any individual on the basis of race, color, national origin, sex, religion, or handicap.

Alumni Scholarship - Four scholarships will be offered to full time Eastern Gateway Community College students who are in the last year of study. It is based upon student involvement, academic performance, and financial need.

American Electric Power (AEP) Scholarship – EGCC students pursuing a major pertaining to the electric industry are eligible. Applicants must be an AEP Ohio customer or son or daughter of such customer with a primary residence served by AEP Ohio. They must be receiving service at the time of the scholarship award. They must be enrolled for the purpose of earning an associate degree or formal certificate. Applicants must have attained a high school (or college attended) GPA of at least 2.75 or the GED equivalent. Total household income must be 200% of poverty level. Recipient must maintain a grade point average of at least 2.75 each semester or forfeit the scholarship award.

Douglas and Betty Applegate Public Service Scholarship - This scholarship will be awarded to a Jefferson County resident with a cumulative grade point average of 3.0 or better who has completed at least 12 semester credit hours of coursework at EGCC. The student should be pursuing a degree in the field of political science, government or public administration. The recipient must maintain a 3.0 grade point average to retain eligibility.

Jasmine Baber Scholarship – This scholarship was established in 2015 by Dr. Jim Baber, Executive Vice President of Academic and Student Services at Eastern Gateway Community College, in honor of his daughter, Jasmine. The scholarship is to assist residents attending the main campus who are pursuing an associate degree or certificate in higher education at Eastern Gateway Community College.

Bergholz Community Foundation Scholarship - This scholarship was established by the Bergholz Community Foundation in 2005. The foundation’s goal is to assist residents of the Edison Local School District pursuing an associate degree or certificate. Recipient must have a 2.5 GPA or above in high school or previous college work. The scholarship fund will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use.

Civic Service League of Steubenville Scholarship - This scholarship is available to any Jefferson County resident who is enrolled full time or part time at Eastern Gateway Community College. The scholarship is available to new or continuing students and there is no minimum number of credit hours required for eligibility. The recipient will be required to maintain a 2.0 grade point average in order to continue receiving the scholarship for the second semester. The scholarship recipient must demonstrate outstanding scholarship.

Rev. George Crenshaw Scholarship - The Rev. George Crenshaw Memorial Scholarship Fund was established in 1993 in memory of the Rev. George Crenshaw by family and friends. It is an endowed, restricted scholarship fund in which the interest income only will be distributed to needy and worthy full- or part-time students from Jefferson County. The scholarship is designed to assist students pursuing an associate degree or certificate at Eastern Gateway Community College.

Criss Family Scholarship – This scholarship will be awarded to a student pursuing an Associate of Applied Business Degree. The recipient must have maintained at least a 3.0 GPA in high school or at EGCC. Recipient must be a resident of Jefferson County. Students must first apply for all available federal and state funding. If the student has received financial aid to cover all costs, the student would be ineligible for the scholarship. The recipient must be enrolled a minimum of six credit hours to receive the scholarship.
Arthur J. D'Anniballe Scholarship – Founding member of the College, the late Arthur J. D'Anniballe, established this scholarship in 2006. He served on the Board of Trustees for 25 years, 15 of those years as chairman. He was also a founding board member of the EGCC Foundation Inc. His goal was to assist local residents who plan to pursue an associate degree or certificate. Recipient must be a graduate of Steubenville or Catholic Central High School. The student must have maintained at least a 2.5 GPA in high school or at EGCC and be enrolled a minimum of 6 credit hours. The scholarship fund will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use. The scholarship amount will be determined each year based on the estimated amount of the interest income. Students must first apply for all available federal and state funding. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

Defenbaugh Scholarship – This scholarship is for second-year students who have completed 30 credit hours and are enrolled on a full-time basis, working toward an associate degree. The scholarship was established by the Board of Trustees at the College.

Mr. & Mrs. John Di Loreto & Connor Meeks Memorial Scholarship – Applicants must have completed at least one semester of college work and have attained a cumulative GPA of at least 2.5 and must reside within the Edison Local School District. The money will be directly applied toward the payment of tuition and fees. Any funds remaining will be put on a charge account at the College bookstore for the student to use towards the purchase of required books and supplies. Recipient must enroll on at least a half-time basis (6 or more credit hours).

Frank S. Dimit Scholarship – The Frank S. Dimit Scholarship was established in 2015 by Mr. And Mrs. Rich Ranallo to assist local residents who are enrolled in credit courses at Eastern Gateway Community College. Mr. Dimit was involved with the College for many years serving on the Board of Trustees. He was appointed by joint action of representatives of the Jefferson County, Toronto and Steubenville School Boards. Applicants of Jefferson County who are graduates of Steubenville High School are eligible to apply. This scholarship is intended to assist a student who may not be eligible for the Horizon Grant due to a grade point average of less than 2.5 or if the student went directly to another higher education institution and has now returned to EGCC. The student may be either certificate or degree seeking.

Displaced Worker’s Scholarship – Applicants must be a resident of Jefferson County and must be considered a displaced worker. A displaced worker is a worker who has been permanently laid off or has received a notice of layoff or termination from employment due to the company’s failure or plant closure.

Eastern Gateway Community College Foundation Scholarship – This scholarship is to assist non-traditional students who are ineligible to receive financial assistance. Student must reside in Ohio or Brooke, Hancock, Marshall, Ohio or Wetzel counties in West Virginia. Students must apply for all assistance through the Free Application for Federal Student Aid (FAFSA). The recipient must be enrolled in a minimum of six credit hours.

Eastern Gateway Community College Leadership Book Stipend – Any student attending or planning to attend EGCC may apply for a book stipend for the first year (two semesters) at the college. The applicants must be a full-time student with at least 12 credit hours per semester and possess the following leadership skills: demonstrate leadership activities in high school or community service organizations, must join and take a leadership role in Student Senate upon acceptance at EGCC, and maintain a 2.5 GPA. The stipend will pay for book charges of the student’s first semester and will not exceed $500 per semester. The second stipend is contingent on how well the participant has fulfilled his/her commitment. The student activities coordinator has application forms.

Eastern Gateway Community College Scholarship – This scholarship was established by the staff and faculty at EGCC. The recipient must be pursuing an associate or certificate degree, must have a cumulative GPA of a 3.0 and have completed a minimum of 24 credit hours.
SCHOLARSHIPS

Edith Forester Scholarship - The memorial scholarship is for a full or part-time student accepted in the Practical Nursing Program. Applicants must be Jefferson County residents, have a minimum 3.0 GPA, and have a high school transcript on file. All federal and state aid must be used first to cover costs.

Senator Lou Gentile Scholarship - The Senator Lou Gentile Energy Scholarship was established in 2015 through a grant provided by the State of Ohio to assist local residents who are pursuing a degree or certificate at the College. The intent of the scholarship is to assist students who are pursuing a degree of study that could lead to employment in the oil and gas industry. The scholarship will be funded for two years, with the amount available each year determined by remaining funds in the state allocation. Senator Gentile has been involved with the College and the local industry for many years. He was born and raised in Steubenville, Ohio and graduated from Steubenville Catholic Central High School. Following high school, Sen. Gentile graduated from West Virginia University with bachelor’s degree in political science. His senate district is among the largest in the state, with ten counties in Eastern and Southeastern Ohio. He currently serves in Ohio Senate leadership as Assistant Minority Whip. This scholarship is available to new and continuing students who are in one of the following degree programs: Electro Mechanical Engineering, Electrical/Electronics, Mechanical, Environmental Science Water and Wastewater, and Welding.

Nina Gentile Scholarship - The Nina Gentile Scholarship was established in 2002 by Tony Gentile to honor his wife, Nina. The Gentiles’ goal is to assist residents of Jefferson County pursuing an associate degree or certificate in higher education at EGCC. The scholarship will be awarded to an incoming freshman each academic year. The scholarship is for full or part-time students.

Thomas George Scholarship - The Thomas George Scholarship will be awarded to a graduating senior of Edison High School. First priority is given to any “heirs at law” of Thomas George. If no George heir applies or is eligible, the recipient may be any other graduate. The student must have a cumulative GPA of 2.5. The recipient will be selected by officials at Edison High School. This award is for a full- or part-time student.

Glaub Family Scholarship – The Glaub Family Scholarship was established in 2015 by the Glaub family to assist local residents who are pursuing an associate degree or certificate in higher education at Eastern Gateway Community College. The Glaub family has been involved with the College for many years. Mr. Glaub is also a member of the Eastern Gateway Community College Foundation Board. The scholarship is intended to help students purchase required books and supplies.

Hart Scholarship - The Thomas R. and Beth Hart Scholarship was established in 2003. Mr. Hart retired from Jefferson Technical College in 1990 as an associate professor in business technologies. The accounting program was Mr. Hart’s interest and specialty. The Harts’ goal is to assist residents of Jefferson County pursuing an associate degree in accounting technology at EGCC. The scholarship will award a $300 scholarship to an accounting student in his/her last semester of the accounting degree program providing adequate funding is available. Full and part-time students may apply.

Hess Scholarship – Hess Corporation is a leading global independent energy company engaged in the exploration and production of crude oil and natural gas. Traditional and non-traditional students are welcome to apply and must be enrolled on a part time or full time basis. Applicants must have 2.5 GPA or better (high school or college). **There is a separate application for this scholarship. ** Applicant must see financial aid for a scholarship application or obtain the application on the College’s web site. Recipients must demonstrate financial need (based on FAFSA results).

Home Savings Scholarship - This scholarship is available to residents of Mahoning, Trumbull or Columbiana counties who have already completed one year of study at EGCC. Applicants must be a business major (business management, accounting, information technology) and have a 3.0 cumulative GPA.
Jefferson County Academic Scholarship - An academic scholarship is offered to a member of the senior class from every high school in Jefferson County to attend Eastern Gateway Community College full time. Eligibility criteria are high school class rank and overall quality point average. Applications are available through the high school guidance office. The scholarship will cover four semesters of tuition, fees, and the cost for necessary books and supplies per semester. Students who are awarded this scholarship must maintain a 2.75 grade point average in each semester of attendance at EGCC. This scholarship is supported by the Jefferson County 1 mill levy.

Samuel and Grace H. Johnston Scholarship - The Samuel and Grace H. Johnston Scholarship is a memorial scholarship established by the late Samuel and Grace H. Johnston. Samuel Johnston was a trustee emeritus of Eastern Gateway Community College. Applicants must be working toward an associate degree and enrolled on a full-time basis in the engineering or computer science programs at the College. The student must also have a minimum grade point average of 3.0 if matriculating from high school or at EGCC. Priority for these scholarships will be given to incoming first-year students.

Knox Family Scholarship - The Knox Family Scholarship was established in 2013 by Dr. Ken Knox and his wife Pam, to assist students who are pursuing a Business Management degree at the College. The Knox Family Scholarship is intended to reward continuing students who have excelled in the academic field of business. Two $500 scholarships will be awarded each year; one scholarship will be for students attending the Jefferson Campus and one scholarship will be for students attending the Valley or Warren Centers.

M & M Hardware Scholarship – The M & M Hardware Scholarship was established in 2012 by the Campbell family to assist local residents who are pursuing an associate degree or certificate in higher education at Eastern Gateway Community College. The Campbell family has been involved with the College for many years. Scott Campbell, owner of M & M Hardware, is an alumnus of the College as well as a member of the Eastern Gateway Community College Foundation Board.

McClellan Trust Fund -- The trust fund is a memorial established by the late Mrs. Lavina McClellan in memory of herself and her husband, the late F. Fred McClellan. Up to three recipients may be selected per year. Student must have a 2.75 GPA or above. Three recipients pursuing an associate degree or certificate with demonstrated financial aid need will be selected.

Meeks Family Scholarship – The Meeks Family Scholarship was established in 2015 by Dr. Laura Meeks upon her retirement as President from Eastern Gateway Community College. Dr. Meeks served as the College’s third president from 1999 until 2015. Dr. Meeks generously donated all funds that were contributed to her retirement to the establishment of this scholarship. Applicants must be in good academic standing and must have maintained at least a 2.00 grade point average in high school or at EGCC. The student may be either certificate or degree seeking. Full time enrollment is required (12 or more credits).

Nick A. Mougianis Memorial Scholarship - The Nick A. Mougianis Memorial Scholarship was established in honor of Mr. Mougianis who served on the EGCC Board of Trustees for 15 years and who served as board chairman for nine of those years. Mr. Mougianis was an insurance executive with Nationwide Insurance and his family and his fellow insurance professionals established the scholarship. The recipient must be pursuing an associate degree or certificate and must maintain a cumulative grade point average of 2.0 or better. A student is not eligible if he/she has adequate funds from financial aid to cover all tuition, fees and book costs.

Helen L. And James F. Murray Scholarship - This scholarship was established by James F. Murray in loving memory of his wife, Helen Louise Poindexter Murray. The recipient must be a graduate from Steubenville High School and pursuing an associate degree at EGCC. Applicants must have a minimum 2.0 GPA. The award is for a full or part-time student.
Scholarships

**Naylor Scholarship** - This is a scholarship established by Douglas F. Naylor to assist part-time students who have achieved at least 25 credit hours and who are working toward an associate degree. Two recipients are selected.

**Ohio Valley Panhellenic Scholarship** - The Ohio Valley Panhellenic Scholarship was established by the Ohio Valley Panhellenic Association. The recipient must be a Jefferson County resident. The scholarship is designed to assist nontraditional, part-time students pursuing an associate degree or certificate at the College. The student must have completed at least six semester hours with a cumulative grade point average of 2.5 or higher prior to application.

**Kimberly J. Patterson Scholarship** - Dr. W. Hunter Vaughan established this scholarship in 2008 to assist local residents who are pursuing a degree or certificate at EGCC. Dr. Vaughan’s intention is to assist students who have overcome overwhelming obstacles in order to enroll at EGCC. His scholarship is named after a former EGCC employee, Kim Patterson, who exemplifies these criteria. This scholarship will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use. The scholarship amount will be determined each year based on the estimated amount of the interest income. All applicants must complete the Free Application for Federal Student Aid. The student must have a cumulative grade point average of 2.0 or better.

**Project BEST Scholarship** - The Project BEST Scholarship Fund was established by the Board of Directors of Project BEST, (Building Efficiency by Striving Together), a construction industry labor-management cooperative committee. Any employee or dependent child of a participating contractor and/or participating construction trade union who plans to enter Eastern Gateway Community College to pursue an associate degree is eligible to apply (“participating” means those contractors and/or construction trade unions participating in contributions made by Project BEST). The scholarship is to be used solely for educational expenses such as tuition, fees, and books. The basic eligibility criteria are determined by Project BEST.

**Senior Citizens** - Ohio residents over 60 years of age may enroll for regular credit courses at EGCC and not be required to pay tuition or application fee through EGCC Senior Citizen Scholarship Program. The scholarship does not cover books, supplies, or lab/material/technology fees. Residents may enroll in credit courses on a space available basis provided they meet all course prerequisites.

**Esther Simmons Charitable Trust** – This scholarship is available to residents of Jefferson County. The applicant must demonstrate financial need. There is no minimum GPA requirement. Preference will be given to first generation students.

**Linda Slowikowski Scholarship** – The Linda Slowikowski Scholarship was established in 2014 by Suzanne Kresser and Frank and Linda Slowikowski. Linda was a long time employee of the College in the Business/Industrial Training and Community Education office and retired in 2012. Female applicants who reside in Toronto, Ohio in Jefferson County are eligible to apply. This scholarship is open to new and continuing students who have demonstrated financial need (based on FAFSA results). The student may be either certificate or degree seeking.

**Irene W. Stetson Charitable Trust** – This scholarship is available to residents of Jefferson County. The applicant must demonstrate financial need. There is no minimum GPA requirement. Preference will be given to first generation students.
SCHOLARSHIPS

**Steven E. Strupe Memorial Scholarship** – The family and friends of Steven E. Strupe established this memorial scholarship in 2005. The goal is to assist Buckeye Local School District graduates who exemplify the ideals Steven Strupe represented. The scholarship will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use. Applicants must be a candidate for graduation of the Buckeye Local School District or district that incorporates Buckeye Local should a consolidation ever occur in the year the scholarship application is made. The student must have attained a cumulative grade point average of 3.0 or better at the time the scholarship application is made. The applicant must be pursuing a degree or certificate at the College. Priority consideration will be given to students planning to enroll in an engineering program.

**Tri-State Financial Services Scholarship** – The Tri-State Financial Services Scholarship was established in 2015 by Kenneth R. Perkins. Tri-State Financial Services began as a MetLife agency in Youngstown, Ohio in 1985. On April 1, 1991 the company relocated to Steubenville, Ohio. Since 1985, Tri State Financial Services has donated over $500,000 to local charities and events. The company is dedicated to strengthening the communities where we live and work and believe this investment in education will continue this tradition. Applicants of Jefferson County are eligible to apply. This scholarship is open to new and continuing students who have demonstrated financial need (based on FAFSA results). The student may be either certificate or degree seeking.

**W. Hunter Vaughan, M.D. Scholarship** - Dr. W. Hunter Vaughan established this scholarship in 2007 to assist local residents who are pursuing an Associate of Applied Science Degree in Radiologic Technology. Dr. Vaughan serves on EGCC’s Radiologic Technology Advisory Committee and is the former medical director of radiologic services at Trinity Health Systems. The applicant must be a second year Radiologic Technology student in good academic standing with at least a 3.0 cumulative grade point average. The recipient will be nominated by the Radiologic Technology faculty members. The recipient must be enrolled on at least a part-time basis (six credit hours or more).

**William & Juanita Welsh Family Scholarship** – The William and Juanita Welsh Family Scholarship was established in 2014 by the Welsh family to assist Jefferson County residents who are pursuing an associate degree in Nursing at Eastern Gateway Community College. The Welsh family has been involved with the College for many years. Mrs. Welsh is a past adjunct faculty member and is also a member of the Eastern Gateway Community College Foundation Board. Applicants of Jefferson County who are pursuing an associate degree in Nursing are eligible to apply. The student must be in good academic standing and must have maintained at least a 2.75 grade point average at EGCC or at his/her previous educational institution. The recipient must show acceptance into the AAS Nursing Program.

**Yanok Family Scholarship** - The Yanok Family Scholarship was established in 2013 by the Yanok family to assist Jefferson County residents who are pursuing an associate degree or certificate in higher education at Eastern Gateway Community College. The Yanok family has been involved with the College for many years. Mrs. Yanok is an alumnus and was instrumental in establishing the EGCC Alumni Association. Applicants of Jefferson County are eligible to apply. The student must be in good academic standing and must have maintained at least a 3.00 grade point average in high school or at EGCC. The student may be either certificate or degree seeking.
TUITION AND FEES

TUITION

Jefferson County $111 per credit hour
Other Ohio Residents* $117 per credit hour
Brooke, Hancock, Ohio, Marshall and Wetzel counties in West Virginia $117 per credit hour
Out of State $145 per credit hour
International Student (on campus)** $177 per credit hour

*All residents of Ohio and Brooke, Hancock, Ohio, Marshall and Wetzel counties in West Virginia not registered for Selective Service or not filing Exemption statement $145 per credit hour

FEES

Application Fee $20
International Student Application Fee** $100

All application fees are a one-time, non-refundable fee assessed for all full time or part time students. Fees are non-refundable if courses are canceled.

Lab/Materials Fee *** $40 – Science/Health
$20 – All others

Technology Fee *** $35

Proficiency Exam Fee $30

Transcript Fee $10

Auditing Fee Same per credit hour rate for course applies

Non Credit Course Fees Varies – Contact the Department of Workforce and Community Outreach for schedule of offering and fee structure

*House Bill 845 of the Ohio Revised Code requires that any male Ohio resident or male receiving benefits under Sections 3333.12, 3333.21, 3333.22, 3333.26, 3333.27, 5910.03 and 5910.032 of the ORC, being charged in state tuition by an Ohio public assisted institution must be registered with or qualify for an exemption for registration of the Selective Service system in accordance with the Military Selective Service Act 62 Stat.604, U.S.C.A.P.P. 453 as amended. Students not registered with the Selective Service will be charged out-of-state fees. This regulation includes West Virginia students attending through the reciprocity arrangement.

**Applies only to international and foreign transient students

***Select classes may have different fees
TUITION AND FEES

PAYMENT PLAN

For those students who are enrolled in credit courses and need their tuition divided into payments, the College has contracted exclusively with Heartland ECSI to offer a tuition payment plan. A payment plan is an interest-free, debt free way to spread tuition payments over a number of months. Plan participants will get a convenient monthly payment option at a low enrollment fee, if any. Students must have their payment plan established prior to the semester payment deadline. Contact the College’s Cashier’s office for more information on how to get your payment plan started.

SENIOR CITIZENS

Ohio residents over 60 years of age may enroll for regular credit courses at EGCC under certain conditions and not be required to pay tuition through the EGCC Senior Citizen Scholarship Program. The scholarship does not cover lab/materials/technology fees, books, or supplies. In order to participate in this program, Ohio senior citizens should contact the Business Office.

NON-PAYMENT OF FEES & OTHER OBLIGATIONS

Official grade reports, transcripts, and diplomas will not be issued until the student has cleared all financial obligations with the Business Office or returned all overdue books. Students with outstanding debts or overdue books at the College will not be permitted to register for classes until obligations are paid in full. In addition, under Ohio Law, outstanding balances are turned over to the Ohio Attorney General for collection.

FINES, RETURNED CHECKS AND CHECK CASHING

Vehicles of any person violating the Jefferson Campus parking regulations which prohibits parking in access routes will be towed at the discretion of the College. These routes have been posted.

A fee of $20 per check will be assessed to any person whose check is returned by the bank for any reason. Returned checks will not be redeposited by the College. Only cash or certified checks will be accepted after a second returned check is received by the College.

An identification card must be presented by the student in order to cash checks at the receptionist/information area on the Jefferson campus. Checks made payable to Eastern Gateway Community College can be cashed for $10 or less. Only one check per day may be cashed.

STUDENT REFUNDS

Students who are due refunds as a result of dropping classes for which they have paid will be mailed their refund check after the second week of classes for fall and spring semesters. The mailing of refund checks during the summer sessions will vary according to the length of the session.
TUITION AND FEES

REFUND OF TUITION

To receive a refund of all or part of the tuition paid for a semester or summer session, a student must have completed the drop process prescribed by the College. A student schedule change form must be signed by the student and submitted to the Registrar’s Office or an Enrollment Specialist located in the Admissions Office. The date used in calculating the amount of fees to be refunded will be the date that the official completed student schedule change form is received by the specified office.

Refund of fees upon dropping from EGCC is as follows for Fall and Spring semesters, and Summer Session III:

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Lab Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first calendar day of the semester/Summer Session III</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>First 14 calendar days of the semester/Summer Session III (Saturday and Sunday are counted as calendar days.)</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refund of fees upon dropping from the College is as follows for Summer Sessions I and II:

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Lab Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first calendar day of Summer Sessions I and II</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>First 7 calendar days of summer session (Saturday and Sunday are counted as calendar days.)</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The first calendar day of a semester or summer session is the day the semester or term starts.

