



# EASTERN GATEWAY COMMUNITY COLLEGE



2019 - 2020 College Catalog

*Effective Fall 2019 - Summer 2020*

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# WELCOME TO EGCC!

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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 are here to ensure you meet your educational goals. We are excited about our growth in enrollment and program offerings. We are the fastest growing community college in Ohio and our initiative to assist members of collective bargaining unions is a special point of pride.

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, newly enrolled in a particular program, or seeking transferrable credits, 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](http://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.



# COLLEGE CALENDAR

ACADEMIC YEAR 2019-2020

## FALL SEMESTER 2019

<i>Fall Full Semester</i>	<i>August 19 - December 8</i>
<i>Fall First 8 Weeks</i>	<i>August 19 - October 13</i>
<i>Fall Second 8 Weeks</i>	<i>October 14 - December 8</i>
Welcome Back Week-Faculty	August 12-16
Faculty Development Day	August 14
Semester Classes Begins	August 19
Last Day to Drop First 8-Week Classes With 100% Refund	August 28
Labor Day Campuses Closed	September 2
Last Day to Drop Full Semester Classes With 100% Refund	September 3
Financial Aid Freeze Date-Full Term and First 8 weeks	September 6
Financial Aid Disbursement Date (Full Term and First 8 Weeks)	September 19
Last Day to Withdraw from First 8 Week Courses 60% Refund	September 19
First 8-Week Session Ends	October 13
Fall 2019 Second 8 Weeks Begins	October 14
Last Day to Drop Second 8-Week Classes for 100% Refund	October 23
Last Day to Withdraw from Full Term Classes	October 25
Financial Aid Freeze Date for Second 8 weeks	October 25
Financial Aid Disbursement Date (Second 8 Weeks)	November 4
Veterans Day Observed Campuses Closed	November 11
Last Day to Withdraw from Second 8 Weeks 60% Refund	November 14
Thanksgiving Holiday Campuses Closed	November 28 - December 1
Employee Development Day- NO CLASSES	November 15
Fall Finals Week	December 2 - 8
Fall Semester Ends	December 8
Second 8-Week Session Ends	December 8
Winter Break-Campuses Closed	December 24 - January 1
Campus re-opens	January 2, 2020
<b>SPRING SEMESTER 2020</b>	
<i>Spring Full Semester</i>	<i>January 13 - May 10</i>
<i>Spring First 8 Weeks</i>	<i>January 13 - March 8</i>
<i>Spring Second 8 Weeks</i>	<i>March 16 - May 10</i>
Faculty Returns	January 6- 10
Faculty Welcome Back Day	January 8
Semester Classes Begin	January 13
Martin Luther King Day Campuses Closed	January 20
Last Day to Drop First 8-Week Classes With 100% Refund	January 22
Last Day to Drop Full Semester Classes With 100% Refund	January 27
Financial Aid Freeze Date (Full Term and First 8 weeks)	January 31

Financial Aid Disbursement Date (Full Term and First 8 weeks)	February 13
President's Day Holiday- Campuses Closed	February 17
Last Day to Withdraw from First 8 Weeks Classes 60% Refund	February 18
Last Day to Withdraw from Full Term Classes 60% Refund	March 24
Spring Break No Classes	March 9 - 15
First 8-Week Session Ends	March 8
Second 8 Weeks Begins	March 16
Last Day to Drop Second 8-Week Classes With 100% Refund	March 24
Financial Aid Freeze Date Second 8 weeks	April 3
Financial Aid Disbursement Date (Second 8 Weeks)	April 17
Good Friday Holiday-Campuses Closed	April 10
Easter-Campuses Closed	April 13
Last Day to Withdraw from Second 8 Weeks Classes	April 21
Spring Finals Week	May 4- 8
Second 8-Week Session Ends	May 10
Spring Semester Ends	May 10
<b>Commencement Ceremony</b>	<b>May 23, 2020</b>
<b>SUMMER SEMESTER 2020</b>	
<i>Summer Session</i>	<i>June 1 – July 26, 2020</i>
Memorial Day- Campuses Closed	May 25
Semester Begins	June 1
Last day to drop	June 10
Financial Aid Freeze Date	June 12
Financial Aid Disbursement Date	June 16
	June 20
Independence Day Observed - Campuses Closed	July 3
Financial Aid Disbursement Date	July 22
Final Exams	July 22-July 24
Semester Ends	July 26