After the refund period, as outlined above, full or partial tuition and fee refunds are not made unless there are extreme extenuating circumstances. The student must file an appeal form.

Refund of tuition and fees for 8 week modules/flexibly scheduled courses is as follows: Prior to the first day of the course, tuition and lab fees are refunded 100%. One hundred percent refund of tuition and fees after the start of the course is determined by the number of weeks in the course.

<table>
<thead>
<tr>
<th>Length of Course in Weeks</th>
<th>Calendar Days for 100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
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<td>2</td>
<td>2</td>
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<td>3</td>
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<td>9</td>
<td>9</td>
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<tr>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>11 &amp; Above</td>
<td>14</td>
</tr>
</tbody>
</table>
TUITION AND FEES

DELINQUENT STUDENT ACCOUNTS

Any student registering at the College is reserving a space in those assigned classes and potentially limiting other students from enrolling in those classes. Students enrolled in classes must follow the college’s drop procedure in the time periods indicated in order to relieve themselves of the responsibility of tuition and fees for that semester.

Nonattendance in classes does not relieve tuition and fee obligations if the student does not follow the official drop procedure.

As an institution that is supported by state and local tax funding, the College has an obligation to taxpayers to collect all fees due the College. According to Ohio Revised Code Section 131.02, state supported institutions must certify their delinquent debts to the Ohio Attorney General for collection.

Students dismissed by Eastern Gateway Community College are not entitled to any refund of tuition and fees. Students are entitled to a full refund if the College cancels the course or does not permit a student to enroll or continue. Fees subject to refund are instructional, general, surcharge, and lab/materials/technology fees.
TUTORING & DISABILITIES SERVICES

TUTORING

The Student Success Centers at the Jefferson Campus and the Valley Center offer various services to students who may be experiencing difficulty. These free services for Eastern Gateway students include:

Writing Tutoring Center – Located in room 1509 on the Jefferson Campus and in room C103 at the Valley Center, the Writing Center puts students together with tutors for help with writing papers, proofreading, research, documentation, and basic word processing. This is a walk-in service, so appointments are not required. Students may bring their work in progress to the Writing Center for help during posted hours.

Math Tutoring Center – Located in room 1509 on the Jefferson Campus and in room C103 at the Valley Center, the Math Center offers help in any mathematical area. Math tutors are available during the posted hours on a drop-in basis to answer math questions from any math course offered at Eastern Gateway. Computer access is also available at both Student Success Center locations.

E-tutoring – This service provides online tutoring access to any Eastern Gateway student both on and off campus. A variety of courses are featured through the service including math courses ranging from developmental math up to and including calculus along with a 24-hour access to submit a writing assignment to eTutoring’s writing center. On the Jefferson Campus, contact Vanessa Birney in room 1509 or vbirney@egcc.edu and at the Valley Center in room C103, or contact Vanessa Birney at vbirney@egcc.edu.

Tutoring Services – Eastern Gateway offers many tutoring options. Peer tutoring in the form of individual sessions or group sessions are available at the student’s request along with walk-in services for math, writing and computer skills. Peer tutoring times are arranged at the convenience of the student and the tutor. Those wishing to meet with a tutor or to become a tutor should contact the Student Success Center at either location. All tutoring options are available at both the Jefferson Campus and the Valley Center.

DISABILITIES SERVICES

Eastern Gateway Community College is committed to providing reasonable accommodations for students with disabilities within the classroom. Reasonable accommodations may include alternative methods of testing and/or showing mastery of required material, modification of time allowances for testing and/or required projects, note takers, interpreters, and/or approved assistance equipment, access to lecture notes and materials such as overhead slides. Effective and reasonable accommodation in the classroom does not include fundamental alteration of the curriculum, classroom standards, or length of class. Accommodations will be made on a case-by-case basis by the College.
Students are responsible for notifying the College regarding any disabilities for which they may need special services. Students are provided a Health Information Form at the beginning of their first semester. Forms also may be obtained at the Admissions Office. At this time, the student also should make arrangements to meet with the Director of Tutoring, Disabilities and Developmental Education Services and Student Section 504 Coordinator in the Student Success Center at the Jefferson Campus. The Director will assist students in resolving immediate issues, provide assistance with academic concerns, and attempt to answer student questions. Pertinent documentation from a medical professional, psychiatrist, or psychologist must be provided to the Director of Tutoring, Disabilities and Developmental Education Services and Student Section 504 Coordinator. Students who are interested should contact Vanessa Birney at (740) 266-9771 or vbirney@egcc.edu.
ACADEMIC ASSESSMENT PHILOSOPHY

Eastern Gateway Community College’s Philosophy of Assessment states that “assessment is not only for the sake of compliance with external demands. Rather it is an institutional strategy, a core function of continuous improvement, and a means for faculty and staff to evaluate student learning and success and strengthen institutional health and growth”. – Kuh, Ikenberry, Jankowski, Cain, Ewell, Hutchings & Kinzie, 2015

DEGREE REQUIREMENTS

The Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, Associate of Applied Business Degree, Associate of Technical Study Degree or Associate of Individualized Study is awarded to those who successfully complete:

1. A two-semester sequence in English or communication skills;
2. A minimum of 30 semester hours of technical courses (determined by the graduate’s curriculum) if not in an AA or AS degree program;
3. The remaining required semester hours which include the general and basic-related required courses and appropriate electives;
4. A program curriculum chosen from the list of associate degrees available at Eastern Gateway Community College;
5. A minimum of 18 semester credit hours completed in residence at Eastern Gateway Community College;
6. Courses below the 100 level (i.e., RAD099) do not count toward graduation;
7. Participation in the commencement exercises; all graduates are required to attend the May commencement ceremony; requests to be excused from attending must be based on extraordinary circumstances and must be submitted in writing along with written documentation regarding the circumstances to the executive vice president for academic and student affairs two weeks before the graduation ceremony; the executive vice president for academic affairs will approve or disapprove the request based upon the reason and evidence submitted;
8. A 2.00 overall average at Eastern Gateway Community College and if in a technology obtain a minimum of a “C” in each of the core courses identified; exceptions may be made by the department dean;
9. A student who has attained a cumulative grade point average of 3.50 or higher will receive honors recognition. Students with a cumulative grade point average of 3.50 to 3.749 will be awarded the recognition of cum laude; students attaining a 3.75 to 3.899 will be recognized with the title magna cum laude; and students achieving a 3.90 or higher will be awarded a degree with summa cum laude. Recognition is made at commencement.

Several programs offer certificates for graduation. The minimum requirements for certificate completion are found in the catalog description of the particular certificate program and are applicable.
ACADEMIC POLICIES

All potential graduates must file an application for the associate degree or certificate through the executive vice president for academic and student affairs’ office during the semester preceding the semester in which the program will be completed. The curriculum and degree requirements listed above are consistent with the Ohio Department of High Education’s basic standards for granting the associate degree for approved Associate of Arts, Associate of Science and applied technical degrees. An official transcript, GED certificate, or other proof of graduation must be on file with the College before an associate degree or certificate can be awarded.

DUAL DEGREES

Students are permitted to pursue dual degrees provided they are in good academic standing with the College. It is the student’s responsibility to notify his/her academic department as well as the Registrar’s Office if the student is pursuing multiple degrees.

STUDENT COMPETENCY

Eastern Gateway Community College has developed a process of education which requires a student to be competent in a designated major field before the student can graduate. Competency is defined as the ability to apply the essential skill and knowledge to perform in an occupation. Faculty’s objectives are to teach and assist the student in learning and demonstrating this competence. This requires the faculty member to use a number of measurement techniques: performance examinations, on-the-job observations, and evaluations of supervisors and the student. It is recognized that the measurement process is subject to financial, physical, and instrument limitation.

ACADEMIC AND STUDENT INTEGRITY

Student integrity and scholastic honesty are an integral part of the College’s scholastic standard, academic quality, and a foundation for our society.

The College will not tolerate the breach of this integrity through cheating, plagiarism, or other forms of academic dishonesty. Faculty and staff will take precautions to prevent academic dishonesty, but it is also the student’s joint responsibility to report known infractions to any College employee. Infractions impact the final grade/CPA of all students as well as the reputation of the College and the value of the degree earned. Confirmed violations may result in a failing grade on an assignment(s) or in the course(s).

Repeated incidents of scholastic dishonesty or a flagrant single offense may warrant action beyond a failing grade in the course.

Offenses which may warrant additional disciplinary action including disciplinary probation, professional probation, suspension, or expulsion, include the following:

1. Cheating, plagiarism, or other forms of scholastic dishonesty, including the use, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. Furnishing false information to the College with intent to deceive.
3. Forgery, alteration or misuse of College documents, records, or identification cards.
ACADEMIC POLICIES

4. Misuse of computer privileges, including unauthorized use of software, an account number, password, program or file. (see Computer Use Procedure)

The student may appeal any actions affecting enrollment or grade using the Student Complaints/Appeals Process described in this catalog. Students should read the Academic Honesty and Student Integrity Policy posted on the College’s web site at www.egcc.edu.

ACADEMIC LOAD FOR CREDIT-HOUR PROGRAMS OF STUDY

An undergraduate student’s status is determined by the number of credits they are taking in a semester. The chart below defines the minimum academic load requirement per semester and the associated academic status.

<table>
<thead>
<tr>
<th>Student Status – Full time</th>
<th>12 or more credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status – Three Quarters</td>
<td>9 to 11 credits</td>
</tr>
<tr>
<td>Student Status – Half time</td>
<td>6 to 8 credits</td>
</tr>
<tr>
<td>Student Status – Less than half time</td>
<td>1-5 credits</td>
</tr>
</tbody>
</table>

Students desiring to take more than 18.00 semester credit hours in a semester must obtain the permission of the Academic Dean.

SEMESTER CREDIT-HOUR SCHEDULING

Eastern Gateway Community College operates on a semester system with two 16-week semesters per year and a 10 week summer semester. Some ‘late start’ sessions may run 8 weeks in length. Course content for all courses is the same regardless of time in class or delivery method.

Courses are offered either in a traditional classroom/lab format, a fully online format, or a hybrid model where part of the course is offered online and the remainder is taught in a traditional classroom/lab format. For courses offered in the traditional classroom/lab format, the ratio of classroom/lab contact hours to semester credit hours award is as follows:

- Lecture courses (including hands-on technology courses): 15 contact hours for each semester credit hour
- Science and healthcare labs: 30 contact hours for each semester credit hour
- Externship, practicum, and clinical courses: 45 contact hours for each semester credit hour.

Study Time: Different students learn at different rates. However, students taking courses on-ground should expect to spend at least two (2) hours in study and preparation for each hour spent in lecture. This would include reading, papers, projects, exercises, study, and other preparation. Similarly, students should expect to spend one (1) hour in study and preparation for each two (2) hours spent in lab. Online students should expect to spend a minimum of six (6) hours per week (over a 7½-week period) in their studies for each semester credit hour enrolled. This would include reading, researching and writing papers, doing projects, completing exercises, studying, and reflecting on the course material as well as the time spent on the computer participating in discussion threads, reviewing online course materials, taking tests, and uploading/downloading materials. The time devoted to classes scheduled for other than 7½-week periods would adjust proportionately.
ACADEMIC POLICIES

MARKING AND CREDIT SYSTEM

The quality of course work at Eastern Gateway Community College is indicated by means of letter grades. Each letter grade, in turn, carries “quality points” which are used in computing the student’s “cumulative point average (CPA).” Academic achievement which reflects competency will be recorded in letter grades at the end of each semester or summer term for all course work for which credit is granted. The credit hours attempted and quality points attained will enter into the computation of the student’s cumulative point average.

The marking system is as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS PER SEMESTER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Superior Quality</td>
<td>4.0</td>
</tr>
<tr>
<td>B – High Quality</td>
<td>3.0</td>
</tr>
<tr>
<td>C – Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D – Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F – Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

W - The grade of “Withdrawal” (W) is given after the second week of each regular semester or first week of summer mini sessions. A student submits a withdrawal request form to the Registrar’s Office on or before the published withdrawal date. A “W” is recorded for the grade on the student’s permanent record and is not computed in the CPA.

P - The grade of “Pass” (P) is given for a passing grade in a credit, non-degree course or a credit lab. Credit hours are recorded, but this grade is not included in cumulative point average computation. Credits are added to cumulative credits achieved. In addition, the grade of “P” is used to designate all “C” credit accepted as transfer from another institution.

V - The grade of “V” is used to designate the transfer of a “D” credit course.

N - The grade of “Non-Pass” (N) is given for a non-passing grade in credit, non-degree courses or a credit lab and is not computed in cumulative point averages.

U - The grade of “Audit” (U) is given for credit courses in which the student elects to be an auditor. This grade is not computed in the cumulative point average.

CATALOG IN FORCE

1. Requirements to earn a degree or certificate are based on the Catalog-In-Force at the time of the student’s first term of study in his/her major.

2. First term of study is defined as that semester in which a student:
   a. has satisfied all prerequisite course work and other preconditions;
   b. has been fully accepted into a degree or certification; and
   c. has officially declared a major and registered for courses in the prescribed curriculum or major.

3. Credits for technical courses that have been earned more than five years prior to graduation will be subject to individual evaluation by the department dean and may, in some cases, need to be repeated.
ACADEMIC POLICIES

4. Students who have been absent from the College for more than one year or who have been suspended and readmitted must follow the Catalog-in-Force requirements at the time of their return. Additional requirements in specific programs may be applicable.

5. Exception to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in College programs. Additionally, courses in some disciplines occasionally may be deleted, changed, or developed; therefore, the College may require substitutions to reflect these changes.

6. Final decision regarding the Catalog-in-Force will be the responsibility of the specific department dean.

INDEPENDENT STUDY POLICY

Independent studies are an exception to curricular schedule and delivery of coursework. If a conflict jeopardizes the graduation of a student, however, the faculty may entertain a proposal for an independent study model. Independent study is rarely used and then, only with the direct approval of the Program Chair and Vice President for Academic Affairs.

The student must initiate the process by contacting the professor for approval and the completion of the “Contract for Independent Study”. The Program Chair must approve this request, as well as the Vice President for Academic Affairs, prior to the beginning of the semester of study.

Guidelines for approval of requests for independent study include:

1. One independent study may be taken per academic career when it has been determined that lack of this study approval will negatively impact the student’s ability to graduate.
2. The course must be listed in the current catalog, unavailable in the current session, and required for graduation; a previous good faith effort by the student for compliance is required.
3. A full time professor must supervise the independent study and all content, learning activities, and evaluation of learning included in the syllabus for the course must be completed.
4. Independent study counts toward on campus hours when the professor is based on the campus.
5. Normal registration is required, with the cost per credit hour consistent with the published fee scale of the current semester.
6. Professors receive no remuneration or load credit for supervising an independent study.
7. The Vice President for Academic Affairs must approve any exceptions to this policy.

ATTENDANCE POLICY

Eastern Gateway Community College requires regular and punctual class attendance because research shows a compelling connection between good class attendance and earning passing grades. The College is committed to student success and employs a professional academic advising team to assist students in addressing the many underlying issues that can result in poor class attendance.
ACADEMIC POLICIES

Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of course room interaction. The College considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed. Students who stop attending class, but do not formally drop or withdraw, may receive grades of “F” and face financial aid consequences in future semesters.

The College believes the faculty member is the best evaluator of the impact attendance may have on student success in any given course. Faculty at the College are required to develop reasonable attendance policies and/or procedures appropriate to the type, level, delivery method, and frequency of class meetings for their courses and communicate the policies and/or procedures to students clearly via the syllabus; and apply the policies and/or procedures fairly and consistently to all enrolled students. It is the responsibility of each student to know the attendance and absence policies and/or procedures of each class in which he or she is enrolled. It is required of each faculty to inform his or her class of the attendance and absence policies and/or procedures at the start (first day of class) of each semester.

Faculty are responsible and required for determining whether work missed may be made up; any makeup work allowed is scheduled at the discretion of faculty. Policies and procedures for make-up work are detailed in the syllabus.

Students who are absent as a result of jury duty, subpoena, a generally recognized religious observance, required military duty, or activities where they are required to represent the College must give advance written notice of the upcoming absence to the faculty member. Students shall be accorded the opportunity to independently complete course work or work of equal value for the authorized day(s) of absence, and/or to take a scheduled exam at an alternate time determined by the faculty member. Failure to provide the advance written notice of the authorized absence may result in loss of the opportunity.

Online/Hybrid Attendance Procedure

Students in online courses are required to ‘attend’ class and participate just as if they were in a traditional face-to-face course. This means that instructors are required to set up policies and procedures in the syllabus for how much each lecture, reading assignment, discussion or project qualifies as a meeting during the course of a week/learning unit/course module. It is important that online and hybrid instructors clearly state in their syllabus about what constitutes participation and late work. It is the responsibility of each online and/or hybrid student to know the attendance and absence policies and/or procedures of each class in which he or she is enrolled. It is required of each online/hybrid faculty to inform his or her online/hybrid class of the attendance and absence policies and/or procedures at the start (first week of online/hybrid course) of each semester.

Students who do not participate in class, that is, who consistently do not complete assignments, quizzes, respond to forums or turn in other work, should be notified that they may be dropped or withdrawn from the class for non-participation.

Weekly attendance is mandatory in all online/hybrid courses. Students are expected to log into their online course(s) weekly. However, simply logging into an online course does not constitute attendance. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. No progress could jeopardize good standing and financial aid.
ACADEMIC POLICIES

Attendance Reporting Procedure

Faculty is required to report overall and daily student attendance for all of their courses in self-service. Faculty is required to report overall attendance during the following intervals: The first week of the semester (by 11:00pm of the first Sunday after the start of the semester) and update that information during the second, fifth, seventh, and last week of the semester by 11:00 pm of the Sunday preceding the specific week. Also during the last week of the semester, any student who earned and was documented a letter grade of “F”, “N”, “I”, or “W” the last date of their attendance must be reported in overall attendance in self-service.

Faculty is required to report daily attendance by the end of each week of the semester using the 11:00 pm Sunday cutoff period.

Students in traditional face-to-face courses will be academically dropped from a course for never attending the first two weeks of the course meeting during the semester if they have not made prior arrangements with faculty. Students in online/hybrid courses will be academically dropped from courses for never participating (completing an assignment/discussion) in the first two weeks of the course meeting during the semester if they have not made prior arrangements with faculty.

There will be no letter grade on the student’s transcript and the student’s class load will be reduced by the course credits, and this may affect his/her full-time or part-time student status. If a student has been dropped due to this attendance policy, the faculty may reinstate the student only if the faculty made a mistake or the student verifies extenuating circumstances beyond his/her control.

Students also may be academically withdrawn during the third through the tenth week of the semester for excessive, continuous or cumulative absences (one consecutive week of a course meeting time or five or more absences in a 10 week or less period of time). A faculty member may choose to initiate the academic withdrawal for excessive, continuous, or cumulative absences if, as specified in the course syllabus, the minimum course objectives cannot be met due to the student’s excessive absences or lack of assignment completion in online/hybrid courses. Such action may be taken after the faculty member has attempted to notify the student on three different occasions by Early Alert, phone, email, mail, or in other courses that excessive absence has potentially placed the student in academic jeopardy. There is no forgiveness of tuition and fees for an academic withdrawal and the withdrawal will be recorded on the student’s transcript with a “W.” If the student has been withdrawn due to this attendance policy, the faculty may reinstate the student only if the faculty made a mistake or the student verifies extenuating circumstances beyond his/her control.

Early Alert Procedure

The Early Alert is required to be used by all faculty during the third through the tenth week of the semester. It is intended to serve as advance notice to a student that they have poor attendance and/or performance in a specific course. The Early Alert shall consist of the faculty sending an electronic alert through the AVISO student retention tool stating the reason for the alert. The Early Alert will notify the student by email as well as alert the faculty and professional advisor. The professional advisor will attempt to contact the student by phone, mail, and/or in other courses to try and remedy the situation.
ACADEMIC POLICIES

In an effort to improve student retention and success, faculty will be required to monitor their attendance and report students who are not attending class during designated interval reporting periods that are given. Faculty members are required to publish, distribute, and review the course syllabus with students no later than the end of the second week of class in a given academic term. Faculty is required to assess and return to students a graded assignment by the start of the third week of the semester so students are aware of grade performance in course.

INCOMPLETE GRADE POLICY

The grade of “Incomplete” (I) may be given if a student, for reasons beyond his/her control, is unable to complete the work of a course by the end of the enrollment period. Incomplete grades are granted at the sole discretion of the instructor.

In the extraordinary circumstances that an incomplete is considered, a student must demonstrate:

- At least a “C average” in all completed coursework
- Completion of 80 percent of all assigned coursework

To be considered for a grade of “incomplete” (I), the student and instructor of the course in question must complete the Incomplete Status Agreement form. The form specifies the requirements for the completion of the course.

All required course work must be completed within seven (7) business days of the official grade reporting date for the class. After the seven (7) day period, incomplete grades will be assigned a letter grade (A through F) for the completed course work by the instructor.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Eastern Gateway Community College has established standards for measuring satisfactory academic progress (SAP) that are used for establishing eligibility for federal financial aid. Because these standards are a valid indicator of successful progress towards graduation, they apply to all students at Eastern Gateway Community College (part-time and full-time students), not just to those receiving Title IV funds. SAP is a cumulative measurement of Satisfactory Academic Progress which includes a qualitative and quantitative component.

The qualitative component is determined by calculating the student’s cumulative grade point average (CGPA) and the quantitative component is determined by calculating the student’s rate of progression toward completion of the academic program (pace) or time and a half. All periods of a student’s enrollment at Eastern Gateway Community College are used in determining SAP where an enrollment is defined as the current program of study. A student must meet both the qualitative and quantitative SAP standard to be considered in good standing.

For students in credit hour programs, the evaluation of SAP will occur at the end of each semester. Students not meeting Satisfactory Academic Progress (SAP) standards will receive communication via email to the EGCC email address and, in some situations, letters sent to the address listed in the student’s record.
Successful completion of a course is defined as receiving any of the following grades: A, B, C, D or P. The following grades are not considered successful completion of a course: F, W, I, or N.

The standard for Satisfactory Academic Progress (SAP) measures three (3) components:

1. **Qualitative Satisfactory Academic Progress Standard**: A student who has achieved a 2.0 cumulative grade point average (CGPA) is considered to be meeting the qualitative component of SAP, which is a “C” average and is the equivalent academic standing consistent with Eastern Gateway Community College’s graduation requirements. The CGPA is calculated by dividing the total quality points by the credit hours attempted. In the case of repeated courses, only the highest grade is included in the CGPA. Prior learning credit such as transfer credit and exemption credit, withdrawals, audits and incompletes are excluded from the CGPA calculation.

2. **Quantitative Satisfactory Academic Progress Standard**: Students must complete at least 67% of all credit hours attempted each term. A student who reaches the pace threshold indicated in the table below is considered to be meeting SAP. The pace percentage is calculated by dividing the total credit or clock hours earned by the total credit or clock hours attempted. All credits attempted, including repeats, withdrawals and incompletes are included in credits attempted for the pace calculation. Transfer credits or clock hours from other institutions that are applied to a student’s program at Eastern Gateway Community College will display on a student’s transcript as a “P” grade and will be counted as both credit or clock hours attempted and credit or clock hours completed in the pace calculation. A student receiving the grade of “D” at another institution and transferring that course in will appear as a “V” grade on the student’s transcript. Exemption credits earned by a student for successfully completing a course test out at Eastern Gateway Community College will display on a student’s transcript as a “P” grade and will be counted as both credit or clock hours attempted and credit or clock hours completed in the pace calculation.

The following chart shows the quantitative requirement by credit load:

<table>
<thead>
<tr>
<th>If you are enrolled in:</th>
<th>You must complete at least (66.67%):</th>
<th>If you are enrolled in:</th>
<th>You must complete at least (66.67%):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>1 credit</td>
<td>13 credits</td>
<td>9 credits</td>
</tr>
<tr>
<td>2 credits</td>
<td>2 credits</td>
<td>14 credits</td>
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3. **Maximum Timeframe**: A student must be able to complete the current program without attempting more than 150% of the required credits or clock hours. Only program requirements count in the 150% timeframe calculation, therefore, developmental courses are excluded. Once it has been deemed impossible to complete the program of study within 150% of the published length in the educational program, as measured in credit hours, the student will be dismissed from the College and lose federal financial aid eligibility. At this point, even if the student has the capacity to “self-pay” they are not allowed to continue in the program. The pace requirement has been established to ensure a student does not exceed the maximum timeframe threshold.

The maximum timeframe measure includes all of the following:
- Repeated coursework
- Withdrawals
- Transfer credits

Students have the right to appeal for an extension of their Maximum Timeframe once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a Maximum Timeframe Appeal Form and include an academic plan. Submission of an appeal does not guarantee approval. If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a cumulative GPA of 2.0 and successfully complete all courses listed on their academic plan. Failure to meet the requirements of the approved timeframe appeal will result in termination.

**Program Change**

Any courses taken by the student applied from one program to another (whether or not the courses were successfully completed) will be counted toward program completion and the CGPA calculations. If a student chooses to change programs, Eastern Gateway Community College will apply all applicable credits into the new program. If a student graduates from one program and chooses to earn another degree, Eastern Gateway Community College will apply all applicable credits from the program in which the student graduated into the new program. Any credits applied from one program to another will be counted toward pace for program completion and in CGPA calculations. A student not meeting (SAP) satisfactory academic progress will be required to appeal in order to change programs and will be limited on the number of allowable program changes to four (4).

**Special Academic Standards for Clinical-Based Healthcare Programs**

In clinical-based healthcare programs where the minimum passing grade for core courses is a C+ (76%), a student will be dismissed after two failures in the core courses of the program, irrespective of program grade point average (CGPA) and without previously being placed on Academic Warning. All other SAP standards also apply to students enrolled in clinical based healthcare programs. The student may appeal the dismissal (see Academic Appeal).
ACADEMIC POLICIES

Developmental Courses

A student may be required to take one or more developmental courses to establish a foundation for academic success. A student may receive financial aid for development coursework up to 30 hours.

Repeat Courses

Students who fail a course may repeat the course and receive financial aid for the course (as long as they are meeting SAP). Students who successfully pass a course and wish to repeat the course may do so only once and receive financial aid.

ACADEMIC WARNING

When SAP is evaluated at the end of a semester or payment period, any student who fails to meet the minimum CGPA and the Pace standards will be placed on Academic Warning. A student placed on Academic Warning will be notified of the warning status and is required to seek academic advisement. While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal. The institution requires the student to seek academic advisement and work to improve grades before the next SAP check period. A student who meets the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will return to good academic standing.

TERMINATION (Dismissal from the College for Lack of Satisfactory Academic Progress)

A student who fails to meet the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will be dismissed from the College and is ineligible to receive federal financial aid unless he or she successfully appeals that determination (see Academic Appeal). A student will be dismissed from the College for lack of satisfactory academic progress in the following circumstances:

- The student did not increase his or her CGPA to at least 2.00 by the end of one semester or payment period on Academic Warning.
- The student did not meet the pace requirement outlined in the minimum standards table above by the end of one semester or payment period on Academic Warning.
- The student received two failures in the core courses of a clinical-based healthcare program, irrespective of CGPA. A student may be dismissed without first being placed on Academic Warning in this instance.

Academic Appeal

If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the College and termination of financial aid by submitting an Academic Appeal Form to the appropriate academic administrator prior to the deadline stated in the dismissal notification. Valid circumstances include a serious injury or illness, death of a relative or other special circumstances. The appeal must be submitted in writing and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance. Supporting documentation is required. All decisions on academic appeals are final. Only one (1) academic appeal is permitted throughout the student’s academic career at EGCC.
ACADEMIC POLICIES

ACADEMIC PROBATION

If a student who has appealed a dismissal from the College and loss of financial aid has the appeal granted, the student will be reinstated to the College and will be placed on Academic Probation. All students on Academic Probation will be provided with an Academic Success Plan which provides the student with an action plan to return to good standing within a reasonable period of time.

- While on Academic Probation, students are limited to only six (6) credit hours of coursework.
- Students are required to repeat failed courses before moving forward in their program of study.
- Academic Success Plan requires student to work closely with a faculty mentor to improve academic standing in a pre-determined timeframe.
- The student must return to good standing or meet the conditions stipulated in the Academic Success Plan in the subsequent term or face permanent dismissal from the College.
- A student on Academic Probation may only receive Title IV funds for one payment period (unless the student met the requirements specified by the school in the Academic Success Plan then the student is still covered by the academic success plan).

GRADE REPORTS

Grade reports are not issued to students. Students are required to obtain their grades from Self Service. Any student with overdue books or unpaid fees will be blocked from Self Service.

Any student enrolled in a regularly scheduled course whose performance is unsatisfactory will be sent, via e-mail, a deficiency notice near mid-semester. It is required that students receiving deficiency notices make an immediate appointment with their advisor and/or the instructor of the course in which the student is deficient. The student must assume the full responsibility for making conference arrangements.

ACADEMIC HONORS

An academic honors list will be prepared and published each semester. Regular students shall be named for such recognition according to the following criteria: A student who has achieved a minimum of 12 credit hours during the semester and has earned a grade point average of 3.5 or higher shall have obtained outstanding academic achievement warranting recognition on the academic honors list. Students named on the academic honors list may be eligible to participate in Eastern Gateway Community College’s Alpha Omicron Nu Chapter of the Phi Theta Kappa honor society.
ACADEMIC POLICIES

ACADEMIC RECOGNITION – LESS THAN FULL TIME STUDENTS

Any regular student, who attempts six or more semester credit hours but less than 12 semester credit hours in any single academic semester, is eligible to receive a letter of academic recognition if a grade point average of 3.5 or greater is achieved during that academic semester. The recognition offers the student, enrolled for less than 12 semester credit hours and ineligible to receive normal academic honors, a form of academic recognition. The letter does not make the student eligible to participate in the College’s Alpha Omicron Nu Chapter of Phi Theta Kappa, and it cannot be used to place the student on the academic honors list.

Any student request for correction and/or appeal concerning the academic recognition program will be processed through the normal College Complaints/Appeals Process.

MAXIMUM LOAD

The course load of a student may not exceed 18 semester credit hours of course work in a regular semester without the approval of the department dean. A student may not enroll in more than 21 semester credit hours of course work in a regular semester without the approval of the Vice President for Academic Affairs. Permissible exceptions to the 18-credit hour rule include:

1. A prescribed curriculum requires the student to carry more than 18 credit hours in a semester;

2. A cumulative average for four years of work in high school is of 3.00 quality or higher if the student is beginning college-level work;

3. A cumulative average for course work taken at EGCC or at another recognized college or university is of 3.00 quality or higher.

ADVISING

Advisors help students reach their academic goals by guiding the students in class selection and scheduling. Undecided and transient students are scheduled by an Admissions Office advisor. New, continuing and returning students are to be scheduled by faculty and enrollment specialists in their major course of study. Students should use the Self Service and/or maintain contact with their advisors through graduation. Deans assign advisors to every student, and the advisor lists are maintained by the deans.

Faculty Advisors/Enrollment Specialists

Faculty advisors and enrollment specialists help students clarify and reach their desired academic goals. Faculty advisors and enrollment specialists will assist students in selecting an appropriate plan of study, review student progress on the core curriculum, review major eligibility, discuss applicable academic policies, make individualized course recommendations, and provide other appropriate guidance.

All students will be assigned an enrollment specialist and faculty advisor. Students will be advised and scheduled by their enrollment specialist until they have earned 30 credit hours. Students are encouraged to meet with their enrollment specialists once per month during their first two semesters. Meeting with an enrollment specialist early and often will prepare the student to register for courses early.
ACADEMIC POLICIES

Once a student has earned 30 credit hours, the student will work with their faculty advisor to review their academic plan and schedule courses. Students should maintain contact with their faculty advisors through graduation. Deans assign advisors to every student and the advisors lists are maintained by the deans. Students should immediately contact their faculty advisor or enrollment specialist should they encounter and academic problem or have an academic concern.

TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services (SSS) Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary and/or higher education. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Who is Eligible?

A student is eligible to participate in the TRIO Student Support Services Program if he or she meets all of the following requirements:

- Is a U.S. citizen or national of U.S.
- Is enrolled at EGCC or accepted for enrollment in the next academic term.
- Is a low-income individual (as determined by the federal guidelines) or a first generation college student (neither parent has a bachelor’s degree) or an individual with a disability (as determined by the EGCC Student Success Center).

The following services will be offered:

- Transition-to-College workshops and success seminars
- Academic advising and registration
- Tutoring
- Mentoring
- Cultural enrichment activities
- Career and transfer activities
- Grant-aid funding

How do students become involved?

Interested students should contact TRIO Student Support Services at (740) 264-5591 at the Jefferson County Campus, (330) 480-0726 at the Valley Center, or download the application and return it to EGCC TRIO Student Support Services office. View the SSS program at www.egcc.edu and view the Semester Calendar, TRIO Newsletter, Help Sessions, and other items. Student Support Services is a TRIO program 100% funded by the U.S. Department of Education.
TRIO EDUCATIONAL OPPORTUNITY CENTER

Eastern Gateway’s TRIO Educational Opportunity Center (EOC) Program provides counseling and information on college admissions to qualified individuals who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC Program is to increase the number of participants who enroll in postsecondary education institutions.

The EOC Program provides opportunities for projects that include: academic advice, personal counseling, and career workshops; information on postsecondary education opportunities and student financial assistance; help in completing applications for college admissions, testing, and financial aid; coordination with nearby postsecondary institutions; media activities designed to involve and acquaint the community with higher education opportunities; tutoring; mentoring; education or counseling services designed to improve the financial and economic literacy of students; and programs and activities previously mentioned that are specially designed for students who have limited English proficiency, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

Federal regulations require that the participants be at least one of the following:

- A low-income student (family meets Federal Government Income Eligibility Guidelines, verified by Eastern Gateway)
- A first-generation college student (signifies that neither parent nor guardian has graduated from a four-year institution at the time of student’s enrollment). Call (330) 480-0726 or visit [www.egcc.edu](http://www.egcc.edu) for an application.

TRIO UPWARD BOUND

Eastern Gateway Community College’s TRIO Upward Bound Program helps 64 low-income, potential first-generation college students in grades 9-12 from Buckeye Local, Edison, Indian Creek, Steubenville and Toronto High Schools to prepare for postsecondary education. This is achieved through Saturday and summer classes, tutoring, test preparation, mentoring, academic advising, career exploration, college visits, cultural events, college admission and financial aid application help, and other activities.

Interested students should stop by their school’s guidance office or call the College for more information and an application packet. Upward Bound also provides part-time and volunteer opportunities for college students and educators. The program is 100 percent federally funded by the U.S. Department of Education and was established in 2007. TRIO Upward Bound may be reached at (740) 264-5591.
ACADEMIC POLICIES

COPYRIGHT POLICY (in accordance with Institutional Board Policy 10-05)

Agreement on Guidelines for Classroom Copying with Respect to Books and Periodicals (Including Textbooks and Supplemental Classroom Material)

I. Single Copying for Teacher Use ONLY
   A single copy may be made of any of the following by or for a teacher at his or her individual request for use in his or her scholarly research or for use in teaching, or preparation to teach a class.
   - A chapter from a book
   - An article from a periodical or newspaper
   - A short story, short essay or short poem, whether or not from a collective work
   - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use
   Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
   - The copying meets the tests of brevity and spontaneity as defined below and,
   - Meets the cumulative effect test as defined below and,
   - Each copy includes a notice of the copyright.

Definition of Brevity and Spontaneity:

**Brevity:**
*Poetry* - a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words.
*Prose* - Either a complete article, story, or essay of less than 2,500 words or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
*Illustration* - One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
*Special works* - Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short or 2,500 words in their entirety. “Special works” may not be reproduced in their entirety however; an excerpt comprising not more than two of the published pages of the work containing no more than 10% of the words found in the text may be reproduced.

**Spontaneity:**
- Copying is at the instance and the inspiration of the individual teacher.
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission of use.

**Cumulative effect:**
- The use of copyright material is for only one course in the school in which the copies are made.
- Not more than one short poem, article, short story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.
ACADEMIC POLICIES

- There shall not be more than one instances of such multiple copying for one course during one class term.
- Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
- There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable materials.
- Copying shall not:
  - Substitute for the purchase of books, publisher’s reprints or periodicals;
  - Be directed by a higher authority;
  - Be repeated with respect to the same item by the same teacher from term to term.
- No charge shall be made to the student beyond the actual cost of the photo copying.

EDUCATIONAL USE OF MUSIC

I. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

II. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not compromise a part of the whole which would constitute a performable unit such as a section, movement or aria or the work. In no case no more than 10% of the whole work may be copied. The number of copies may not exceed one copy per student.

III. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

IV. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

V. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

Prohibition:

- Copying to create or replace or substitute for anthologies, compilations or collective work is not allowed.
- Copying of or from works intended to be ‘consumable’ in the course of study or of teaching such as workbooks, exercises, standardized tests, and answer sheets and like materials is not allowed.
- Copying for the purpose of performance, except to replace purchased copies that are not available for an imminent performance, is not allowed.
- Copying for the purpose of substituting for the purchase of music (except in the case noted above) is not allowed.
- Copying without inclusion of the copyright notice which appears on the printed copy is not allowed.

Updated: May 23, 2016
Review Date (Pending Regulatory Change): May 23, 2017
Based on a review of the requirements as outlined in updated Circular 21 from the National Technical Information Service (NTIS), U.S. Department of Commerce, 5301 Shawnee Rd., Alexandria, VA 22312 [www.ntis.gov]; 1-800-553-6847
STUDENT POLICIES AND PROCEDURES AT EASTERN GATEWAY COMMUNITY COLLEGE
STUDENT GROUPS

STUDENT SENATE

The Student Senate’s major purpose is to assist the college in the development and operation of student activities and to provide student input to the administration. This is a central body through which all student organizations are coordinated. Leadership of the Student Senate also participates and provide input on various college councils such as Curriculum Committee, Academic Program Review Committee, and President’s Cabinet. Clubs and other student groups on the Jefferson Campus and the Valley Center must be chartered by the Student Senate.

Student Senate officers are elected. The Student Senate is composed of eligible representatives from the various curricular divisions plus some delegates at large. The constitution and information about eligibility to run for an officer position within the Student Senate are available from the coordinator of student activities, who is the advisor to the Student Senate.

STUDENT CLUBS AND ORGANIZATIONS

The formation of student groups on campus is encouraged, provided these groups serve a positive function and do not duplicate the functions of the Student Senate or other groups. To receive official sanction, a club must have approval of its activities by the vice president for student affairs and be chartered by the Student Senate. Information about the procedures for starting clubs is available from the vice president for student affairs.

Clubs may sponsor major social activities, special engagements, and, in some instances, provide financial aid through scholarships. Clubs and organizations requesting the use of college facilities at the Jefferson Campus or the Valley Center should contact the respective student group coordinator.

DENTAL ASSISTING STUDENT ORGANIZATION

The Student Dental Assisting Organization is open to those students enrolled in the Dental Assisting Program. The purpose of this group is to provide the student with the opportunity to develop leadership skills and self-confidence, while promoting service learning. Members are invited to participate in Student American Dental Assistants Association (SADAA).

IT CLUB

The IT Club at Eastern Gateway is comprised of students interested in computer technology. Group members participate in service learning by consulting, diagnosing, building and repairing computers for students, faculty, staff, and the general public free of charge. This hands-on approach allows students to increase their knowledge of computer systems, operating systems, hardware, applications, and computer repair as well as customer service. Activities include meetings, industry field trips, and an annual Computer Clinic.
STUDENT GROUPS

PHI THETA KAPPA

Phi Theta Kappa is an international honor society, the purpose of which is to promote scholarship, leadership, fellowship and service among qualified students. To join, a full or part-time student must maintain a GPA of 3.55 or higher and accumulate at least 12 credit hours toward transfer or an associate degree. Membership is by invitation only and is open to both men and women. The Alpha Omicron Nu Chapter was chartered in 1989.

ALUMNI ASSOCIATION

The Alumni Association of Eastern Gateway Community College is headed by the Alumni Council and is service oriented. Association membership is on an annual basis and offers many advantages.

The Alumni Association is always seeking members to assist in raising money for EGCC scholarships and to provide “in kind” service to the community. Alumni are encouraged to enhance the college’s mission and vision by interacting with students and promoting programs. Alumni may serve as mentors and provide referrals for employment and serve on advisory boards.

Alumni may e-mail and keep EGCC up-to-date on employment status, promotions, educational accomplishments, marriages, birth announcements, and other newsworthy events. Alumni are urged to stay in touch with the college by e-mailing acoburn@egcc.edu.
STUDENT POLICIES AND PROCEDURES

ONLINE CLASSES 24/7 SUPPORT

Students taking online classes may receive 24/7 support by visiting www.egcc.edu and selecting 24/7 Online Class Support under Current Students then Online Classes on the home page or by logging onto http://support.egcc.edu

Students may submit their questions through several options including an online live chat or via telephone.

LIBRARY

Library services are available to all Eastern Gateway students. They may contact library staff online or by phone. Contact information is available online at the library’s webpage. Books and other materials may be researched and ordered online as well. A library barcode must be used to access these services. Barcodes can be requested online or at a local pick-up/drop-off site. Pick-up/drop-off sites for library books and materials are available to students at the Valley Center and the Warren Center, as well as at the main library at the Jefferson Campus. Contact your site coordinator for more information about hours and services at these sites.

Students not returning materials will have their grades held, have their transcripts held, may be refused re-registration, and may not be allowed to graduate. Patrons must pay for lost and/or damaged items.

Main Library

The main library is located in the center of the Jefferson Campus main building; it contains work areas designed to facilitate study, research, reading, and computer use. Internet access is available via PC workstations. Wi-Fi is available for those wishing to bring personal devices.

The library is open from 8 a.m. to 9 p.m., Monday through Thursday and until 4 p.m., Friday, when classes are in session. The library is available for study and research to students, staff, and members of the public. Public users desiring to access the Internet via library computers must provide a current, valid photo ID before receiving a login and password. Library materials are circulated to persons possessing a current, valid, unexpired library barcode. Books and other items may be circulated for a time period of overnight to two weeks, depending on the publication. Interlibrary loan services are available.

A multimedia lab allows students to scan and edit digital images. The lab also may be used for group work with three workstations that each accommodates five persons with one PC at each workstation.

Equipment for using various audiovisual materials is available. A coin-operated copy machine is available for patron use. Students and staff are informed of copyright policies and adhere to those policies while using the facilities for research.

The upstairs area of the library is designated as a quiet study area (no conversation or noise permitted). Also in this area are two small study rooms where groups of up to four students may work together and not disturb other library patrons. To use the study rooms, contact library personnel.

Patrons may send fax messages from the library by paying a cost recovery fee in the Business Office before requesting the fax service. Incoming student faxes may be sent to (740) 264-1338.
STUDENT POLICIES AND PROCEDURES

Valley Center Information Commons

At the Valley Center’s Information Commons, staff members provide traditional library services and also assist students in the use of Microsoft Office Suite products and other software required for student learning. The facility houses a small core collection of reference materials and basic items for circulation. Twenty computer workstations and a copy machine are available for student use. Hours of operation are the same hours as the Valley Center. The Information Commons will handle pick-up and drop-off of OhioLINK materials for the Valley Center.

Online Library Services (OhioLINK)

Online library services are available 24 hours a day, seven days a week for the use of all library patrons at http://library.egcc.edu/search. These services include a catalog of the Eastern Gateway collection, borrowing from the OhioLINK consortium, and full-text retrieval of thousands of periodical articles. OhioLINK is a statewide consortium that provides free access to the library collections of all the state-related and private colleges and universities in Ohio. The OhioLINK consortium also provides access to over 100 online research databases. It provides access to the same resources as those enjoyed by students at the largest state institutions.

BOOKSTORE

The Eastern Gateway Community College Bookstore is currently operated by Follett Higher Education Group and is located in the south wing of the Jefferson Campus, the Valley Center and Warren Center. The bookstore can supply students with all required textbooks and materials for each course, as well as supplementary learning materials, gift items and EGCC apparel.

Normal business hours at the Jefferson campus and Valley Center are Monday through Friday from 8 a.m. to 4 p.m. Visit www.egccbookstore.com for Warren Center hours. Extended business hours are offered prior to the start of each semester with dates and times being posted at www.egccbookstore.com. Students can also arrange to have the textbooks shipped to them from the bookstore. Ordering and shipping information can be found on the website.

Online students can purchase their required textbooks through the bookstore’s website (www.egccbookstore.com) using credit/debit cards. Financial aid students that do not have access to the campus bookstores may call either the Main campus bookstore or Valley Center bookstore to make arrangements for the book purchases.

Textbook buyback is done daily. The best time to get top dollar for your books is during finals week. Price is based on the demand for the book, if a professor has selected it for the next term, and the condition of the book. Extended hours are offered during finals week for buyback and can be found on the website.

The bookstore accepts payment in the form of cash, VISA, MasterCard, Discover, American Express, debit card, or personal check (with the proper identification) for the purchase amount only.
STUDENT POLICIES AND PROCEDURES

Refunds/Exchanges are only accepted during the specified time periods each semester and only with the original sales receipt. All returned merchandise must be in new, saleable condition and any items wrapped in shrink wrap must be unopened to be eligible for return.