**Registration dates for all sessions are listed at [www.egcc.edu](http://www.egcc.edu)**

## 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.

James D. Miller, Esquire, Vice President of Administration, Special Projects, and Legal Affairs and Title IX Coordinator has been designated as the College's Title IX and employees' Section 504 Coordinator. Mr. Miller's office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. His direct dial number is (740) 266-9604 or he can be reached at (740) 264-5591 x 1604. After regular business hours, he can be reached on his cell phone at (614) 218-5758. His e-mail address is [jdmiller@egcc.edu](mailto:jdmiller@egcc.edu).

Inquiries regarding students with disabilities should be directed to Carissa Henry, Director of Student Support Services. Ms. Henry services the Steubenville, Youngstown, and Online Campuses. Her direct dial number is (740) 266-9771 and her e-mail is [chenry@egcc.edu](mailto:chenry@egcc.edu).

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.

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, James D. Miller, at (740)266-9604 and his e-mail is [jdmiller@egcc.edu](mailto:jdmiller@egcc.edu). After hours, he can be reached on his cell at (614)218-5758. Bob Herczeg, Interim Security Supervisor, is the Deputy Title IX Coordinator and may be reached at (740) 264-5596 .**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. When changes need to be made, an Addendum to the Catalog will be published and posted on the website at [www.egcc.edu](http://www.egcc.edu) with the changes noted. 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

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## 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.

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 Steubenville

## 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, as well as office space, 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 Youngstown Campus in Youngstown as well as Choffin Career and Technical Center, and Trumbull Career and Technical Center. In July 2016, EGCC applied to the Higher Learning Commission for branch campus status for the Youngstown location. The site was approved as a branch campus by the ODHE in that year and underwent a HLC site visit in June 2018. Final branch campus status approval was awarded with the Higher Learning Commission in July 2018.

In March 2018, Eastern Gateway Community College in Steubenville broke ground on a major renovation that will house student services for all students, including admissions, registrar, financial aid, business services, tutoring, testing, career development, disability services and the book store. It will allow space for students to collaborate in open meeting and gathering areas. This project will also upgrade the College's Wi-Fi capabilities to cover the entire campus. The new student services space is expected to open in Fall of 2018. Through the State Biennium Capital Bill, the College will be able to complete the exterior improvements to the renovated student service area and create a new and dynamic entry way into the College. Additionally, capital dollars have been allocated to upgrade security features at the Steubenville Campus. These improvements are expected to be completed in Fall 2018.

Since 1968, over 60,000 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.

## MISSION

Eastern Gateway Community College provides quality, flexible, innovative and affordable educational opportunities to serve our communities through helping students achieve success.

## VISION

CREATING OPPORTUNITIES

CHANGING LIVES

## CORE VALUES

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

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

## ACCREDITATION AND MEMBERSHIPS

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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](mailto: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 (600635) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([www.coaemsp.org](http://www.coaemsp.org)) is accredited with the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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, 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, [727-210-2350](tel:727-210-2350), [www.caahep.org](http://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](http://www.coaemsp.org).

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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](http://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 Health Information Management Associate Degree program is accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM is an accrediting organization which has independent authority in all actions pertaining to accreditation of educational programs in health informatics and health information management. CAHIIM is recognized by the Council for Higher Education Accreditation (CHEA). CAHIIM is located at 233 N. Michigan Avenue, 21st Floor, Chicago, Illinois, 60601, and on the web at [www.cahiim.org](http://www.cahiim.org).

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

The Associate Degree Nursing program is approved by the Ohio Board of Nursing.