For further information, students may contact the bookstore on the Jefferson Campus at (740) 264-5591, ext., 1684, Valley Center at (330) 480-0726, ext., 4200, and Warren Center at (330) 373-0104, or email at bookstore@egcc.edu.

FACILITIES FOR STUDENTS WITH SPECIAL NEEDS

The Eastern Gateway Community College Jefferson Campus and Valley Center are designed to facilitate accessibility by students with disabilities and makes other reasonable accommodations consistent with the Americans with Disabilities Act. Entry ramps, automatic doors, an elevator, designated parking, and accessible restrooms are among the specific design features. Labs in the computer wing have several specially equipped computer desks. Classrooms are equipped with accessible tables.

Eastern Gateway Community College is dedicated to serving all students to the best advantage possible. If you require any additional support with your learning program please inform your admissions advisor early in the process and discuss what types of accommodations you will require in your program. Examples might range from additional time with testing, assistance with note taking, having someone read test questions to you, or a different presentation of classroom material. In some instances, documentation of a learning disability and a prior learning plan may be required to aid the College in developing a learning and accommodation plan for you. It’s important to engage College personnel in this planning early in the process.

CHILD CARE/HEAD START PRESCHOOL

To assist students in locating care for their children, the college operates a licensed childcare center and Head Start classroom on the Jefferson Campus. Children ages 18 months through 12 years can enroll in the childcare center. Children ages 3 - 5 may be considered for enrollment in the Head Start Program. School-aged children also can attend the Preschool during the summer or when Head Start classes are cancelled due to inclement weather. The center operates from 7:30 a.m. to 5:30 p.m. Monday through Friday. Parents are required to pre-register children. There is no charge for the Head Start classes. Head Start classes typically run Monday -Thursday for 3.5 hours daily. There is a charge for the childcare. The center also accepts Publicly Funded Childcare. Students should contact the Childcare/Head Start Center for information. Phonics, pre-kindergarten math, reading readiness exercises, art, activities, and social skill development are incorporated into the daily curriculum. This program is conducted in a warm and supportive atmosphere.

LOCKERS

Lockers are available on the Jefferson Campus and are issued free of charge by the college receptionist on a first come, first served basis. It is the student’s responsibility to either renew with the receptionist and security, or clean out the locker by the end of the summer term. Lockers that have not been renewed will be opened and the contents will be disposed of at the end of the summer term. No personal locks may be used on the lockers. Eastern Gateway Community College retains the right to access and inspect the lockers at any time.
STUDENT POLICIES AND PROCEDURES

VERIFICATION OF STUDENT IDENTITY

Eastern Gateway Community College has a username and password procedure in place to verify student identity in online instruction. Online courses that require testing may require that exams are proctored at local libraries, community colleges, or other approved sites. The proctor is required/requested to validate the identity of the student by looking at a photo ID.

STUDENT AND EMPLOYEE IDs

All students and employees will be provided an Eastern Gateway Community College photo ID at the beginning of the semester. IDs are issued through the Security Office and times/locations are posted at all sites at the beginning of each semester. Students are required to carry their College ID at all times that they are on College property or engaging in College activities. Employees are required to display their College ID at all times that they are on College property or engaging in College activities. IDs must be presented upon request of security, College administration, or College employees (as reasonable and necessary) to verify the person’s status and authorization to occupy certain areas of the College. Photo IDs are an integral part of the College’s safety and security program as well as its Identity Protection Program. A five dollar ($5.00) fee will be assessed to replace a lost or stolen ID. Lost or stolen IDs must be immediately reported to the security office at the student’s or employee’s site.

CHILDREN IN CLASS

In order to provide an environment conducive to learning for all students and for safety reasons, the college prohibits parents or guardians from bringing children to class with them.

AUTO SAFETY/PARKING RESTRICTIONS

Standard regulations of driving and safety are expected to be observed by all drivers on all property owned or under the control of Eastern Gateway Community College. Commencing with the Fall Semester 2016, parking passes will be required for any automobiles parked on property owned or under the control of Eastern Gateway Community College. Parking passes will be issued through the security office (or their designee). To obtain a parking pass you must present your registration and proof of insurance, and complete a parking pass form. Parking passes are provided on a semester basis. Tickets are given and fines levied for violations of auto safety rules and parking facility violations.

Parking is not allowed in the driveway encircling the Jefferson County Campus. This is a designated fire lane and illegally parked vehicles may be ticketed by College security and/or the Steubenville Police Department. Vehicles may also be towed at the owner’s expense if illegally parked. Security may ticket, levy fines or place “boots” on illegally parked cars. The severity of the action will depend on the length and frequency of illegal actions.
STUDENT POLICIES AND PROCEDURES

TOBACCO FREE CAMPUS

Eastern Gateway Community College, in accordance with the directives of the Ohio Department of Higher Education, is a tobacco free campus. The prohibition includes all area of property owned and/or operated by the College. It also includes areas contiguous to property owned and/or operated by the College, including sidewalks surrounding the sites. This prohibition includes, but is not limited to cigarettes, cigars, smokeless tobacco, snuff, vapes, and electronic cigarettes. Any vehicle owned or operated by the College is subject to the same prohibition. Security is authorized to ticket or levy fines for violations of this policy.

CLASS CANCELLATION - WEATHER

Classes will be held on a regular basis. Should the cancellation of classes be necessary as a result of an emergency or severe weather, especially during the winter months involving a heavy accumulation of snow/ice overnight, announcements will be made on SNAP, local radio and television stations. Cancellations also are listed at www.egcc.edu, www.cancellations.com and www.myvalleyweather.com.

Eastern Gateway Community College’s students are expected to make their own decisions regarding travel on snow covered or icy highways. The college does not follow the same procedures as the secondary school systems, which are responsible for busing students to school. However, the college will attempt to make reasonable and timely decisions regarding delays (start times) and cancellations based on conditions which exist at the time.

When an announcement is made on SNAP, radio/TV or the Internet that the college start time is delayed due to weather or other on-campus emergency, classes scheduled during the time of the “delay” will be canceled. The starting time announced (end of the delay) will be for classes normally starting or in session at that time. If a class would have been in session at the new start time, it will resume at the new time (e.g., a 9-11 a.m. class will resume at 10 a.m. if the delay indicates classes will start at 10 a.m.). All classes scheduled to be in session will resume at the new start time. Off-campus classes and clinical education will be conducted unless notified by the instructor, the department secretary, or a specific program’s “snowball” phone chain.

Students should plan ahead for days when the college is open and the public schools are closed. This may include and require child care and understanding in advance with instructors regarding the consequences of absences under such circumstances. Please refer to the section above about “Children in Class”. Even in situations where local schools and daycares may be closed due to weather and EGCC is open, it is neither appropriate nor acceptable to bring your children to class.

LOST AND FOUND

Lost and found items are to be turned in to security at College sites. Individuals who have lost items should check with the security office or officer(s) periodically to determine if the missing item has been found. Lost and found items are logged in with security. Items that have been turned in to security will be kept for at least thirty (30) days. After thirty (30) days, the item may be disposed of.
SNACK BAR, HOT FOOD SERVICE AND LOUNGES

Hot breakfast and lunch service is available at the Jefferson County Campus snack bar which is located in the student lounge. The service is available Monday through Friday at the posted hours. Coin operated vending machines are provided for the convenience of students at the Jefferson County Campus and in the Pugliese Center. The bookstore at the Valley Center has beverages and snacks available for sale. Lounge seating is available in the student lounge at the Jefferson County Campus and in the corridor of the Valley Center.

EMERGENCY PHONES/SURVEILLANCE

Emergency phones are located strategically throughout the hallways of the Jefferson County Campus. These phones are designed to call security and the receptionist; and if no one internal is available to answer the calls will roll over to 911. The phones are designed to automatically direct security to the location of the phone being used. If the phone is accidently activated, those responding should be informed that there is not an emergency.

There are emergency buzzers located in key areas of the Jefferson County Campus that notify security of an emergency. Emergency buzzers are in the process of being placed in key locations at the Valley Center and 139 Boardman Street, Youngstown, Ohio as part of the ongoing renovations.

The Valley Center is equipped with video surveillance of key areas of the facility and is monitored by security. The Jefferson County Campus, Valley Center and 139 Boardman Street, Youngstown, Ohio are being assessed for electronic access control.

RESIDENCY REQUIREMENTS

Ohio Board of Regent’s Rules (Rule 3333-1-10) Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes

A. Intent and Authority

1. It is the intent of the chancellor of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state supported education.

2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the chancellor of the Ohio Board of Regents by section 3333.31 of the Revised Code.

B. Definitions for Purposes of this Rule

1. “Resident” shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance, and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2. “Financial support” as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient.
STUDENT POLICIES AND PROCEDURES

3. An “institution of higher education” shall have the same meaning as “state institution of higher education” as that term is defined in section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the state of Ohio.

4. “Domicile” as used in this rule is a person’s permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule, only one domicile may be maintained at a given time.

5. “Dependent” shall mean a student who was claimed by at least one parent or guardian as a dependent on that person’s internal revenue service tax filing for the previous tax year.

6. “Residency Officer” means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.

7. “Community Service Position” shall mean a position volunteering or working for:
   (a) VISTA, AmeriCorps, city year, the peace corps, or any similar program as determined by the chancellor of the Ohio Board of Regents; or (b) An elected or appointed public official for a period of time not exceeding 24 consecutive months.

C. Residency for Subsidy and Tuition Surcharge Purposes - The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:
   (a) A sworn statement from the employer or the employer’s representative on the letterhead of the employer or the employer’s representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio. (b) A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.

4. A veteran, and the veteran’s spouse and any dependent of the veteran, who meets both of the following conditions:
   (a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
(b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

D. Additional criteria which may be considered in determining residency for the purpose may include but are not limited to the following:

1. Criteria evidencing residency:
   (a) If a person is subject to tax liability under section 5747.02 of the Revised Code;
   (b) If a person qualifies to vote in Ohio;
   (c) If a person is eligible to receive Ohio public assistance;
   (d) If a person has an Ohio driver’s license and/or motor vehicle registration.

2. Criteria evidencing lack of residency:
   (a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
   (b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D) (2)(a) of this rule).

3. For the purpose of determining residency for tuition surcharge purposes at Ohio’s state-assisted colleges and universities, an individual’s immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

E. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.

2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person’s domicile.

3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

4. A person who enters the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

5. A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person’s domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

6. A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has
worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

6. A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position.

7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.

8. A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.

9. Forever Buckeye—The State of Ohio’s 2012-2013 budget establishes a new provision called “Forever Buckeye.” This provision extends the instate tuition rate to Ohio high school graduates having the current legal status to remain permanently in the United States, who had left Ohio but who returned to enroll in an Ohio public institution of higher education and who establishes a primary residence in Ohio by the first day of classes of the requested term. An Ohio high school does not include GED or home school. Eastern Gateway Community College is required to follow Ohio Board of Regents guidelines in interpreting and applying “Forever Buckeye” and Ohio Administrative Code 3333-1-10.

F. Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C) (1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

2. In considering residency, removal of the student or the student’s parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C)(1) or (C)(2) of this rule.

3. For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.

4. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student’s actual financial support.

5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
STUDENT POLICIES AND PROCEDURES

6. Any institution of higher education charged with reporting student enrollment to the chancellor of the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.

JEFFERSON COUNTY RESIDENCY REQUIREMENTS

Effective 1987, the following residency requirements must be met for a student to be eligible for in-district tuition rates:

1. As a general rule, a resident of Jefferson County shall mean any person who has maintained a 12-month place or places of residency in Jefferson County and who is qualified to vote as a resident of Jefferson County.

2. In order for a dependent student as defined by federal financial aid regulations to be eligible for the in-district tuition rate a parent or guardian of the student must have maintained a 12-month place or places of residency in Jefferson County and be qualified to vote as a resident of Jefferson County.

3. A veteran, and the veteran’s spouse and any dependent of the veteran, who meets both of the following conditions:
   a. The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
   b. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in Jefferson County as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in Jefferson County as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

Exceptions to the general rule:

1. For purposes of determining Jefferson County residency the following will be considered exceptions to the “12-month residency rule”:
   a. Active duty service in the U.S. military services;
   b. Hospitalization at an “out-of-county” health care facility;
   c. Enrollment on a full-time basis at an “out-of-county” higher education institution.
   d. An independent student, the spouse of an independent student, or a dependent child of a parent or legal guardian, has accepted full-time, self-sustaining employment and established domicile in Jefferson County for reasons other than gaining favorable tuition rates.
STUDENT POLICIES AND PROCEDURES

e. Once emancipated children returning to dependency upon parents who are Jefferson County residents will be considered Jefferson County residents.
f. A person who is eligible, or whose benefits have been exhausted or have expired, for benefits under the Post 9/11 Veterans Educational Assistance Act of 2008 or any prior federal act establishing veterans’ education benefits, who has been honorably discharged or released from service, who, as of the first day of a term of enrollment, is domiciled in Ohio.

EDUCATION RECORDS

Eastern Gateway Community College maintains and houses a number of different student records from Admission records to Financial Aid to Student Complaint records. Each set of records are assigned to a custodian to retain and manage the content and currency of those records. The chart below outlines the type, location and custodian of the education records in charge.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

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<tr>
<th>TYPES</th>
<th>LOCATIONS</th>
<th>CUSTODIANS</th>
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<tbody>
<tr>
<td>Admission records</td>
<td>Admission Office (if student does not enroll)</td>
<td>Director of Admissions</td>
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<tr>
<td>Admission records</td>
<td>Registrar’s Office (if student enrolls)</td>
<td>Registrar</td>
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<tr>
<td>Cumulative Academic Records</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
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<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
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<tr>
<td>Disciplinary Records</td>
<td>VP Academics (until graduation then Merged with master student records)</td>
<td>VP Academics/Registrar</td>
</tr>
<tr>
<td>Student Appeal and Complaints Records</td>
<td>Dean’s Office (with notes in student master)</td>
<td>Dean</td>
</tr>
<tr>
<td>*Grade Appeals</td>
<td>Dean’s Office (May escalate to VP Academics)</td>
<td>Dean/VP Academics</td>
</tr>
<tr>
<td>*Faculty Complaint</td>
<td>VP Academics (May escalate to President’s Office)</td>
<td>VP Academics/President</td>
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<tr>
<td>*General Compliant</td>
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Safeguarding Consumer Information

EGCC takes steps to ensure that all student and employee information is safeguarded while in the school’s possession. The school has established and maintains a competitive information security program that includes administrative, technical and physical safeguards to access, collect, distribute process, protect, store, use, transmit, dispose or otherwise handle customer information. Protocols in place are designed to protect students, employees and other individuals with whom the school has a customer relationship against unauthorized access to or use of information that could result in harm or inconvenience to any customer.

EGCC has designated a coordinator to ensure that the security of the programs remains in place and active at all times. Additionally, a risk assessment review is completed annually that includes updated training for employees, information systems review, and detection if system failures.
In the process of securing service providers for the institution, EGCC works diligently to take reasonable steps to select and retain the services of providers that are capable of maintain appropriate safeguard for customer information that might be at risk of being presented to the public. Service providers that are contracted are carefully monitored and EGCC takes full responsibility for any information presented to the public on their behalf, whether directly or through a third party provider.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Students will be notified of their FERPA rights annually. A student’s FERPA rights begin when the student submits an admissions application or a non-credit registration form to the college.

FERPA sets limits on the disclosure of personally identifiable information from school records and defines the rights of the students to review the records and request a change to those records. HIPPA applies to patient information that is handled by students and faculty in the instance of an internship or field experience. Because of the nature of the information that students and faculty will have access to in these settings, both students and faculty members must maintain current training in HIPPA requirements prior to going into the field setting.

In April 2002, FERPA was updated to address the requirements outlined in the Patriot Act. These requirements made under Section 507 of the Patriot Act amended FERPA to address the fact that the College is permitted to disclose, without the consent or knowledge of the student or parent, personally identifiable information to the Attorney General of the United States in response to an *ex parte* order in connection with the investigation or prosecution of terrorism. Additional changes in responses to lawfully issued subpoena or court orders in the instances of a Grand Jury Subpoena, Law Enforcement Subpoenas, or other subpoenas were also addressed.

**Who Has FERPA Rights at EGCC?**

FERPA rights belong to the student at Eastern Gateway regardless of age. This applies to all students, including continuing education students, students auditing a class, distance education students, and former students.

**Directory Information**

Eastern Gateway Community College has classified the following information as “directory information”: name, address, telephone number, e-mail, dates of attendance, major, enrollment status, degrees and awards received, and honors. If a student does not wish this information to be released to anyone, the student must file a non-disclosure form with student records.

**Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
STUDENT POLICIES AND PROCEDURES

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

Right of College to Refuse Access

The college reserves the right to refuse to permit a student to inspect the following records:
1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend the college if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

The college reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:
1. The student lives within commuting distance of the college.
2. The student has an unpaid financial obligation to the college.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be $1 per page.

Disclosure of Education Records

The college will disclose information from a student’s education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:
• a person employed by the college in an administrative, supervisory, academic or research, or support staff position.
• a person serving on the Board of Trustees.
• a person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:
• performing a task that is specified in his or her position description or by a contract agreement.
• performing a task related to a student’s education.
• performing a task related to the discipline of a student.
• providing a service or benefit relating to the student or student’s family, such as healthcare, counseling, job placement, or financial aid.
STUDENT POLICIES AND PROCEDURES

2. To officials of another school, upon request, in which a student seeks or intends to enroll. (NOTE: FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its procedure that it intends to forward records on request.)

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the college.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. Student information may be disclosed pursuant to any court order or lawfully issued subpoena once every attempt has been made to notify the student so they may seek protective action if they so desire (unless the courts or issuing agency has specifically prohibited this action). If the College is unable to contact or notify the student of a subpoena or court order after every reasonable effort has been made at notification, information will be released based on the court order or subpoena request.

10. To appropriate parties in a health or safety emergency.


12. To the student.

13. Results of a disciplinary hearing.

14. Results of a disciplinary hearing to an alleged victim of a crime of violence.

15. Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution’s rules or policies.

16. Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of student’s dependent status).

17. FERPA rights cease upon death. However, it is the procedure of EGCC that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased’s estate or by the next of kin.

Record of Requests for Disclosure

The college will maintain a record of all requests for and/or disclosure of information from a student’s education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This record is maintained in the Registrar’s office.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
STUDENT POLICIES AND PROCEDURES

1. A student must ask (appropriate official of) the college to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.

2. The college may comply with the request or it may decide not to comply. If it decides not to comply, the college will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, the college will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

5. The college will prepare a written decision based solely on the evidence presented at the hearing. The decision includes a summary of the evidence presented and the reasons for the decision.

6. If the college decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If a state college discloses the contested portion of the record, it must also disclose the statement.

8. If the college decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Right to File

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by EGCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington D.C. 20202-4605

FINANCIAL DISCLOSURE

Annual audited financial reports for several years are available at the college’s website at http://egcc.edu/more-topics/annual-audited-financial-reports or the Auditor of the State of Ohio at https://ohioauditor.gov/ and search for Eastern Gateway Community College. The reports are audited annually by the Auditor of the State of Ohio or the auditor’s appointee. The annual audited financial report can be examined at the college’s business office, room 2627, located at the Jefferson County campus. The office is open Monday through Friday from 8 a.m. to 4:30 p.m.
STUDENT POLICIES AND PROCEDURES

NETWORK, COMPUTER RESOURCES AND THE INTERNET ACCEPTABLE USE POLICY FOR STUDENTS AND COLLEGE GUESTS

1.0 POLICY OVERVIEW

1.1. Access to Eastern Gateway Community College’s (the college) networking facilities, computer resources and the Internet is a privilege. The college’s network, computer resources and the Internet are provided solely to support its educational mission.

1.2. This policy is to be read, understood and adhered to at all times. Local, state and federal laws regarding the use of Internet, e-mail and any other networking or computer resources made available by the college are also applicable.

1.3. The college insists that you conduct yourself honestly and appropriately when using the college’s network, computer resources and the Internet. You are to comply with software licensing rules, property rights, copyrights and the privacy and prerogatives of others.

1.4. All existing college policies related to plagiarism, sexual harassment, privacy and confidentiality also apply to your use of the college’s network, computer resources, and the Internet.

1.5. The college reserves the right to revoke all network privileges for any user at any time for violation of this policy.

2.0 VIOLATIONS

2.1 The following is a summary of violations of the acceptable use policy. The examples are not all inclusive.

2.1.1. Lending your account and/or accessing another person’s account without permission.

2.1.2. Using illicit means to determine account passwords.

2.1.3. Attempting to gain access to the network or computer resources with non-standard or non-approved procedures.

2.1.4. Using the college’s network, computer resources or the Internet for commercial purposes.

2.1.5. Using the college’s network, computer resources, or the Internet to threaten, intimidate, or harass others.

2.1.6. Attempting to thwart computer system security in order to gain unauthorized access to the network or computer resources.

2.1.7. Unauthorized copying of commercial software when specific licensure prohibits such copying.

2.1.8. Sending chain letters or unauthorized mail list generation.

2.1.9. Placing obscene or harassing material so that it is accessible in public areas of the network.

2.2.0. Inspecting, modifying, or copying programs and/or data without proper consent and respect for copyright laws.

2.2.1. Tampering with the college’s hardware, software, or other computer components.

2.2.2. Accessing or reading information of others without direct consent (this includes packet sniffing).

2.2.3. Providing other individuals with access to Eastern Gateway Community College network resources without direct consent from the technology services department.

2.2.4. Authenticating as or impersonating another individual via e-mail or other methods.

2.2.5. Attempting to degrade or disrupt network and/or system performance.
3.0 SECURITY, PRIVACY AND COPYRIGHTS

3.1. The college will provide as secure of an environment on its networks as is possible. Security will be provided using widely accepted, cost effective methods for all network users. Network users must recognize that as a participant in a community data facility, they also must be partially responsible for maintaining the security of information stored or retrieved via the college network. Information is a valuable resource and should be considered an entity worth protecting by using good judgment and respecting the policies and procedures in place at the college.

3.2. Data owned by others should be considered private and no attempt should be made to gain access to another’s information. Care should be taken when reading, forwarding and printing electronic messages. Interfering with e-mail in any manner is a serious offense. Sharing of your network account places your data at risk. Always keep your password secure and select a unique password that cannot be easily discovered by others. Extreme care and responsible use of computer resources is required of all users. Each network user must be aware of the existence of copyright laws, licenses, trade secret agreements and other confidentiality agreements as they pertain to the resources they may access using the college network.

3.3. The college has made network resources available to the college community members with specific attention to ensure that the rights of all users are protected. Users, who are granted access to the college network, including the hardware and software made available for network connectivity, agree to abide by the college’s acceptable use policy.

3.4. The Technology Services department will establish and publicize the acceptable use policies and procedures. Secure access to the network will be provided using a network login and a user maintained password. The college will provide anti-virus software for each college-owned computer attached to the network.

4.0 SECURITY, NETWORK AND INTERNET MONITORING

4.1. The college has security software and systems in place that can monitor and record network and Internet usage. These systems are used to protect the college’s network systems from security risks and software viruses. Our firewall and other systems record all Internet traffic in and out of the college. This information can be used to monitor security violations and network bandwidth utilization. This information is also used to configure our networks and Internet connection for optimum operation. Network usage information may also be used to ensure compliance with college policies and procedures.

4.2. The college’s network facilities are for the use of authorized users only. Individuals using the college’s network facilities without authority, or in violation of stated policies, are subject to having all of their activities on the network monitored and recorded by system personnel. In the course of monitoring individuals improperly using network facilities, or in the course of system maintenance, the activities of other users may also be monitored. Users accessing the college’s network consent to monitoring as stated in the Electronic Communications Privacy Act, 18 USC 2701-2711. Anyone using the college’s network facilities expressly consents to such monitoring and understands that if such monitoring reveals violations of college policies and/or local, state and federal laws, such information may be provided to appropriate college and/or law enforcement officials.
STUDENT POLICIES AND PROCEDURES

4.3. The college reserves the right to limit (or block) access to certain Internet sites and applications if it is determined that such access does not support its educational mission or is detrimental to the operation of the college’s network systems. The college reserves the right to make all decisions regarding the necessity and appropriateness of access to specific Internet sites and applications.

5.0 ILLEGAL ACTIVITIES
5.1. The college’s network, computer resources and Internet access must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any college resources for illegal activity is grounds for immediate expulsion or dismissal, and we will cooperate with any legitimate law enforcement activity.

6.0 PASSWORD PROTECTION
6.1. Each user is required to password protect his/her network account. It is advisable to protect your network account with a password and maintain the confidentiality of all passwords associated with your computing resources. It is strongly recommended that you use passwords that would be difficult to guess (e.g. not the names of family members, pets, etc.) It is also recommended that your password contain both numbers and alphabetic characters.

7.0 SEXUAL HARASSMENT
7.1. The display of any kind of sexually explicit image or document that can be seen by others (either intentionally or accidentally) on any college computer system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, distributed, edited, or recorded using the college’s network, computing resources or the Internet.

8.0 GAME PLAYING
8.1. The college’s networking facilities exist to support the educational mission of the college. Therefore, game playing and recreational chatting are discouraged. Users must relinquish their computer to other users needing network access for educational pursuits. Users of college computers must also cease from such activities if requested to do so by an official of the college or employee thereof (this includes requests from student lab assistants). Failure to abide by these regulations shall be considered a violation of the college’s acceptable use policy.

9.0 ILLEGAL SOFTWARE
9.1. No person may use the college’s network, computer resources or Internet facilities to download or distribute pirated software or data. In addition, all users of the college’s network facilities are expected to abide by software licensing rules and regulations. All software on college computers must be legally licensed.

10.0 HOSTING OF WEB SERVICES, FTP, ETC.
10.1. No person may set up or provide the hosting of Internet Web, FTP or related services on the college’s network without prior consent from the Technology Services department.
STUDENT POLICIES AND PROCEDURES

11.0 LOGGING OFF OF NETWORKS
   11.1. All users must LOG OFF the college’s networks when they are not actively using the services of such networks. User logins that span extended periods of time with no activity will not be allowed and will be considered violations of network policy and procedure.

12.0 USE OF COLLEGE PRINTING EQUIPMENT
   12.1. The college’s network printers are provided in support of the college’s educational mission. College printers shall not be used for commercial purposes. Users may print personal e-mail messages, Internet documents, etc., as long as they are not unreasonable in size or quantity. College printers shall not be used to produce more than three (3) copies of any single document. (This does not include rough drafts, etc.) unless prior permission has been received from the Technology Services Department. Photocopy machines should be used for producing multiple copies of the same document.
   12.2. If you question whether the printing of a particular document is in violation of this policy, please contact the Technology Services department.

13.0 REMOTE ACCESS RESTRICTIONS
   13.1. No person shall provide remote access to the college’s networking facilities without direct permission from the Technology Services department. This would include the use of modems for dialing in to computers connected to the college’s networks. Unauthorized remote access presents a serious security threat and will be considered a serious violation of the acceptable use policy. Any computer that is configured to provide dial-in access via a modem must be physically removed from the college’s network unless permission has been granted from the Technology Services department.

14.0 INSTALLATION OF SOFTWARE ON COLLEGE COMPUTERS
   14.1. It is a violation of college policy to install or attempt to install any software on college-owned computers without direct permission from the Technology Services department.

15.0 E-MAIL, USAGE, PRIVACY AND STORAGE
   15.1. Electronic mail messages are considered by the college to have the same privacy protection as corresponding paper documents. Violation of the privacy of a user’s e-mail documents will be considered a serious offense of the college’s acceptable use policy. Users should act to protect their privacy by maintaining passwords and logging off the network immediately after each use. The privacy of e-mail for college constituents will be upheld in accordance with federal, state and local laws.
   15.2. Tampering with the college’s e-mail system or the e-mail of other users will be considered a serious offense. This includes imitating or ‘spoofing’ someone else when sending e-mail. The college’s e-mail system shall not be used for unsolicited mail (i.e. ‘spamming’). Please be advised that many mail systems will return undeliverable mail to the ‘postmaster’ at its intended destination. This mail message may include all or a portion of the original message.
15.3. Users should act responsibly by purging read and unwanted e-mail from the system. Users should also actively manage and maintain e-mail that is coming in from automated mailing lists, etc. Users should unsubscribe from mailing lists and other automated resources when they will be unable to check their mail for extended periods of time.

15.4. The forwarding and distribution of chain letters and pyramid schemes via e-mail is prohibited at the college.

16.0 ACTIVITIES DETRIMENTAL TO NETWORK PERFORMANCE
16.1. The college reserves the right to prohibit any use of the college’s network facilities that it deems detrimental to the performance and operation of the college’s networks. Examples might include recreational uses of the network which consume an excessive amount of network bandwidth, etc.

17.0. WiFi CONNECTIONS
17.1. Students and guests of the college may utilize the WiFi technology that is available on campus and will receive limited troubleshooting and technical support from the college’s Technology Services department.

17.2. Students and guests are responsible for obtaining their own network adapter for use during their enrollment.

17.3. Students and guests are required to have updated anti-virus software installed and active at all times they are connected to the college network. Not utilizing the proper anti-virus software may result in revocation of networking privileges.

17.4. Students and guests are ultimately responsible for the repair and maintenance of their own WiFi enabled device.

17.5. By connecting to the college’s WiFi network, students and guests agree to the terms of this policy and that they are using the network at their own risk.

17.6. Protection of college computing resources from computer viruses and other malicious software is a high priority. Each user accessing the network is required to have anti-virus protection installed and operating on the WiFi enabled device they are using. All file input and output activity must be scanned for viruses to prevent network infection.

18.0 COMPUTER LABS AND CLASSROOMS
18.1. In addition to the policies and procedures listed previously, the following apply to the college’s computer labs and classrooms:

18.1.1. No eating, drinking, or smoking is permitted within college computer labs or computer classrooms.

18.1.2. No activities which disrupt the activities of others are allowed. (This includes the playing of music, applications which make noise, etc.). Portable devices with earphones are allowed if they do not interfere with others. Respect your neighbor.

18.1.3. All trash, paper scraps, etc. should be deposited in the appropriate trash and recycling receptacles. Please help keep these areas clean.

18.1.4. Lab and classroom users should close all programs and log off the computer when their work is completed.

18.1.5. Report all problems, etc. to Technology Services. If this is not possible, contact a college official. You may also e-mail to helpdesk@egcc.edu.
STUDENT POLICIES AND PROCEDURES

18.1.6. Do not take unused paper from the lab (other than scrap from the recycling receptacles). Unauthorized removal of paper will be considered theft and dealt with accordingly.

18.1.7. Do not tamper with, alter or destroy any hardware and/or software in the college’s computer labs, computer classrooms.

19.0 NOTIFICATION OF VIOLATION OF POLICIES AND PROCEDURES

19.1. The college reserves the right to revoke network privileges for any user at any time. If the violation is of a non-critical nature, the Technology Services department or another appropriate official of the college will notify you at least once. Repeat violations will result in suspension or revocation of network privileges.

20.0 UPDATES TO POLICIES AND PROCEDURES

20.1. As a college network user, it is your responsibility to remain fully aware of changes to the college’s acceptable use policy. A complete and up-to-date version of all the college’s acceptable use policy will be available on Eastern Gateway Community College’s website at www.egcc.edu.

21.0 QUESTIONS REGARDING ACCEPTABLE USES

21.1. If you do not fully understand any policy or procedure listed as part of the college’s acceptable use policy, you are responsible for seeking clarification from the Technology Services department. In addition, you are responsible for contacting the Technology Services department if you have questions regarding any use of the network, computer resources and the Internet that are not explicitly described in the policies and procedures document. The Technology Services department may be contacted as follows:

- e-mail: tshelp@egcc.edu
- Mail: Eastern Gateway Community College
  Technology Services Department
  4000 Sunset Boulevard
  Steubenville, OH 43952

DRUG AND ALCOHOL USE PROGRAM

Mission

Among its background statements, Eastern Gateway Community College provides “opportunities for the student to develop increased personal and social responsibility as well as the knowledge, self-assurance and self-direction required to achieve personal satisfaction and approach self-actualization in life.” In this context, the college believes students should be provided the education necessary to make responsible decisions regarding their own use of alcohol and the place alcohol and drug use has in the work place and in society.

Goals

To carry out the mission, the college has established the following goals with respect to alcohol, abuse of prescription drugs, and use of illicit drugs:

1. To provide an environment at the College that promotes responsible decision-making on the part of the students regarding alcohol, abuse of prescription drugs, and illicit drug use.
2. To provide the students with academic and support services that optimize the opportunity for students to make responsible decisions regarding alcohol, abuse of prescription drugs, and illicit drug use.

3. To provide an environment that reinforces the federal, state and local laws regarding alcohol, abuse of prescription drugs, and illicit drug use.

4. To provide students who are experiencing difficulties in the responsible use of alcohol or abuse of prescription drugs, and illicit drug use, the appropriate level of intervention, counseling, and referral to community resources within the College’s structure of memorandums of understanding to ensure the student’s needs are promptly met.

5. To continually seek student input on revising and modifying the College’s Drug and Alcohol Program and educational materials, particularly as the field of substance abuse grows and changes.

Policy and Program

To reach the above noted goals, Eastern Gateway Community College has established the following drug and alcohol policies and programs.

1. Environment
   The College believes that quality education can best be achieved in an environment that is conducive to academic pursuits. The College believes that drug and alcohol abuse are detrimental to maintenance of such an environment. Therefore, Eastern Gateway Community College:
   a. Forbids the unauthorized possession or use of alcohol; possession or use of prescription drugs in excess of that which is prescribed; and possession, use and/or distribution of illicit drugs. This prohibition includes any property owned or operated by the College, internship sites, and/or practicum sites. Any alleged violations shall immediately be reported to the Vice President for Administrative Services for investigation and referral to the Vice President of Academic Affairs for appropriate action. Violations will result in imposition of penalties up to and including the immediate suspension or dismissal of the student from the College and where appropriate, referral to local law enforcement.
   b. Imposes, at its sole discretion, and determined on a case by case basis, penalties less severe than suspension, expulsion and/or referral to local law enforcement, dependent upon the circumstances of the individual case. In these situations, penalties include but are not limited to written warnings, probation, partial suspension and mandatory participation in a treatment program.
   c. Forbids the unauthorized possession of alcohol, prescription drugs, and illicit drugs on property owned and/or operated by the College by others (such as those not covered by the student or employee policies). Anyone with knowledge or concerns regarding such situations should immediately notify security. Such persons, when discovered, will be ordered to immediately leave the campus and will be reported to local law enforcement.
   d. Forbids alcohol to be purchased, sold or used on property owned and/or operated by the College during any student function.
   e. Requires that all persons on property owned and/or operated by the College to abide by local, state and federal laws pertaining to the use of alcohol, prescription drugs, and illicit drugs. The College will fully cooperate with local, state and federal law enforcement agencies to ensure enforcement of all laws and regulations.
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2. Education
   In order for students to make responsible decisions regarding the use of alcohol, prescription drugs, and illicit drugs, and be cognizant of the health dangers and legal ramifications, students need appropriate and accurate information. To make this available to them, the College provides the following:
   a. The policy is published in the College catalog which is available to all students and employees on the College website at www.egcc.edu.
   b. New student orientation shall include a review of the College’s drug and alcohol policy.
   c. The College library contains books, periodicals, brochures and other printed material that students are encouraged to consult for information about alcohol, alcohol dependency and alcoholism; risks associated with abuse or misuse of prescription drugs; risk associated with various illicit drugs; substance abuse including use of household cleaners and other readily available inhalants; and the legal sanctions for violation of the law and College policies.
   d. The College may also arrange for outside community substance abuse groups or local law enforcement to address the student body on these issues.

3. Policy Review
   In order that the Drug and Alcohol Use Program is reviewed and revised to ensure that it continues to address the ever changing landscape of substance abuse and institutional needs, the following procedures will be implemented:
   a. All incidents in which the policy has been applied will be documented in the office of the Security Supervisor, located on the Jefferson County Campus.
   b. During summer, on an annual basis, the policy, and any cases where the policy has been applied and any other information or occurrences related to the policy will be reviewed by the President’s Cabinet. Desired changes, based upon this review, which will make the policy more effective in accomplishing its purpose, will be made and such changes will be communicated to the College community.
   c. College policies regarding alcohol, prescription drug, and illicit drug use by College employees are contained in a separate statement found in the employee handbook(s). Individuals who are College student employees are subject to applicable policies and penalties contained in the employee handbook as well as the student and general policy outline herein.

CONTROL OF INFECTIOUS DISEASES

Purpose

As an institution that is committed to nondiscrimination in the provision of educational services and in employment, the College has developed policies which ensure the rights of individuals and at the same time take necessary precautions to safeguard the health of employees, students and the general public at internship or practicum sites.

The following general procedures are implemented to reduce the risk of exposure to infectious diseases and at the same time, to the degree possible, make educational and employment opportunities available to persons contracting infectious diseases. The term “student” for this policy shall apply to credit and non-credit students and children enrolled in the pre-school.
STUDENT POLICIES AND PROCEDURES

The OSHA blood borne pathogen policy shall be filed and posted in all laboratories and in the Maintenance Office. All instructors utilizing such labs and all maintenance staff shall undergo training annually and will be provided written documentation that they have reviewed the OSHA policy and successfully completed the required training.

1. It is the responsibility of all students and employees to comply with federal, state and local law regarding the reporting of infectious diseases which an individual has acquired or to which they have been exposed. The county and city health departments or a family physician can provide information regarding this matter.

2. All decisions regarding the continued enrollment or employment of an individual with an infectious disease and/or conditions placed on the continued enrollment or employment will be based on the most recent information and recommendations issued by the National Centers for Disease Control, the Ohio Department of Health, or the Jefferson County Department of Health. In addition, the college administration may confer with the student’s/employees private physician for information that may be pertinent to the decision.

3. During the prevalence of contagious diseases (such as measles or chicken pox) on campus, the college will attempt, through referral to the local health department, to counsel immunologically compromised individuals regarding special precautions.

4. Students and employees exposed to blood, body fluids, or items which are in direct contact with body fluids or waste will be instructed in OSHA Blood borne Pathogens protocol.

5. College employees responsible for educating students and employees will periodically confer with the local health department to ensure practices are current.

6. Records regarding students with or exposure to infectious diseases will be retained in the Student Affairs Division. Records regarding employees with or exposed to infectious diseases will be retained in the Administrative Services Division.

7. Special precautions need to be taken by those infected and by students and employees in handling blood, body fluids, or items which are in direct contact with body fluids or body wastes. Each division or department which routinely contacts blood, body fluids, or items which are in direct contact with body fluids or body wastes will adopt and follow the appropriate OSHA guidelines for Blood borne Pathogens within each lab and classroom setting.
STUDENT POLICIES AND PROCEDURES

DISRUPTIVE STUDENTS

It is EGCC’s policy that it will not permit disruptive behavior of a student to interfere with the educational efforts of others. Behavior that interferes with effective instruction or that interferes with the maintenance of an orderly and academically focused learning environment will not be tolerated.

These steps are recommended for addressing a disruptive student:

1. Advise the student individually and the classes generally regarding what behaviors are considered disruptive. It may be advisable to outline expected behaviors as part of the course orientation at the first class session.
2. A student should be warned immediately when he/she engages in disruptive behavior. Once a student has been warned, repeated infractions should be brought to the attention of the dean.
3. If a student refuses to cooperate, becomes confrontational, or the behavior is so disruptive that it cannot be tolerated, immediately summon the college’s security guard who will handle removing the student from class.
4. Once a case of misconduct has been reported to the dean and/or security, it will be investigated. As with any disciplinary matter, a student will be afforded due process rights.
5. Student misbehavior outside of the classroom also need not be overlooked or ignored by any college employee. Behaviors such as profanity use, vandalism, horseplay and loud talking in the hallways, etc. are not acceptable. An employee should not hesitate to advise a student of inappropriate behavior or report it to security, a dean or one of the vice presidents.

All students are expected to conduct themselves according to commonly accepted standards of academic and social courtesy. Therefore, as long as EGCC has communicated in advance its standards, consistently and fairly applies them, and follows due process in discipline matters, a disruptive student can be removed, temporarily or permanently, from courses and from the college in general.

STUDENT CODE OF CONDUCT AND STUDENT GRIEVANCE PROCEDURES

1. Code of Conduct

As active learners, students at EGCC have the responsibility and opportunity to engage in their own learning in order to master course outcomes and achieve success both in and out of the classroom. The EGCC Student Code of Conduct ensures that each member of the EGCC community has an opportunity to experience success. EGCC provides an environment that encourages open, responsible and respectful exchange of opinions, ideas and information. As such, each student is expected to abide by the Student Code of Conduct as outlined below, and applies to in-seat, hybrid, and online course students.
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The following behaviors are prohibited by the Code of Conduct:

A. Defying institutional authority, engaging in willful disobedience or otherwise disrupting the educational process. This does not prohibit students from taking reasoned exception to material or views offered by instructors or others, or expressing views which are relevant to the instruction in an academically appropriate and reasoned manner.

B. Academic unreliability manifested through repeated violations of academic dishonesty, furnishing false information, impersonating another, or forging, altering or misusing college documents, records or identification.

C. Threatening the safety of themselves or others, disrupting the educational process, or otherwise violating college policy or procedure.

D. Engaging in disorderly, abusive, lewd, obscene, or violent behavior. These conducts pertain to both in person and/or online behaviors.

E. Stealing or damaging property of the college or of college community members which includes, but not limited to, course material and examinations, student books, and supplies.

F. Using college funds, college-owned equipment, electronic resources or supplies for personal, pornographic or other unauthorized purpose.

G. Illegal or unauthorized distribution, possession, use or being under the influence of alcohol, illegal drugs, controlled substances, or misuse/abuse of prescription drugs on college property or at college sponsored or supervised functions.

H. Personal or any other unauthorized possession of explosives, firearms, dangerous chemicals, or other weapons on college property or at college-sponsored and supervised functions.

I. Physically or verbally abusing, coercing, menacing, threatening, intimidating, or otherwise harassing any member of the college community regardless of geographic location. These conducts pertain to both in person and/or online behaviors.

J. Acts of sexual/gender harassment, sexual assault, domestic or dating violence, and stalking – whether such actions occurred at the College or not.

K. Violation of federal, state or local laws on property owned and/or operated by the College or at College sponsored activities; or a student who is charged with violation of a federal, state or local law while off campus where such action demonstrates a disregard for the College community and their safety.

Interpretations of the above terms may be provided by, but not limited to, reference to state and federal law and to college policies.

2. Procedures for Resolution of Alleged Violation of Student Code of Conduct

Complaints regarding alleged violation of the Student Code of Conduct will be reviewed and resolved using the procedures outlined below. If the review and/or investigation confirm the student’s violation of the Code of Conduct, one or more disciplinary actions and sanctions listed in Section C will be imposed.
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All documentation related to any such action will follow established filing procedures. These procedures will include written copies to the student and the Vice President for Student Affairs, and a copy stored electronically in the EGCC incident reporting database. Appropriate campus parties will be notified. Information about student disciplinary action is protected against improper disclosure and is not included in student academic records as per the Family Educational Rights and Privacy Act [FERPA] and amendments.

A. Direct Resolution: When any member of the college community believes that a student has violated one or more of the standards of the Code of Conduct, s/he is encouraged to seek resolution directly with the student. If personal safety is at risk, contact 911 or campus security personnel. All staff is encouraged to file an incident report with security including resolution and/or action.

B. Security Supervisor: If resolution cannot be reached in direct manner between the college community member and the student, the complainant may contact the Security Supervisor in writing or by e-mail within three (3) working days, stating the complaint, alleged violation of the Code of Conduct and other relevant information. Within seven (7) working days of receiving the written notification from the college community member, the Security Supervisor will contact the student and other parties involved regarding the complaint and resolution. The Security Supervisor may use multiple processes to help resolve the issue. S/he will review the issues and actions of the parties involved, propose resolution, and determine appropriate sanctions(s) for the student. Established filing procedures will be followed.

C. Appeal to the Vice President for Student Affairs: Students receiving written notice of disciplinary action for an alleged infringement of the Code of Conduct have the right of final appeal in writing to the Vice President for Student Affairs within seven (7) working days for review. Within ten (10) working days of receiving the student appeal, the Vice President for Student Affairs will review the complaint, investigation process, findings, and sanctions. The Vice President for Student Affairs may consult the administrative team in the review process to assure consistency and fairness within EGCC. The review may include multiple processes with parties chosen by the College in resolving the issue. The Vice President for Student Affairs will report his/her findings and conclusions of the final appeal to the student complainant and Security Supervisor. Established filing procedures will be followed.

3. Sanctions

One or more of the following sanctions may be imposed upon students who have violated the Student Code of Conduct. All documentation related to any such action will be subject to established filing procedures.

A. Reprimand: Any college staff member may initiate a reprimand with a verbal or written warning when a student’s specific conduct does not meet college standards and that continuation of such conduct will result in further disciplinary action. A copy of the incident report and written reprimand or documentation of verbal reprimand will be sent to the office of the Vice President for Student Affairs within two (2) working days. Established filing procedures will be followed.
STUDENT POLICIES AND PROCEDURES

B. **Immediate Exclusion:** Any college staff member may direct that a student be immediately excluded from EGCC privileges, activities, and/or property as deemed appropriate and necessary to ensure the safety and rights of students and staff. The staff member will inform the student of the requirement for a meeting with the Security Supervisor and Vice President for Student Affairs to determine attendance eligibility following immediate exclusion. The staff member will file a written incident report with the Security Supervisor within one (1) class day following the exclusion. Within one class day after receiving the incident report, the Security Supervisor will contact the student and schedule a meeting. The purpose of the meeting is to:

- Share information and documentation regarding the incident and Student Code of Conduct;
- Attempt to resolve the problem that led to exclusion so that the student may resume attendance;
- Determine appropriate disciplinary action that may be imposed.