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](mailto: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](http://www.caahep.org)), on recommendation of the Committee on Accreditation for Respiratory Care (CoARC) ([www.coarc.com](http://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.

## OUR FACILITIES



Eastern Gateway Community College has two campuses to serve you.

### **Steubenville Campus:**

4000 Sunset Boulevard  
Steubenville, OH 43952  
(740) 264-5591

### **Youngstown Campus:**

101 Federal Plaza E.  
Youngstown, OH 44503  
(330) 480-0726

### **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

### **Steubenville 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

### **Youngstown Campus**

- Attached Parking Garage
- 54,000 sq. ft., Boardman Building 11,000 sq. ft.
- 17 classrooms

- 6 labs
- 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

# METHODS OF COURSE DELIVERY AT EASTERN GATEWAY

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## 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, 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 Agreements**

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

PROGRAM	Steubenville Campus	Youngstown Campus	ONLINE	ONLINE with required on-site clinical or other experiential learning*
Accounting-AAB	X	X		
ADN	X	X		
Associate of Arts Transfer Degree	X	X	X	
Associate of Science AS – Transfer	X	X		
Associate of Science AS – Biology	X	X		
Associate of Science AS – Physics, Mathematics, Geology ad Chemistry	X	X		
Associate of Individualized Study - AIS	X	X	X	
Business Management Certificate	X	X	X	
Business Management Certificate – Accounting Focus	X	X	X	
Business Management-AAB	X	X	X	
Business Management – AAB – Health Management Focus	X	X	X	
Business Management-AAB – Marketing Focus	X	X	X	
Business Management-AAB – Finance Focus	X	X	X	
Business Management-AAB – General Management Focus	X	X	X	
Business Management-AAB - Human Resources Focus	X	X	X	
Business Management-AAB – Information System Focus	X	X	X	
Business Management AAB – Entrepreneurship Focus	X	X	X	
Business Management AAB Labor Studies Focus	X	X	X	
Central Services Technician	X	X		X
Criminal Justice w/Police Academy Option-AAS	X			X
Criminal Justice-AAS	X	X	X	
Dental Assisting Certificate	X			
Dental Assisting-AAS	X			
Drafting Design-AAS	X			
Drafting and Design Mechanical Focus AAS	X			
EFDA - Certificate	X			
Electrical/Electronics-AAS	X			



Electrical Trades ATS Type B	X			
Electro-Mechanical Engineering-AAS	X			
EMT/Paramedic Certification	X			
Environmental Science-AAS	X			
Fire Science- AS			X	
Health Information Management-AAS	X	X		X
Health Services-AAS	X	X		
HCW to ADN - AAS	X	X	X	
Information Technology - ATS (Type A)	X	X	X	
Internet and Interactive Digital Media-AAB	X	X	X	
LPN to ADN-AAS	X	X		
Machining		Choffin Career Center		
Mechanical-AAS	X			
Mechanical Engineering Technical AAS	X			
Medical Assisting Certificate	X	X		
Medical Coding Specialist Certificate			X	
Medical Scribe Specialist Certificate			X	
Paralegal Certificate	X	X	X	
Paralegal-AAB	X	X	X	
Patient Home Navigator Certificate			X	
Police Academy Certificate	X			
Practical Nursing Certificate	X	X		
Professional Office Manager-AAB	X		X	
Programmable Logic Controllers Certificate	X	X		
Radiologic Technology-AAS	X			
Respiratory Therapy-AAS	X			
Teacher Education -AA	X	X	X	
Teacher Education - Pre-Kindergarten Care and Education AAS	X	X		X
Advanced Welding Certificate	X	Choffin Career Center		
Welding Certificate	X	Choffin Career Center		
Welding-AAS	X	Choffin Career Center		

\*Please check with the individual program for more information on clinical or experiential requirements.