C. **Disciplinary Probation:** The Vice President for Student Affairs, or designee, may direct a student to comply with specific conditions or restrictions while in attendance at EGCC, in addition to the Student Code of Conduct, for a specified period of time. The Vice President for Student Affairs will communicate the specific behavior leading to this sanction and the specific conditions or restrictions imposed for the specified period of time to the student in writing. The student will sign the document provided by the College and agree to abide by its terms or forfeit all rights to continue attendance at EGCC. Established filing procedures will be followed.

D. **Suspension:** The Vice President for Student Affairs may direct a suspension defined as exclusion from EGCC property, activities, and privileges for a fixed period of time appropriate to address the severity of the infraction. The Vice President for Student Affairs shall provide written notice to the student and established filing procedures will be followed.

E. **Expulsion:** The Vice President for Student Affairs may direct termination of student status and denial of further college privileges. Conditions of readmission, if any, will be listed in the letter or expulsion given as a notice to the student by the Vice President for Student Affairs. Established filing procedures will be followed.

F. **Restitution:** The Vice President for Student Affairs, in consultation with the administrative team and other parties involved, may direct restitution in addition to other disciplinary action. Restitution is defined as compensation or reimbursement for damage to or misappropriation of property, which may take the form of appropriate service to repair or otherwise compensate for damages. Conditions of restitution will be detailed in a letter to the student. Established filing procedures will be followed.

G. **Other:** The Vice President for Student Affairs or designee may impose additional sanctions or forms of disciplinary action including, but not limited to, directives for student behavior or plans of action.
STUDENT POLICIES AND PROCEDURES

STUDENT GRIEVANCE PROCEDURE

If you need disability accommodations to successfully complete this process, contact the Disabilities Services Office.

- Sexual/gender harassment, sexual assault, domestic or dating violence, and stalking complaints shall be filed according to procedures in the college Title IX Policy.
- Grade appeals shall be filed according to the procedures outlined by Academic Affairs.

A. Explanation

The Student Grievance Procedure provides a way for students to seek resolution to decisions, conditions, and practices of Eastern Gateway Community College, its faculty and staff, which they allege are violations of the Student Rights or other published college policies and procedures. As students pursue their educational goals, they will be treated with professionalism and respect by college employees (referred to herein as “staff”). An alleged violation may be referred to as a “grievance” hereon. Grievances do not include student grades or academic appeals. Students shall not be retaliated against for filing a legitimate grievance.

The Student Grievance Procedure outlines the steps to resolve alleged violations of the Students Rights, Freedoms and Responsibilities Statement or other published college policies and procedures. Students will attempt to resolve alleged violations with the staff member who is directly involved. Should a staff member directly involved in facilitating the resolution procedure be the object of an alleged violation or formal grievance, the college president will appoint a replacement.

Steps 1, 2 and 3 (if applicable) below must be completed before proceeding to Step 4. It is intended that alleged violations be resolved at any point in the process when the parties involved can agree on a resolution. All documentation submitted or created during the resolution process shall follow established filing procedures.

Students with a grievance shall follow the procedures and time lines outlined below.

B. Procedure

Step 1 – Direct Resolution
The student discusses the grievance with the college staff member who is directly involved and attempts to find resolution within a timely manner. The student may choose to be accompanied by a support person such as a staff member, an Enrollment Specialist, or an officer of the Student Senate of Eastern Gateway Community College during this discussion. The student must state a proposed resolution. If no resolution is reached at Step 1, the student moves to Step 2.
STUDENT POLICIES AND PROCEDURES

Step 2 – Resolution with Department Head or Immediate Supervisor
If the grievance is not resolved directly with the college staff member, the student discusses the grievance and seeks a resolution with the staff member’s department head (or immediate supervisor). The student may choose to be accompanied by a support person during these discussions. The student must state a proposed resolution. Appropriate written documentation will be maintained by the department head, (or immediate supervisor) and established filing procedures will be followed. If no resolution is reached at Step 2, the student moves to Step 3. If the staff member has no dean, or if the dean has heard the student in the role of immediate supervisor, the student moves to Step 4.

Step 3 – Resolution with Dean
If the issue is not resolved with the staff member’s department head, the student may seek resolution with the supervising dean. Appropriate written documentation will be maintained by the dean and approved filing procedures will be followed. If no resolution is reached at Step 3, the student moves to Step 4.

Step 4 – Resolution with the Vice President for Student Affairs
If the issue is not resolved by discussions in Step 1, 2 or 3 (if applicable), the student has 10 working days to request a student grievance form and information about filing a grievance from an EGCC Enrollment Specialist. The signed and completed form shall be submitted to the office of the Vice President for Student Affairs within five (5) working days after requesting the form from an Enrollment Specialist. The Student Grievance Form requires a statement of proposed resolution of the grievance and a summary of prior actions taken.

Within seven (7) working days of receipt of the Student Grievance Form, the Vice President for Student Affairs will contact the parties involved, provide them a copy of the completed Student Grievance Form, and attempt to clarify the issue and arrive at a solution which is mutually satisfactory to the student and employee. During the Vice President’s investigation, the persons involved may include a representative or other support person with first-hand knowledge of the issue. If resolution is reached, the Vice President for Student Affairs will summarize the resolution in writing for the student grievant and college employee and follow established filing procedures.

Step 5 – Appeal Process
If resolution is not reached the student has the right of final appeal of the issue to the Vice President of Administrative Services. The final appeal process requires the student to prepare and deliver a written appeal request to the Vice President of Administrative Services within seven (7) working days after the Vice President for Student Affairs gives notice to the student of the result of the investigation. The written appeal request must include an explanation of why the issue remains unresolved and provide the proposed remedy to the grievance.

Within ten (10) working days of receiving the student appeal, the Vice President of Administrative Services will review the grievance, investigation process, and proposed resolutions. The Vice President of Administrative Services may consult with the administrative team and/or the college president in the review process to assure consistency within EGCC.
STUDENT POLICIES AND PROCEDURES

The review may include, but not be limited to, an interview of the student grievant, college staff member and/or other involved parties. The Vice President of Administrative Services will report the findings and conclusions to the student grievant, college staff member(s) involved, and the Vice President for Student Affairs with a written and signed document. Established filing procedures will be followed.

The forms for Student Grievance Procedure are available from the Vice President for Student Affairs.

CAMPUS SECURITY

The federal government, through public law 102-26, and amendments thereto, requires all recipients of federal Title III aid to formulate and publish policies and statistics regarding campus security. The following is in compliance with the regulations of the act effective July 1, 1997, amended in 1998, and any amendments thereafter, including the addition of the Clery Act. The College’s annual security report is published on the College’s website at www.egcc.edu/more-topics/annual-security-report.

1. All incidents of theft, vandalism, sexual harassment or assault, domestic or dating violence, stalking, or other criminal activity or accidents shall be reported immediately by the victim or anyone witnessing the acts or the aftermath, to the Vice President for Administrative Services, Sherrilyn VanTassel at (740) 266-0806 or svantassel@egcc.edu. If you are unable to reach Ms. VanTassel, contact Security Supervisor, Jackie Laverick at (740) 264-5596 or jlaverick@egcc.edu, OR any College security officer. Provide complete details of the incident. As appropriate, the College will summon police, emergency personnel, or victim advocates to campus to assist in responding to incidents reported. In cases of criminal activity, the victim will be encouraged to file a report/charges with local law enforcement. The College may elect to file a report/charges regarding any infraction of the law on property owned, operated, or contiguous with the College.

2. The college has declared no part of its campus or grounds a public place. The only persons permitted on college property are those with legitimate need to be on campus related to the mission and goals of the college such as taking part in classes or activities sponsored by the college, attending activities sponsored by outside organizations approved through the college’s outside building use policy, visitors touring the college as part of the admissions process, vendors doing business with the college and similar are generally permitted on campus after 10 p.m. The college reserves the right to question individuals on college property regarding their identity and reason for being at the college and request or order the individual(s) to leave college property if the reason for being on campus is not directly or indirectly related to the college’s mission and goals and as defined in this catalog as interpreted by the college administration. As appropriate, the college will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.
3. The college employs a security staff to enforce college policies dealing with safety and security issues. These employees do not have police powers and, as appropriate, summon the local police. The college encourages the reporting of all the security staff and/or local police. The investigations and will bring charges against perpetrators as appropriate. In addition to or separate from any legal penalties which criminal activity may engender, the college can impose campus-based penalties including but not limited to fines, probation, suspension, or expulsion from the college.

4. All Eastern Gateway Community College students are expected to abide by local, state and federal laws whether on campus or at an off-campus activity, clinical, etc. conducted by the college or in association.

5. The College will not tolerate the abuse of prescription drugs, use of illicit drugs or alcohol on property owned or operated by the College or during College sponsored off campus activities. Please refer to the Drug and Alcohol Use Program contained in this Catalog.

6. All institutions which receive federal aid, including those which distribute federal aid to students, i.e. Pell Grants, Guaranteed Student Loans, Work-Study, etc. are required, effective 9/1/92, to inform students regarding the occurrence of certain crimes on campus. The following information totals for 2012-2015 calendar years is provided to meet this federal requirement.
## STUDENT POLICIES AND PROCEDURES

Eastern Gateway Community College
Crime Statistics

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#### Criminal Offenses

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## STUDENT POLICIES AND PROCEDURES

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### VALLEY CENTER

#### Criminal Offenses

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# Student Policies and Procedures

## Warren Center

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## STUDENT POLICIES AND PROCEDURES

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<td>N. Domestic Violence</td>
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<td>O. Dating Violence</td>
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## Criminal Offenses

### On-Campus

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<td>A. Murder/Non-negligent Manslaughter</td>
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<td>C. Sex offenses - Forcible</td>
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### Non-Campus Property

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### Public Property

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TRUMBULL CONTINUED

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*2015 Crime statistics are subject to change upon verification from surrounding law enforcement.

The preceding information is based upon information reported to campus authorities or local police agencies and is defined according to the Uniform Crime Reporting System of the Department of Justice, Federal Bureau of Investigation and the modifications in such definition as implemented pursuant to the Hate Crime Statistics Act.

7. The college will not tolerate sexual offenses committed on campus sites or any off-campus, college-sponsored activity. Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested. To assist a student in avoiding being the victim of such offenses, the college makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the college’s counseling staff.

8. The College will not tolerate sexual offenses committed on property owned and/or operated by the College, any off-site College activities, College sponsored activities or activities that occur off site but have a nexus to the College. These activities include but are not limited to sexual/gender harassment, sexual assault, domestic or dating violence or stalking. Victims of such offenses should preserve evidence in support of criminal offenses and report the offense to the Title IX Coordinator, Sherrilyn VanTassel, Esquire, Vice President for Administrative Services. Ms. VanTassel’s office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. Her direct dial number is (740) 266-0806 or she can be reached at (740) 264-5591 x 1806. After regular business hours she can be reached on her cell phone at (304) 479-8098. Her e-mail address is svantassel@egcc.edu. Jackie Laverick, Security Supervisor, is the Title IX Deputy Coordinator and she can be reached at (740) 264-5596 or jlaverick@egcc.edu. If you are unable to reach either Ms. VanTassel or Ms. Laverick, report the incident to any College employee. The College will assist in contacting local law enforcement if the victim consents. To educate students on these issues, annual training is available in new student orientation and on an annual basis through the Blackboard system. Referral to community support services is available and the College has arrangements with such agencies in Jefferson, Columbiana, Mahoning and Trumbull Counties.
STUDENT POLICIES AND PROCEDURES

Persons found guilty of a sexual offense may be subject to campus-based penalties in addition to or separate from legal penalties which may occur including but not limited to: fines, probation, suspension, or expulsion from the college. In cases where the college is considering campus-based penalties, the accused and accuser will have the same opportunity to have others present during the proceedings, and both will be informed of any outcomes of the proceedings, in addition to other rights and procedures for such proceeding contained in the student regulations section of this catalog. Upon request from an alleged victim of a sexual offense, the college will attempt to change a victim’s academic situation if this is directly related to the alleged offense, and other accommodations are reasonably available.

9. Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the college on or after August 12, 2009.

10. The college will not tolerate any student and/or employee engaging in sexual activities on property owned or under the control of the college. Such activities shall include, but not be limited to, excessive displays of public affection, intimate touching, contact with the genitals of another, and sexual intercourse. Such actions, even when consensual, may result in criminal and/or campus-based penalties.

11. Any questions or comments regarding the college’s policies and procedures related to campus crime and security should be directed to the vice president for administrative services, vice president for academic affairs, vice president for student affairs, or college president.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Students Alleged Discrimination Grievance Procedure

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Eastern Gateway Community College or any of the college’s students, staff, teachers, and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the dean or administrator level.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence. The complainant may file a complaint directly with the office for Civil Rights, U. S. Department of Education, and/or may use the internal grievance procedure indicated below.

STEP 1
An alleged formal discrimination grievance complaint should first be made to the dean or vice president for student affairs within ten school days of the date the incident occurred.
STUDENT POLICIES AND PROCEDURES

STEP 2
If not resolved at Step 1, the decision may be appealed to the vice president for administrative services, Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator
Sherri VanTassel
(740) 264-5591 x1806

STEP 3
If not resolved at Step 2, the decision may be appealed to the college’s president who functions as the final mediator at the local level.

STEP 4
If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education, 55 Eriview Plaza, Room 300, Cleveland, Ohio 44114-1816.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

SEXUAL HARASSMENT POLICY

Sexual harassment is a Title IX violation. The Eastern Gateway Community College administration, faculty, staff, student employees, students, and volunteers are responsible for assuring that the college maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the college’s mission of excellence in education, scholarship, and service. The college community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, students, and volunteers to promptly report concerns or complaints.

1. Definition of Sexual Harassment—Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when any one of the following criteria is met:

   A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;

   B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

   C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, or learning on campus.

Sexual harassment can occur between any individuals associated with the college, e.g. an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member. Sexual harassment may occur between persons of the same sex or persons of the opposite sex.
2. Examples of Sexual Harassment—Examples of sexual harassment include, but are not limited to:

A. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
B. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person’s work or academic environment;
C. Some incidents of physical assault;
D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of the course) including:
   1. Sexual comments or inappropriate references to gender;
   2. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)
   3. Unwanted touching, patting, hugging, brushing against a person’s body, or staring;
   4. Inquiries or commentaries about sexual activity, experience, or orientation;
   5. The display of inappropriate sexually oriented materials in a location where others can view them.

3. Reporting Procedure

**STEP 1**
An alleged formal discrimination grievance complaint should first be made to the dean or vice president for student affairs within ten school days of the date the incident occurred.

**STEP 2**
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NOTE: Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

In the event the alleged harasser is the Title IX Coordinator or Deputy Coordinator, the complainant should directly contact the President of the College’s office to make the report.

4. Investigation - Unless withdrawn by the complainant, all complaints of sexual harassment will be immediately investigated and promptly resolved. The complainant will be asked to reduce any charge to writing to assure clarity and to document the process of investigation.
   • Upon receipt of an allegation of coworker, employee-to-student, student-to-student, or employee-to-member of the public sexual harassment, the vice president for administrative services or another designated college official will initiate an investigation into the complaint.
   • Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects both the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.
   • If the investigation yields insufficient information to conclude sexual harassment has occurred, the matter will be recorded as unresolved; and the parties will be so notified. A written record of the investigation will be maintained by the administration separate and apart from any student or personnel file.

5. Discipline - Any employee who permits or engages in sexual harassment of anyone involved with the college (be it a student, employee, or member of the public) may be subject to disciplinary action up to and including termination/dismissal.
   • Any student who engages in the sexual harassment of anyone in the college setting may be subject to disciplinary action up to and including expulsion.
   • The range of discipline for employees includes, but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment; suspension; and the recommendation to the Board of Trustees that the individual against whom the claim is made be discharged.
   • The range of discipline for a student includes, but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student; and expulsion.

6. Rights of Individual Who is the Subject of a Sexual Harassment Claim - An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the vice president for administrative services and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/her interview with the vice president for administrative services by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.
7. Retaliation Prohibited- The Board of Trustees prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint nor will it affect the individual’s academic standing or employment status, rights, or privileges.

The Board of Trustees will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to this policy, or because that individual exercised, enjoyed, aided, or encouraged any other individual in the exercise of enjoyment of any right granted or protected by this policy.

8. Files and Record of Investigation—Sexual harassment complaints and investigation results shall not be made a part of any employee’s personnel file or a student’s academic record unless disciplinary action is taken against the individual.

9. Notice Requirements—A copy of this sexual harassment policy or relevant provisions thereof shall:
   A. Be displayed in a prominent location in each college building;
   B. Be provided to students and employees upon request;
   C. Be included in employee and student handbooks;
   D. Appear in any college publication that sets forth the college’s comprehensive rules, regulations, procedures, policies and/or standards of conduct.

EMERGENCY ALARMS AND BUILDING EVACUATIONS

As required by 34 CFR 668.46 (g), Eastern Gateway Community College has established policies related to emergency response and evacuation procedures in the event of fire or other building evacuation emergencies, as well as tornado alert protocols.

All students are strongly encouraged to register with the College’s early alert system “SNAP”. Students will receive important emergency information via the SNAP system, including emergency situations in the buildings, weather alerts, and weather or other closings. Students should register to receive the SNAP alerts on their cell phone, land line, and e-mail to ensure that they have the most up to date information.

For the safety of all persons using the college’s facilities, emergency alarm and building evacuation procedures are detailed below. All students should read and become familiar with these procedures for their sites.

Reporting Fire or Other Emergencies and Building Evacuation Procedures

1. Any person seeing a fire or heavy smoke during day hours should pull the closest fire alarm box located throughout the buildings. The person should then seek the closest Eastern Gateway employee to report his/her name and the location of the fire. Any other emergency where the safety of persons in the building(s) is in immediate jeopardy also should be handled in the manner above.
STUDENT POLICIES AND PROCEDURES

2. If no fire or heavy smoke is observed but smoke is smelled or seen, the person noticing the smoke should not pull the alarm box. The person should inform the closest Eastern Gateway employee of the situation. Any other emergency which may require the evacuation of the building(s) should be reported in this manner. If there is any doubt regarding the potential seriousness of the emergency, the procedures outlined in No. 1 should be followed.

3. The bell chime/flashing lights are the signal that the building is to be evacuated because of fire or other emergency.

4. When this signal is heard or seen all students, college employees and visitors should proceed in an orderly manner to the closest exit. All outside exits are marked with a sign over the door. Each classroom has a sign with the closest exit identified. In addition, a map and detailed evacuation instructions are posted in each classroom. All doors should be left open during building evacuation.

5. Once outside, persons evacuating the building should congregate in the closest parking lot, staying at least 300 feet from the building(s). Evacuation of the building(s) does not mean automatic cancellation of class. Students and staff should remain in the parking lot area until a college official (president, vice president, dean or security staff) informs them to leave the grounds. Likewise, no person should re-enter the building(s) until advised to do so by one of these officials.

6. During evening hours of operation, the emergency notification and evacuation plan will be that outlined above. Security personnel will coordinate the alarm and evacuation procedures.

TORNOADO ALERT PROCEDURE

1. Any person hearing a radio or television announcement of a tornado watch should report this information either directly or through a college employee to the switchboard operator.

2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the college or sighting a tornado should report this information either directly or through a college employee to the switchboard operator.

3. The security staff will sound an air horn which signals the imminent approach of a tornado. Upon hearing this sound, students and staff should proceed in an orderly manner according to this plan:

Warning is three short blasts on a hand-held air horn, a 15-second delay followed by three short blasts again.

This alert will last for three minutes. Do not panic or run but proceed to the closest emergency shelter area listed below.
STUDENT POLICIES AND PROCEDURES

2nd Floor Rooms 2500-2527 will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass
Ground Floor Rooms 1500-1546 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass
2nd Floor Rooms 2200-2217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass
Ground Floor Rooms 1201-1217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass
Rooms 2600-2631 Go to maintenance area garage loading dock area; stay clear of doors and glass
Rooms 2000-2102 Ground floor north wing interior hallways; stay clear of doors and glass

Notification to disperse will be one long blast, a 15-second delay, one long blast, 15-second delay. This will continue for one minute.

4. During evening hours information about the approach of a tornado will be delivered to the security personnel who will instruct the security staff to sound the alarm. The shelter locations will remain the same. During weekend hours the security guard should verbally instruct persons in the building regarding the location of the closest shelter area.

FIRE AND TORNADO INFORMATION DISTRIBUTION AND ALARM TEST PROCEDURES

1. At least one time each semester the college will sound the evacuation and tornado alarms so that the students and employees are familiar with each signal. The alarm signal will be sounded each day of the week at an announced time during the day and evening hours. Students will be notified of the dates and times for sounding the alarms via their EGCC email and SNAP. Students will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report this fact and the location to the security staff or the vice president for student affairs.

2. Any time either alarm system sounds other than announced system tests times and dates all students, visitors and employees will implement the evacuation or tornado procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.

POLICY ON FOOD AND BEVERAGE ON CAMPUS

Consumption of food and beverages in classrooms, labs and lecture halls of the college can be unsanitary, distracting to students and instructors, and unsafe (particularly where chemicals are present); therefore the following policy is in place.

Policy
1. Consumption of food or beverages will not be permitted in the Eastern Gateway Community College buildings in any classroom, lecture hall, labs, and library and computer complex. Food and beverages may be consumed in lounge, outside the lecture halls and other hallway areas.
2. Exceptions to this policy may be approved for special events such as class parties. Approval of the appropriate department head must be received prior to the event.
   A. If a special event is scheduled, all cans, food, paper and other residue from this event must be disposed of in the proper manner.
STUDENT POLICIES AND PROCEDURES

3. As responsible members of the college community, it is the responsibility of all students and employees to voluntarily comply with the enforcement of this policy. Violations of this policy should be courteously called to the attention of the violator by any member of the campus community observing the violation. Faculty members should inform students of the policy at the beginning of each term and not allow students to bring food or beverages into classrooms and other restricted areas. Repeated violation should be brought to the attention of the executive vice president for student affairs or other appropriate division administrator, who will take appropriate action on a case-by-case basis to resolve the matter.

ON CAMPUS POSTING AND DISTRIBUTION OF MATERIAL

The college’s building and grounds are designated for use in achieving the goals of the institution. Use of the facilities is limited to those activities which support these goals and the continued ability of the college to provide general and technical education. No part of the college campus has been designated as a public place available for general use not related to the college’s purposes.

The following written procedures are established to ensure that posting, distribution of materials and informational presentations that occur on property owned and/or operated by the College can be effectively administered and are consistent with the College’s goals.

Procedures:

1. In order to identify accurately all bulletin boards located in the hallways or lounges, each board will be numbered; the number will be posted on the board.
2. All bulletin boards will be designated for specific uses. Use of each board will be restricted to the use designated. Material posted on the boards which is not consistent with the designated use will be removed. The vice president for academic student affairs periodically will publish a list of the designated use for each board. This policy statement does not cover bulletin boards located in offices or classrooms.
3. All material posted or displayed shall follow the following approval process:
   a. Materials that are of a general nature must be reviewed and stamped approved by the Vice President for Administrative Services.
   b. Materials of a general academic nature must be reviewed and approved Vice President for Academic Affairs.
   c. Materials related to a student group or specific department/program must be reviewed and approved by the group advisor or Dean of the department/program.
   d. Information displayed on the electronic sign boards at the entrance to the Jefferson County Campus must be approved by the Vice President for Administrative Services.
   e. Informational presentations must be approved by the Vice President for Administrative Services to ensure that freedom of speech is protected in accordance with state and federal law. Groups wanting to set up informational presentations, which have been approved, will be permitted to set up an informational table outside the library in the second floor hallway. Participants of the group may not harass students or attempt to impede their movement if the student(s) are not interested in the message being provided. Security will manage any violation of the guidelines for informational presentations.
STUDENT POLICIES AND PROCEDURES

4. Only material submitted by a student or full or part-time college employee will be considered for approval for posting. The college bulletin boards are not available to nonstudents and non-employees.

5. No materials, announcements, signs, etc. may be posted on walls, windows, on the college grounds, or in any other places except the college bulletin boards.

6. The showcases located throughout the building are designated for classroom-related and student activities use. The vice president for academic affairs coordinates the use of the showcases.

7. The college reserves the right to deny the use of its bulletin boards, campus, or grounds to any individual or group if such use is judged by the college administration to be detrimental to the well-being of the college, except otherwise noted above.

PHOTOGRAPHY AND VIDEO STATEMENT FOR EGCC

All students and employees are advised that Eastern Gateway Community College officials and others hired by the college take photographs and shoot videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and faculty/staff and reserves the right to use them for publicity, promotional and marketing purposes. The college also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any Eastern Gateway-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs are the property of Eastern Gateway and may be used for Eastern Gateway promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students and employees. Instead, we make the assumption that Eastern Gateway students and employees are our best resources for marketing the college and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the vice president for academic affairs at the beginning of the semester. It is also expected that such students will excuse themselves from photo/video sessions and inform the Eastern Gateway photographer that they do not wish to be included. Employees who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the vice president for administrative services.

STUDENT RESPONSIBILITY FOR HEALTH INSURANCE

The college does not provide healthcare insurance for students. Students are strongly encouraged to acquire appropriate healthcare coverage since the college is not responsible for health care costs that may result from illness or accidents that occur on or off campus, or as a result of participation in student activities, seminars, practicum/clinical sites or other work sites. Should a student want to acquire healthcare insurance, information about student plans is available through the Health and Public Services Office. Specific college programs may require proof of health insurance coverage as a requirement of participation in that program.
STUDENT POLICIES AND PROCEDURES

SEX OFFENDER NOTIFICATION

The Victims of Trafficking and Violence Protection Act of 2000; Campus Sex Crimes Prevention Act; Section 1601 of Public Law: 106-386 (H.R. 3244) requires institutions of higher education to advise its campus community where it can obtain information about registered sex offenders if such an offender is registered at the college. The local sheriff’s offices are required to notify the college if a sexual offender residing in Columbiana, Jefferson, Mahoning, or Trumbull County is attending EGCC. Students may seek information regarding local sex offenders from the Ohio Attorney General at [www.communitynotification.com](http://www.communitynotification.com).

As required by the Ohio Administrative Code, the college provides the following link to the Ohio statewide sex offender registry. The Electronic Sex Offender Registration and Notification (eSCORN) may be reached at [www.icrimewatch.net/ohio.php](http://www.icrimewatch.net/ohio.php).

NON-DISCRIMINATION POLICIES

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.

Sherrilyn VanTassel, Esquire, Vice President for Administrative Services has been designated as the College’s Title IX and employees’ Section 504 Coordinator. Ms. VanTassel’s office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. Her direct dial number is (740) 266-0806 or she can be reached at (740) 264-5591 x 1806. After regular business hours she can be reached on her cell phone at (304) 479-8098. Her e-mail address is [svantassel@egcc.edu](mailto:svantassel@egcc.edu).

Inquiries regarding students with disabilities should be directed to Vanessa Birney, Director of Tutoring, Disabilities and Developmental Education Services and Student Section 504 Coordinator. Ms. Birney’s office is located in Office 1509 at the Jefferson County Campus, 4000 Sunset Boulevard, Steubenville, Ohio 43952. Her direct dial number is (740) 266-9771 and her e-mail is [vbirney@egcc.edu](mailto:vbirney@egcc.edu). Ms. Birney holds office hours at the Student Success Center at the Valley Center, 101 East Federal Street, Youngstown, Ohio 44503.

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines, Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, conduct creating an intimidating, hostile or offensive working environment will not be tolerated. Any student, employee, vendor or visitor to Eastern Gateway Community College who has been subject to domestic violence, dating violence and/or stalking is entitled to the protections of the law. It is the policy of the College that sexual harassment or harassment that is based on the gender of the targeted individual or other offensive behavior as defined by the EEOC or Department of Education will not be tolerated.
STUDENT POLICIES AND PROCEDURES

Violations may occur on or off College premises. If you have been subjected to any of the actions noted above, or if you become aware of any of the actions noted above, you must notify the Title IX Coordinator, Sherrilyn VanTassel as noted above. Jackie Laverick, Security Supervisor, is the Deputy Title IX Coordinator and may be reached at 740/264-5596 or jlaverick@egcc.edu. If you see or hear something – say something. There are no “innocent” bystanders.

WARNING NOTIFICATION PROCEDURE

In accordance with the Clery Act, EGCC uses SNAP (Student Notification Alert Program) to notify students and employees of any campus emergency. Upon confirmation of an incident on a campus or in the immediate area of a campus, an emergency notification will be sent via SNAP without delay. This notification will be sent using voice message on cell phone or land line, text message, and/or email message. An annual test notification will be sent via SNAP.

In case of an emergency, contact the security officer, the vice president for administrative services, or any college administrator. In the event of a critical situation, contact the first available college employee who will in turn notify the appropriate person.

All students are urged to subscribe to SNAP to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to SNAP can be found at www.egcc.edu. Desktop Alerts on EGCC computers also are available. When receiving a call from the SNAP system, the number 222-222-2222 may appear.

STUDENT RIGHT TO KNOW

The following cohort represents the number of students who enrolled at Eastern Gateway Community College in fall of 2012 as a first time, full-time student who indicated their goal was to receive a degree or certificate from the college. The following chart indicates the number of students who completed their designated program by the end of the 12 month period ending August 31 during which 150% of the normal time for completion or graduation has lapsed within 150% of the normal time. Additional information may be obtained from the National Center for Educational Statistics’ website at http://nces.ed.gov/collegenavigator/.
## Student Policies and Procedures

<table>
<thead>
<tr>
<th></th>
<th>2012 Cohort</th>
<th>Total Completers within 150%</th>
<th>Total Transfer-Out Students</th>
<th>Graduation Rate Percent</th>
<th>Transfer-Out Rate Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Male</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>41</td>
<td>3</td>
<td>16</td>
<td>7%</td>
<td>39%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>White</td>
<td>104</td>
<td>20</td>
<td>19</td>
<td>19%</td>
<td>18%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>5</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td>40%</td>
</tr>
<tr>
<td>Race and Ethnicity Unknown</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Male</strong></td>
<td>157</td>
<td>24</td>
<td>39</td>
<td>15%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Female</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>48</td>
<td>4</td>
<td>19</td>
<td>8%</td>
<td>40%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>White</td>
<td>140</td>
<td>37</td>
<td>24</td>
<td>26%</td>
<td>17%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>6</td>
<td>2</td>
<td>0</td>
<td>33%</td>
<td>0%</td>
</tr>
<tr>
<td>Race and Ethnicity Unknown</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Female</strong></td>
<td>198</td>
<td>44</td>
<td>44</td>
<td>22%</td>
<td>22%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>355</td>
<td>68</td>
<td>83</td>
<td>19%</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant Recipients</td>
<td>274</td>
<td>49</td>
<td>61</td>
<td>18%</td>
<td>22%</td>
</tr>
<tr>
<td>Direct Subsidized Loan Recipients</td>
<td>6</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td>67%</td>
</tr>
<tr>
<td>No Federal Financial Aid</td>
<td>75</td>
<td>19</td>
<td>18</td>
<td>25%</td>
<td>24%</td>
</tr>
</tbody>
</table>
STUDENT POLICIES AND PROCEDURES

DISTANCE EDUCATION - OTHER STATES

Eastern Gateway Community College has made a good faith effort to follow each individual state’s regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state. EGCC makes every effort to ensure it is in compliance with all applicable laws, regulations and accreditation standards. Education on the State level is regulated by each of the 50 States plus U.S. Territories. Therefore, it is possible that EGCC has the authority to offer degrees to students through license, exemption or non-regulation by one State that does not exist in another State. Students who are admitted into EGCC while living in one State should, prior to relocating to another State, inquire with EGCC as to whether or not it is authorized (license, exemption or non-regulation) to offer the degree program to students in their new State. Failure to assure whether or not EGCC has the ability to offer degrees in the State of a student’s new residency could result in the student having to be dismissed by the college, as may be required by law.

Not all programs are available in all States. Contact the Online Admissions Office for program availability at (740) 264-5591, x1638 or e-mail online@egcc.edu
STUDENT POLICIES AND PROCEDURES

STUDENT COMPLAINTS

State Contact Information

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether the institution is required to be licensed in that state. Contact information may change; the University makes best efforts to update when it becomes aware of such changes.

ALABAMA
Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
https://www.accs.cc/index.cfm/school-licensure/complaints/
Telephone: (334) 242-1998 • Fax: (334) 242-026

ALASKA
Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
Email: EED.ACPE-IA@alaska.gov
http://acpe.alaska.gov/About_Us/Consumer_Protection
Telephone: (800) 441-2962 • Fax: (907) 465-5316

Arkansas Higher Education Coordinating Board
Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Email: ADHE_Info@adhe.edu
www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf
Telephone: (501) 371-2000

ARKANSAS
Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
Email: sbpce@arkansas.gov
http://sbpce.arkansas.gov/students/Pages/complaintProcess.aspx

Telephone: (501) 683-8000 • Fax (501) 683-8050.

CALIFORNIA
California Bureau of Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
Email: bppe@dca.ca.gov
www.bppe.ca.gov/forms_pubs/complaint.pdf
http://www.bppe.ca.gov/enforcement/complaint.shtml
Telephone: (888) 370-7589 • Fax: (916) 263-1897

COLORADO
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
http://highered.colorado.gov/Academics/Complaints/
http://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx
Telephone: (303) 866-2723 • Fax: (303) 866-4266

CONNECTICUT
Connecticut Office for Higher Education Education & Employment Center
61 Woodland Street
Hartford, CT 06105-2326
Email: edinfo@ctoho.org
http://www.ctoho.org/POSA/StudentInfo.shtml#Complaint
Telephone: (860) 947-1800 • Fax: (860) 947-1311
Connecticut Department of Consumer Protection
Complaint Center
165 Capitol Avenue, Room 110
Hartford, CT 06106
Email: Dcp.frauds@ct.gov
Telephone: (800) 842-2649 • Fax: (860) 707-1966

DELAWARE
Delaware Higher Education Office
The Townsend Building 401 Federal Street, Suite 2
Dover, DE 19901 Email: dheo@doe.k12.de.us
Telephone: 800-292-7935 • Fax: (302) 735-4120

Delaware Attorney General, Department of Justice
Consumer Protection Division Carvel State Office
Building 820 North French Street, 5th Floor
Wilmington, DE 19801
Email: consumer.protection@state.de.us

http://attorneygeneral.delaware.gov/fraud/cpu/complaint.shtml
Telephone: (800) 220-5424 • Fax (302) 577-6499

DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street NE, 9th Floor
Washington, DC 20002
Email: osse@dc.gov
http://osse.dc.gov/service/education-licensure-commission-elpublic-complaints
Telephone: (202) 727-6436

FLORIDA
Florida Commission on Independent Education
325 West Gaines Street Suite 1414
Tallahassee, FL 32399-0400
Email: cieinfo@fldoe.org
Telephone: (888) 224-6684 • Fax: (850) 245-3238

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5334

http://gnpec.org/consumer-resources/
Telephone: (770) 414-3300 • Fax: (770) 414-3309

HAWAII
Hawaii Post-Secondary Education Authorization Program Department of Commerce and Consumer Affairs
P.O. Box 541 Honolulu, HI 96809
Email: hpeap@dcca.hawaii.gov
http://cca.hawaii.gov/hpeap/forms/student-forms/
http://cca.hawaii.gov/hpeap/student-complaint-process/
Telephone: (808) 586-7327

Department of Commerce and Consumer Affairs
Office of Consumer Protection
Leiopapa A Kamehameha Building
235 South Beretania Street, Room 801
Honolulu, Hawaii 96813-2419
Email: ocp@dcca.hawaii.gov
www.hawaii.gov/dcca/ocp/consumer_complaint
Telephone: (808) 586-2630 • Fax: (808) 586-2640

IDAHO
Office of the State Board of Education
Attn: Private Postsecondary and Proprietary Schools
P.O. Box 83720 650 West State Street, Suite 307
Boise, ID 83720-0377
Telephone: (208) 334-2270 • Fax: (208) 334-2632

ILLINOIS
Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
Email: info@ibhe.org
http://www.ibhe.org/consumerInfo/complaint.htm
Telephone: (217) 557-7359 • Fax: (217) 782-8548

Office of the Illinois Attorney General Consumer Protection Bureau
500 South Second Street Springfield, IL 62706
Consumer Fraud Hotline: (800) 243-0618
http://illinoisattorneygeneral.gov/consumers/filecomplaint.html
STUDENT POLICIES AND PROCEDURES

INDIANA
Indiana Commission for Higher Education 101
West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Email: complaints@che.in.gov
www.in.gov/che/2373.htm
www.in.gov/che/2744.htm
Telephone: (317) 464-4400 ext. 0
Board for Proprietary Education Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Email: complaints@che.in.gov
http://www.in.gov/che/2744.htm
Telephone: (317) 464-4400 ext. 0

Office of the Indiana Attorney General Consumer Protection Division
302 West Washington Street, 5th Floor
Indianapolis, IN 46204-2770
www.in.gov/attorneygeneral/2434.htm
Telephone: (800) 382-5516 • Fax: (317) 233-4393

IOWA
Iowa College Student Aid Commission
430 East Grand Avenue, FL 3
Des Moines, IA 50309-1920
https://www.iowacollegeaid.gov/content/constituent-request-review
Telephone: (515) 725-3400 • Fax: (515) 725-3401

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process
Telephone: (785) 296-3421 • Fax: (888) 975-8313

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601-7512
Email: cpeconsumercomplaint@ky.gov
www.cpe.ky.gov/forstudents/consumercomplaints/
Telephone: (502) 573-1555 • Fax: (502) 573-1535

Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303 500 Mero Street
Frankfort, KY 40601
Email: kcpe@ky.gov

http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf
Telephone: (502) 564-4185 • Fax: (502) 564-4248

Kentucky Office of the Attorney General Consumer Protection Division
1024 Capital Center Drive, Suite 200
Frankfort, KY 40601
http://ag.ky.gov/civil/consumerprotection/complaints/Pages/default.aspx
Telephone: (502) 696-5389

LOUISIANA
Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
http://www.regents.la.gov/assets/docs/2014/07/StudentComplaintProcedure.pdf
Telephone: (225) 342-7084 • Fax: (225) 342-3371

Louisiana Attorney General Office Consumer Protection Section
P.O. Box 94005
Baton Rouge, LA 70804
Email: ConsumerInfo@ag.state.la.us
www.ag.state.la.us/Complaint.aspx?articleID=16&catid=15
Telephone: (800) 351-4889 • Fax: (225) 326-6499

MAINE
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Telephone: (207) 624-6600 • (207) 624-6700

Maine Attorney General’s Consumer Information and Mediation Service
6 State House Station
Augusta, ME 04333
Email: consumer.mediation@maine.gov
Telephone: (800) 436-2131

MARYLAND
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
www.mhec.state.md.us/career/pcs/gripe.asp
Telephone: (800) 974-0203 • Fax: (410) 332-0270
STUDENT POLICIES AND PROCEDURES

Maryland Attorney General Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
Email: consumer@oag.state.md.us
www.oag.state.md.us/Consumer/complaint.htm
Telephone: (410) 528-8662 Consumer complaint hotline

MASSACHUSETTS
Massachusetts Board of Higher Education
One Ashburton Place Room 1401
Boston, MA 02108
http://www.mass.edu/forstufam/complaints/complaints.asp
Telephone (617) 994-6950

MICHIGAN
Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau Enforcement Division
P.O. Box 30018
Lansing, MI 48909
http://www.dleg.state.mi.us/bcsc/forms/enf/lce-992.pdf
Telephone: (517) 241-9202

MINNESOTA
Minnesota Office of Higher Education Registration & Licensing
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Email: info.ohce@state.mn.us
www.ohe.state.mn.us/mPg.cfm?pageID=1078
www.ohe.state.mn.us/mPg.cfm?pageID=1565
Telephone: (800) 657-3866

MISSISSIPPI
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453
www.mississippi.edu/mc/accreditation/studentcomplaintform.pdf
Telephone: (601) 432-6372 • Fax: (601) 432-6225

Mississippi Community College Board Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453
Email: info@sbcjc.cc.ms.us
www.sbcjc.cc.ms.us/pdfs/pg/PSComplaintForm.pdf
Telephone: (601) 432-6185 • Fax: (601) 432-6363

Office of the Attorney General State of Mississippi
P.O. Box 22947
Jackson, Mississippi 39225-2947
http://www.ago.state.ms.us/forms/complaint-form/
Telephone: (800) 281-4418 • Fax: (601) 359-4231

MISSOURI
Missouri Department of Higher Education
205 Jefferson Street P.O. Box 1469
Jefferson City, MO 65102-1469
Email: info@dhe.mo.gov
Telephone: (800) 473-6757 • Fax: (573) 751-6635

MONTANA
Montana University System Office of the Commissioner of Higher Education
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201
www.mus.edu/MUS-Statement-of-Complaint-Process.asp
Telephone (406) 444-6570 • Fax (406) 444-1469

Montana Department of Justice Office of Consumer Protection
555 Fuller Avenue
P.O. Box 200151
Helena, MT 59620-0501
Email: contactocp@mt.gov
https://doj.mt.gov/consumer/consumer-complaints/
Telephone: (800) 481-6896

NEBRASKA
Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005
http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp
Telephone: (402) 471-2847 • Fax: (402) 471-2886
Nebraska Department of Education, Private Postsecondary Career Schools Investigations Office
301 Centennial Mall South
P.O. Box 98987
Lincoln, NE 68509-4987
http://www.education.ne.gov/PPCS/Contact_Us.html
www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf
Telephone: (402) 471-2295 • Fax: (402) 471-0117

Nebraska Attorney General Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
Consumer Protection Hotline: (800) 727-6432
https://ago.nebraska.gov/forms/consumer_complaint

NEVADA
Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123
www.cpe.state.nv.us/
www.cpe.state.nv.us/CPF%20Complaint%20Info.htm
Telephone: (702) 486-7330 • Fax: (702) 486-7340

NEW HAMPSHIRE
New Hampshire Department of Education
Division of Higher Education-Higher Education Commission Coordinator, Dispute Resolution, and Constituent Complaints
101 Pleasant Street
Concord, NH 03301
Email: Stephen.Berwick@doe.nh.gov
http://www.education.nh.gov/highered/complaintallegation.htm
Telephone: (603) 271-3494 • Fax: (603) 271-1953

NEW JERSEY
New Jersey Office of the Secretary of Higher Education
P.O. Box 542
Trenton, NJ 08625
Email: njhe@njhe.state.nj.us
www.state.nj.us/highereducation/about/CHE_Contact.shtml
Telephone: (609) 292-4310 • Fax: (609) 292-7225

New Jersey Department of Labor and Workforce Development Center for Occupational Employment Information
P.O. Box 057, 5th Floor
Trenton, NJ 08625-0057
Email: coe_info@dol.state.nj.us
Telephone: (609) 292-8658

New Jersey Office of the Attorney General Division of Consumer Affairs
P.O. Box 45025
Newark, NJ 07101
Email: AskConsumerAffairs@lps.state.nj.us
www.nj.gov/oag/ca/complaint/ocp.pdf
Telephone: (800) 242-5846

NEW MEXICO
New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe, NM 87505-2100
http://www.hed.state.nm.us/students/hed-student-complaintform.aspx
Telephone: (505) 476-8400 Fax: (505) 476-8453

NEW YORK
New York Office of College and University Evaluation New York State Education Department
89 Washington Avenue Room 969 EBA
Albany, NY 12234
Email: ocueinfo@mail.nysed.gov
http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html
Telephone: (518) 474-1551 • Fax: (518) 486-2779

New York Bureau of Proprietary School Supervision
New York State Education Department
116 West 32nd Street, 5th Floor
New York, NY 10001
www.acces.nysed.gov/bpss/contact.html
http://www.acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf
Telephone: (212) 643-4760 • Fax: (212) 643-4765

NORTHERN CAROLINA
North Carolina Community College System Office of Proprietary School Services
200 West Jones St. 5001 Mail Service Center
Raleigh, NC 27699-5001
http://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/proprietary-schools/2013_complaint_procedures_0.pdf
Telephone: (919) 807-7061 • Fax: (919) 807-7169
STUDENT POLICIES AND PROCEDURES

Board of Governors for the University of North Carolina North Carolina
Post-Secondary Education Complaints
c/o Terrence R. Scarborough
University of North Carolina General Administration
910 Raleigh Road
Chapel Hill, NC 27515-2688
http://northcarolina.edu/?q=licensure
Telephone: (919) 962-4558

NORTH DAKOTA
North Dakota Department of Career and Technical Education (if school is “authorized”)
State Capitol—15th Floor 600 East Boulevard Avenue, Department 270
Bismarck, ND 58505-0610
Email: cte@nd.gov
www.nd.gov/cte/about/staff.html
Telephone: (701) 328-3180 • Fax: (701) 328-1255

Consumer Protection Division (if school is “exempt” or not authorized)
Office of Attorney General Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
Email: ndag@nd.gov
www.ag.state.nd.us/CPAT/CPAT.htm
www.ag.state.nd.us/ctp/PDFFiles/SFN7418.pdf
Telephone: (701) 328-3404

North Dakota University System
1815 Schafer Street, Suite 202
Bismarck, ND 58501-1217
Email: ndus.office@ndus.edu
http://www.ndus.edu/system/state-authorization/
Telephone: (701) 328-2960 • Fax: (701) 328-2961