# EASTERN GATEWAY ACADEMIC PROGRAMS

## ALLIED HEALTH

Certificate in Central Services Technician  
AAS Dental Assisting  
    Certificate Dental Assisting  
    Certificate in Expanded Functions Dental  
        Auxiliary (EFDA)  
AAS Health Information Management  
    Certificate Medical Coding  
    Certificate Medical Machine Transcription  
    Certificate Medical Scribe Specialist  
AAS Health Services  
AAS LPN to ADN  
AAS ADN  
AAS Health Care Worker Bridge  
    Certificate Practical Nursing  
    Certificate Medical Assisting  
    Certificate Patient Home Navigator  
AAS Radiologic Technology  
AAS Respiratory Therapy

## PUBLIC SERVICES

AAS Criminal Justice  
AAS Criminal Justice w/Police Academy Option  
    Certificate Policy Academy  
AAS Environmental Science  
AAS Prekindergarten Care & Education  
AA Teacher Education  
Certificate Paramedic  
AS Fire Science

## PROFESSIONAL & CAREER

AAB Accounting  
AAB Professional Office Management  
AAB Business Management  
    Certificate Business Management  
    Business Management Focus  
AAB Internet and Interactive Digital Media  
AAB Paralegal  
    Certificate Paralegal  
AAS Drafting/Design  
AAS Electrical/Electronics  
    Certificate Programmable Logic Controllers  
AAS Mechanical  
AAS Welding  
    Certificate Welding  
    Certificate Advanced Welding  
AAS Machining  
ATS (Type A) Electro-Mechanical Engineering  
ATS (Type A) Information Technology  
ATS (Type B) Electrical Trades

## DEGREES OFFERED

AA Associate of Arts (Transfer)  
AS Associate of Science (Transfer)  
AS Associate of Science Biological  
    Sciences (Transfer)  
AAB Associate of Applied Business  
AAS Associate of Applied Science  
ATS Associate of Technical Study (Type A & B)  
AIS Associate of Independent Studies

# GENERAL EDUCATION AND OUTCOMES FOR DEGREES

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## 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 2019-2020

	Medical History	Health Insurance Verification	High School Transcript or GED score of 45 or Certificate of Homeschool Completion	Courses to be scheduled based on placement scores/prerequisites	Successful completion of program pre-entrance exam/requirements and/or professional credential/minimum of 2.0 cumulative GPA	Maximum class size
Central Services Tech	Required	Required	Required	ENG095		
Dental Assisting	Required	Required	Required	ENG095 or MTH070		18
Medical Assisting	Required	Required	Required		Successful completion of TEAS Entrance Exam	25
Nursing-AD	Required	Required	Required	BIO107, BIO108, CHM101, ENG101, PSY101, MTH095	Current LPN License/ Fall 2019 - Successful Completion of HESI LPN to ADN Entrance Exam	30
Nursing-AD (LPN to RN)	Required	Required	Required	BIO107, BIO108, CHM101, ENG101, PSY101, MTH095	Current LPN License/ Fall 2019 - Successful Completion of HESI LPN to ADN Entrance Exam	30
Nursing-AD (Health Care Worker to RN)	Required	Required	Required	BIO107, BIO108, CHM101, ENG101, PSY101, MTH095	Current Certification or Registry as Medical Assistant, Respiratory Therapist or paramedic plus one-year fulltime work experience. Beginning Fall 2018- successful completion of TEAS Entrance Exam	30
Nursing-Practical (LPN)	Required	Required	Required	HSC102, HSC108, ENG095, MTH 095	Successful completion of TEAS Entrance Exam	44
Paramedic	Required	Required	Required	MTH070	EMS Exam/OH EMT Certification	16
Radiology Technology	Required	Required	Required	ENG095, MTH095, RAD099	Successful completion of TEAS Entrance Exam	16
Respiratory Therapy	Required	Required	Required	MTH095		15

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

### **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 or 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 480, Math 530