OHIO
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215
Email: hotline@regents.state.oh.us
https://www.ohiohighered.org/students/complaints

Telephone: (614) 466-6000 • Fax: (614) 466-5866
Ohio Attorney General, Consumer Protection Section
30 East Broad Street, 14th floor
Columbus, OH 43215-3400
www.ohioattorneygeneral.gov/consumercomplaint.aspx
Telephone: (800) 282-0515

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Email: communicationsdepartment@osrhe.edu
www.okhighered.org/current-college-students/complaints.shtml
Telephone: (405) 225-9100

Oklahoma State Board of Private Vocational Schools
3700 N. W. Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864
www.ok.gov/agency.php?agency_id=130
Telephone: (405) 528-3370 • Fax: (405) 528-3366

Oklahoma Office of the Attorney General Public Protection Unit,
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
http://ok.gov/oag/Legal_Resources/Forms_and_Publications/
Telephone: (405) 521-3921 • Fax (405) 521-6246

OREGON
Oregon Higher Education Coordinating Commission
Office of Degree Authorization
775 Court Street NE
Salem, OR 97301
www.oregonstudentaid.gov/contact-oda.aspx

Oregon Higher Education Coordinating Commission
Private Career Schools Licensing Unit
775 Court Street NE
Salem, OR 97301
Email: info.PPS@state.or.us
http://education.oregon.gov/Pages/HECC--PrivateCareerSchools.aspx
Telephone: (405) 521-3921
STUDENT POLICIES AND PROCEDURES

Oregon Department of Justice Financial
Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
Email: help@oregonconsumer.gov
https://justice.oregon.gov/consumercomplaints/Onlin
ecomplaints/OnlineComplaintForm/en
Telephone: (877) 877-9392 Fax: (503) 378-8910

PENNSYLVANIA
Pennsylvania Department of Education
Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Email: ra-pls@pa.gov
http://www.education.pa.gov/Postsecondary-
Adult/College%20and%20Career%20Education/Pages/StudentsCompl
aints.aspx#.Va0Mf03bJUU
Telephone: (717) 783-8228 • Fax: (717) 722-3622

Pennsylvania Office of the Attorney General Bureau
of Consumer Protection 15th Floor,
Strawberry Square
Harrisburg, PA 17120
https://www.attorneygeneral.gov/Quick_Links/Pen
nsylvania_
Attorney_General_Complaint_Forms/Filing_a_compl
aint_with_the_Attorney_General_s_Bureau_of_Consumer_Protection/
Telephone: (717) 787-9707

RHODE ISLAND
Rhode Island Board of Governors for Higher
Education Shepard Building
80 Washington Street Suite 524
Providence, RI 02903
Email: ribghe@ribghe.org
www.ribghe.org/pdfs/BOCStudentComplaintProces
sl031012.pdf
Telephone: (401) 456-6000 • Fax: (401) 456-6028

Rhode Island Department of the Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
Email: contactus@riag.ri.gov
http://www.riag.ri.gov/ConsumerProtection/About.php#

Telephone: (401) 274-4400 • Fax: (401) 222-5110

SOUTH CAROLINA
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
www.che.sc.gov/CHE_Docs/AcademicAffairs/License/
Complaint_procedures_and_form.pdf
Telephone: (803) 737-2260 Fax: (803) 737-2297

SOUTH DAKOTA
Office of the Attorney General Division of Consumer
Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
http://atg.sd.gov/Consumers/ContactConsumerPro
tection.aspx
www.atg.sd.gov/Consumers/HandlingComplaints/
ConsumerComplaintForm.aspx
Telephone: (605) 773-4400 • Fax: (605) 773-7163

TENNESSEE
Tennessee Higher Education Commission Division of
Postsecondary School Authorization
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
http://www.tn.gov/assets/entities/thec/attachment
s/ComplaintForm.pdf
Telephone: (615) 741-5293 • Fax: (615) 532-8845

Office of Attorney General and Reporter Division of
Consumer Affairs
500 James Robertson Parkway, 5th Floor
Nashville, TN 37243-0600
Telephone: (615) 741-4737 • Fax: (615) 532-4994
www.tn.gov/attorneygeneral/cpro/filecomplaint.ht
ml

TEXAS
Texas Workforce Commission Career Schools and
Colleges
101 East 15th Street, Room 226-T
Austin, Texas 78778-0001
Email: career.schools@twc.state.tx.us
http://www.twc.state.tx.us/jobseekers/career-
schoolscolleges-students
Telephone: (512) 936-3100 • Fax: (512) 936-3111
STUDENT POLICIES AND PROCEDURES

Texas Higher Education Coordinating Board College Readiness and Success Division
P.O. Box 12788
Austin, TX 78711-2788
Email: StudentComplaints@thecb.state.tx.us
http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0D-F17F467F4AE9
Telephone: (512) 427-6101

Office of the Attorney General
P.O. Box 12548
Austin, TX 78711-2548
https://texasattorneygeneral.gov/cpd/file-a-consumercomplaint
Telephone: (800) 621-0508 • Fax: (512) 475-2994

WASHINGTON
Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502
Email: info@wsac.wa.gov
www.wsac.wa.gov/protecting-education-consumers
Telephone: (360) 753-7800

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW P.O. Box 43105
Olympia, WA 98504-3105
Email: workforce@wth.wa.gov
www.wth.wa.gov/PCS_Complaints.asp
Telephone: (360) 709-4600 • Fax: (360) 586-5862

WASHINGTON
Washington State Office of the Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, WA 98104-3188
http://www.atg.wa.gov/fileacomplaint.aspx#.U6Cx_y8tOXIU
Telephone: (206) 464-6684 • Fax: (206) 389-2801

WEST VIRGINIA
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd East, Ste 700
Charleston, WV 25301-2800
Telephone: (304) 558-2101 • Fax: (304) 558-5719

Community and Technical College System of West Virginia
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
Telephone: (304) 558-2101 • Fax: (304) 558-5719

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
Email: consumer@wvago.gov
www.ago.wv.gov/Pages/consumercomplaint.aspx
Telephone: (800) 368-8808
STUDENT POLICIES AND PROCEDURES

WISCONSIN
Wisconsin Association of Independent Colleges & Universities
122 West Washington Avenue, Suite 700
Madison, WI 53703-2723
Email: mail@waicu.org www.waicu.org
Telephone: (608) 256-7761 Fax: (608) 256-7065
Wisconsin Department of Agriculture, Trade and Consumer Protection Bureau of Consumer Protection Complaint Administration
2811 Agriculture Drive
P.O. Box 8911
Madison, WI 53708-8911
Email: datcphotmail@wisconsin.gov www.wisconsin.gov
http://datcp.wi.gov/Consumer/Consumer_Complaints/ Download_a_Complaint_Form/index.aspx
Telephone: (608) 224-5012 • Fax: (608) 224-4677

WYOMING
Wyoming Department of Education
2300 Capitol Avenue Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Telephone: (307) 777-7675 • Fax: (307) 777-6234

Attorney General’s Office Consumer Protection Unit
123 Capitol Building
200 West 24th Street
Cheyenne, WY 82002
Email: AG.Consumer@wyo.gov
http://ag.wyo.gov/cpu/consumer-complaints
Telephone (307) 777-6397 • Fax: (307) 777-7837.

PUERTO RICO
Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900
Email: cberrios@ce.pr.gov
www.ce.pr.gov/
Telephone: (787) 641-7100 • Fax: (787) 641-2573

Puerto Rico Department of Justice
P.O. Box 9020192
San Juan, Puerto Rico 00902-0192
www.justicia.pr.gov/
Telephone: (787) 721-2900

VIRGIN ISLANDS
Government of the United States Virgin Islands Department of Education, Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802
Email: ideas@doe.vi
www.vide.vi/pages/contact-us-62
Telephone: (340) 774-0100 Fax: (340) 779-7153
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B.A. Organizational Leadership, West Liberty University

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B.A. Human Resource Mgt., Wheeling Jesuit University

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Ed.D. Adult Education, Northern Illinois University

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B.S. Business Administration, West Liberty State College

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M.Ed. Higher Education Administration, Suffolk University

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M.S. Strategic Leadership, Mountain State University
Ph.D. Organizational Mgt., Capella University

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R.N. Nursing, Ohio Valley Hospital School of Nursing
B.S.N. Nursing, West Liberty State College
M.B.A. Business Admin., Franciscan University of Steubenville
Ed.D. Education, University of Sarasota

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M.S.N. Nursing, Kent State University

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Medical Coding Certificate, Eastern Gateway Community College

B.S. Business Admin., California Coast University
M.Ed. Curriculum & Instruction, California Coast University

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Director of Energy & Engineering Initiatives
B.A. Communications, West Virginia University
Welding Certificate, Lincoln Electric Welding School

Dale Toukonen
Shared Facilities/Project Manager, TAACCCT
A.A.S., Lorain County Community College
B.S. Engineering Technology, Cleveland State University

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Interim Dean of Humanities, Social Sciences & Mathematics
B.S. Biology, Pennsylvania State University
M.L.S. Library Sci., University of Pittsburgh
C.A.S. Info. & Library Sci., University of Pittsburgh

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B.A. English, Youngstown State University

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Early Childhood Certificate, Eastern Gateway Community College
A.A.B. Business Mgt., Jefferson Technical College

Holly Mavromatis
Evening Library Assistant

Pamela Taraczjak
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M.A. History, Youngstown State University

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Secretary, Tech Prep
A.A.B. Executive Secretarial, Jefferson Technical College

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Director, ABLE/GED
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B.M.S. Mortuary Sci., Cincinnati College of Mortuary Science

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A.A.B. Business Mgt., Jefferson Technical College

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A.A.S. Electrical Engineering, Jefferson Technical College

Robert Myler
Assistant Director, Building & Grounds
A.A.S. Electronic Engineering, Jefferson Technical College

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Maintenance Worker

Billy Moore, Jr.
Maintenance Worker

Brian Nemeth
Maintenance Worker

Jason Sturch
Maintenance Worker

Jill Freeman
Receptionist/switchboard

Joanne Straker
Receptionist/switchboard

Business Services

Joanna Flanagan
Executive Director of Finance
M.B.A. Accounting, Florida Southern College

Mary Ellen Horkey
Central Services Clerk
A.A.B. Business Mgt., Jefferson Technical College

Sara Porter
Accounting Assistant/Accounts Payable
B.S. Organizational Supervision, University of Akron

Tonya Logan
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B.A. Finance, Jefferson Community College
B.S. Accounting, Franciscan University of Steubenville
DIRECTORY OF COLLEGE PERSONNEL

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Dental Assisting Diploma, Ohio Valley Business College
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IVDL Classroom Support Assistant
A.T.S. Information Technology, Eastern Gateway Community College
B.A. Accounting, Muskingum College
David Moffat Blackboard Instructional Specialist
A.A.S. Computer Information Systems, Jefferson Community College
B.S. eMarketing, Franklin University
M.S. Instructional Design & Technology, West Virginia University
Caleb Oelker IVDL Classroom Support Assistant
A.S. Computer Technology, Kent State University
Scott Rich IVDL Classroom Support Assistant
B.S. Business Admin., University of Tennessee
A+, Network+, Microsoft Certified Systems Administrator
David Smith Technology Support Specialist
B.S. Electronic Engineering Technology, DeVry Institute of Technology
M.S. Computer Information Systems, University of Phoenix
George Vein Technology Support Specialist
A.A.S. Information Technology, Eastern Gateway Community College
B.S. Information Technology, Kaplan University

Student Affairs
Christina Wanat Interim Vice President of Student Services
B.A. Business Admin., West Liberty State College
M.Ed. Higher Ed Leadership & Admin., Jones International University
Dr. Dorothy Collins Director of TRIO Programs
B.S. Secondary Education in Business, Youngstown State University
M.S. Education, Youngstown State University
Ph.D. Education, Capella University
Vanessa Birney Director, Tutoring, Perkins Disabilities &
A.A. Western Riding, University of Findlay
B.S. Special Education, Franciscan University of Steubenville
M.Ed. Instructional Design, Western Governors University
Marilyn Crew Secretary, TRIO UB
Dental Assisting Certificate, Eastern Gateway Community College
Carissa Henry TRIO Counselor
B.S.S. Special Studies, Ohio University
M.A. Clinical Counseling, Ashland Theological Seminary
Christopher Hoover TRIO UB & SSS Academic Counselor/
B.S. Secondary Ed., West Liberty University
M.A. Educational Admin., Franciscan University of Steubenville
Marybeth Jones Secretary, TRIO SSS/Academic Advising
B.S. Business Admin., West Liberty University
Erik Neff Outreach Advisor, TRIO EOC
B.S. Consumer Affairs, Ohio State University
M.B.A. Finance & Mgt., Argosy University
Richard Seawood Program Coordinator/Academic
A.S. Computer Eng., Keiser College
B.A. Education, Youngstown State University
M.A. Special Education, Harris University
Stacey Spearman Project Coordinator, TRIO EOC

A.A.S. Child Care Technology, University of Cincinnati
B.A. African American Studies, University of Cincinnati
Ty-Juan Young-Bright TRIO SSS/Academic Counselor/
B.S. Business Admin., Youngstown State University
M.S. Health & Human Svcs., Youngstown State University
Tracy Yaich Assistant Director, TRIO UB
B.A. Social Science Education, Ashford University
M.A. Special Education, Ashford University
Abbie Twyford-Wilson Coordinator of Student Activities/Valley
B.A. Political Science, Youngstown State University
M.S.Ed. Counseling, Youngstown State University
Bill Verelst Student Activities Coordinator
B.A. Theatre Performance, Findlay University
Teacher Certification, California University of Pennsylvania
Kelly Wilson Executive Director of Student Financial Services & Interim Registrar
A.A.B. Finance, Eastern Gateway Community College
B.A. Organizational Leadership, Wheeling Jesuit University
M.S. Strategic Leadership, Mountain State University
Tracey Anderson Financial Aid Specialist
Marlise Barker Assistant Coordinator, Student Loans &
B.A. Finance, Walsh University
M.B.A. Project Mgt., Capella University
Joyce Burns Financial Aid Coordinator
A.A.T. Office Systems Technology, College of the Albemarle
Amanda Coburn Veteran’s Certifying Clerk
A.A.B. Business Mgt., Eastern Gateway Community College
B.S. Business Admin., Western Gateway Community College
Valerie Jackson Financial Aid Specialist
Brenda Mallis Interim Assistant Director of Financial Aid
B.S. Accounting, West Liberty State College
Elizabeth Modlin Student Records Clerk
A.A. Psychology, Eastern Gateway Community College
JoAnn Parish Assistant Coordinator, Financial Aid
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M.F.A. Film, Miami International University
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B.S.W. Social Work, Bethany College
## Directory of College Personnel

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<tr>
<th>Name</th>
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| Brittany Thomas       | Student Services Representative | B.S.W. Social Work, Youngstown State University  
M.S.Ed. Education, Youngstown State University                                                  |
| TaQuesa Toney         | Student Services Representative | B.S. Biology, Youngstown State University                                                  |
| Julian Walker         | Student Resource Navigator      | B.A. African Studies, Youngstown State University                                          |
| Sheryl Huggans        | Secretary, Community Outreach   | A.A.B. Retail Mgt., Jefferson Technical College                                             |
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| Nghi Dao              | Associate Professor             | B.S. Engineering, University of Pittsburgh  
M.S. Information Sciences, University of Pittsburgh  
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CISCO Certified Network Associate (CCNA)  
Certified Performance Analyst in Ethernet  
CORE Certification in ATM switching  
MCP Microsoft Certified Professional |
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M.P.A. Public Admin., West Virginia University  
M.L.I.S. Library Science, Kent State University  
M.CIS Master, Microsoft Office User Specialist  
CIW CI, Certified Internet Webmaster Certified Instructor  
MCIW D, Master Certified Internet Webmaster Designer  
A+, Network+, INet+, eBiz+ |
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B.S. Computer Science, University of Pittsburgh  
M.A. Organizational Mgt., University of Phoenix  
M.B.A. International Business, Salem International University |
| Roberta Parnicza      | Assistant Professor             | A.A.S. Information Processes, West Virginia Northern Community College  
B.S. Computer Science, Point Park College  
MCP Microsoft Certified Professional  
MCSE Microsoft Certified Systems Administrator  
MCSE Microsoft Certified Systems Engineer |
| Marilyn Tubaugh       | Associate Professor             | A.A.B. Business Mgt., Hocking Technical College  
B.S. Accounting, Wheeling Jesuit University  
M.S.Ed. Education, Capella University |
| Vicki Young           | Instructor                      | Welding Certificate, Fortis College |
| Benjamin Alexander    | Instructor                      | B.S. Chemical Engineering, Youngstown State University  
M.S. Chemical Engineering, University of Akron |
| Gina Augustine        | Instructor                      | A.A. Health Information Technology, Rasmussen  
B.A. Natural & Health Science, LaRoche  
M.L.S. Library Science, University of Pittsburgh |
| Cynthia K. Carducci   | Associate Professor             | R.R.T., B.S. Respiratory Therapy, The Ohio State University  
M.Ed. Educational Leadership, Ohio University |
| Kathy Cruny           | Associate Professor             | R.R.T., B.S. Respiratory Therapy, Wheeling Jesuit University  
M.Ed. Educational Admin., University of Dayton |
| Michael Freeman       | Instructor                      | Paramedic Certification, Davenport University (NREMT-P)  
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B.S. Public Safety Mgt., Franklin University |
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M.S.Ed. Education, University of Dayton |
| Tammy Graham          | Associate Professor             | CDA, RDH, EFDA  
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B.S. Dental Hygiene, West Liberty State College  
M.H.Sc. Health Science, NOVA Southeastern University |
| Dana Meadows          | Associate Professor             | Nursing Diploma, Ohio Valley School of Nursing  
B.S.N. Nursing, Wheeling Jesuit University  
M.S.N. Nursing, Franciscan University of Steubenville  
F.N.P. Nursing, Franciscan University of Steubenville |
| Tracy Miller          | Instructor                      | B.S. Business Admin., Franciscan University of Steubenville  
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| Amy Mycielski         | Instructor                      | A.A.S. Medical Assisting Technology, Jefferson Community College  
American Association of Medical Assistants (AAMA) Certification |
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M.S. Biology, Youngstown State University  
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M.D. Medicine, Medical University of Silesia |
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## DIRECTORY OF COLLEGE PERSONNEL

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<td>Diane Snyder</td>
<td>Instructor</td>
<td>A.D.N. Nursing, Chemeketa Community College</td>
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<td>B.S.N. Nursing, Indiana State University</td>
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<td>M.S.N. Nursing, Grand Canyon University</td>
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<td>Robert Vance</td>
<td>Instructor</td>
<td>A.A.S. Electrical Engineering, Jefferson Community College</td>
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<td>B.S. Natural Science, Shawnee State University</td>
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<tr>
<td>Stephanie A. Vance</td>
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<tr>
<td>Anna Marie Welshans</td>
<td>Professor</td>
<td>R.T.(R)(ARRT) Radiology, Allegheny General Hospital</td>
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<td>Lee Ann Williams</td>
<td>Associate Professor</td>
<td>A.A.S., Danville Area Community College</td>
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<td>M.C.J. Criminal Justice, University of Alabama</td>
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<td>W. Brent Carney</td>
<td>Professor</td>
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<td>M.A. History, Old Dominion University</td>
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<td>Shirley Fisher-Ciancetta</td>
<td>Assistant Professor</td>
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<td>Darrel Lawrence</td>
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<td>Robert Raupach</td>
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<td>David Reece</td>
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<td>Scott Rogers</td>
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<tr>
<td>Dr. John L. Romanek</td>
<td>Associate Professor</td>
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<td>Rebecca Rook</td>
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<td>Connie Salvayon</td>
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<tr>
<td>Beth Stull</td>
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<td>M.S. Mathematics, West Virginia University</td>
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<tr>
<td>Lynn Zvara</td>
<td>Instructor</td>
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Robert Chapman, Certified Public Accountant, KMC Corporation
Bryanna Hennebert, Payroll Department, WesBanco
Janet Marie Nolan, Controller, Lancia Convalescent Center
Art Resch, Former IRS Agent
Michael Zinno, Director of Finance, Jefferson County Board of MD/DD

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Dwain Hultberg, Process Control Manager, Ohio Coatings Company
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Debbie Venci, President, Barium Chemicals
Bob Yost, Human Resources Generalist, Titanium Metal Corporation
Mark Bailey, Support Leadership, SARCOM Enterprises
Scott Campbell, Owner, Manager, M&M True Value Hardware
David Cook, General Manager, Applebee’s Grill & Bar
Edward Featheringham, Owner/Auctioneer Featheringham Realty
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Timothy Reinard, Manager, Weirton Transit Company
Michael Rodgers, Retired
William Wood, Sales Representative, M & M Hardware

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Bradford D. Degenkolb, Sales Director, Holiday Inn of Weirton, WV
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Jo A. Grimm, Generation Human Resources Manager, First Energy Generation Corporation
Kenneth R. Johnson, General Manager, V & M Star
William Moon, Northern Panhandle General Manager, Frontier Communications
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Jeffrey Caldwell, D.D.S., Private Practice, East Liverpool, Ohio
Barry Conley, Zone Technology Sales Manager, Sullivan and Schein Dental
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Bryan Felmet, Attorney
Eugene Gallo, Executive Director, Eastern Ohio Correction Center
Samuel Kerr, Judge, Jefferson County Juvenile Court
Ed Laman, Retired Chief of Police, Wintersville
James Lee, Chief Probation Officer, Brooke County
Michael Maguschak, Jr., Retired
Keith M. Thorn, Jr., Wellsville Chief of Police

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Amy Myslinski, Instructor, Eastern Gateway Community College
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Bonnie Dehner, RHIT, Unit Secretary, Providence Point Healthcare
Heather Flesch, RHIT, Coder, Trinity Medical Center West
Karen Floyd, CPD, Billing Manager, Trinity Health System Physician Billing
Angela French, RHIT, Coder, Weirton Medical Center
Cheryl James, Student, Eastern Gateway Community College
Tina Knowlton, CCS, Coder, Lifeline Hospital
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Teresa Owen, RHIT, Coder
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Teresa Jones, Radiology Supervisor, Weirton Medical Center
Dennis Kelley, Director of Imaging Services, Trinity Health System
Linda K. Little, Radiology Technical Director, East Ohio Regional Hospital
Lewis Musso, Human Resources Vice President, Trinity Health System
Radiology Student, Eastern Gateway Community College
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W. Hunter Vaughan, M.D., Retired Director of Radiology, Trinity Health System

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Kathy Pavlik, Even Start Director and Parent Mentor, Steubenville City Schools
Todd Phillipson, Supervisor, Jefferson County Joint Vocational School
Juanita Shepherd Thorn, Director, Jefferson County Head Start
Patricia Westfall, Preschool Teacher, Roosevelt Elementary School
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