**MEDICAL/DENTAL REQUIREMENTS MUST BE COMPLETED BEFORE STARTING CLINICALS**

HEALTH PROGRAMS	Central Service Technician Prior to Clinical	Dental Assisting Prior to DAS110	EFDA Prior to DAS205	EMT, Advanced EMT and Paramedic Prior to Clinical	Medical Assisting Prior to Practicum
Medical History	X	X		X	X
Physical Exam	X	X		X	X
Dental Exam		X			
TDAP (every 10 years)	X			X	X
Tuberculosis Detection	X *	X *	X *	X *	X *
Hepatitis B Vaccine Series	X	X ***	X ***	X	X
MMR Vaccines I & II	X			X **	X **
Varicella Vaccines (if no Hx of Chicken Pox) / Titer	X			X	X
Verification of Antibody Status	X			X	X
Influenza Vaccine	X			X	X
10 Panel Drug Screening	X			X	
Health Insurance	X	X	X	X	X
CPR Card		X ****	X ****	X	X
BCI & I and FBI Background Check	X	X	X	X	X
Technical Standards	X	X	X	X	X

HEALTH PROGRAMS	ADN Prior to Clinical	Practical Nursing Prior to Clinical	LPN to ADN And Bridge to ADN Prior to Clinical	Radiologic Technology Prior to Clinical	
Medical History	X	X	X	X	
Physical Exam	X	X	X	X	
Color Blindness Testing					
TDAP (every 10 years)	X	X	X	X	
Tuberculosis Detection	X *	X *	X *	X *	
Hepatitis B Vaccine Series	X	X	X	X	
MMR Vaccines I & II	X **	X **	X **	X **	
Varicella Vaccines (if no Hx of Chicken Pox) / Titer	X	X	X	X	
Verification of Antibody Status	X	X	X	X	
Influenza Vaccine	X	X	X	X	
10 Panel Drug Screening	X	X	X		
Health Insurance	X	X	X	X	
CPR Card		X	X *****	X	
BCI & I and FBI Background Check	X	X	X	X	
Technical Standards	X	X	X	X	

- X Required
- \* Options: 2- Step Mantoux required (Chest x-ray **only** accepted if positive PPD)
- \*\* Titer if MMR prior to 1979
- \*\*\* Dental Assisting and EFDA students are only required to complete the Hepatitis B Vaccine Series- Antibody

status not required

- \*\*\*\* Course/Certification must be from a **DANB-Accepted** CPR Provider such as American Environmental Health and Safety, American Heart Association, American Red Cross, American Safety and Health Institute, Canadian Red Cross, Emergency Care and Safety Institute, Emergency First Response, Emergency Medical Training Associates, Medic First Aid, National Safety Council Green Cross, and Saudi Heart Association
- \*\*\*\*\* Course/Certification must be **American Heart Association** Basic Life Support for the Healthcare Provider  
May be required at specific clinical sites  
Pennsylvania background checks, Acts 33, 34, and 73 may be required for specific clinical sites

# CENTRAL SERVICE TECHNICIAN

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The Central Service Technician is a health care worker who is responsible for the procurement of surgical supplies and medical equipment. The Central Service Technician achieves this by acquiring skills for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery. The skills are performed in a Central Processing/Sterilization Department of a health care facility (hospital, clinic, ambulatory surgical center, professional office, etc.). The Central Service Technician follows all safety procedures, standards and regulations within each type of health care facility.

In addition to technical, clerical, and interpersonal skills, the Central Service Technician must develop strong organizational skills to efficiently handle a heavy workload and maintain accuracy. Performance of computer operations and record keeping are also required.

The program curriculum will be delivered online with the exception of hands-on clinical experience. The hands-on experiences occur during CST 102 and CST 106 Practicum I and II in cooperating healthcare facilities. Some of these facilities are located outside of the two campus sites and may require a commute or obtaining temporary residence.

Upon successful completion of the program curriculum and clinical experience, the graduate will be eligible to sit for the credentialing exam and earn certification from the International Association of Healthcare Central Service Materiel Management (IAHCSMM). IAHCSMM is the premiere organization for professionals working in the Central Service (CS) discipline. Besides the examination, the certification requires completion and verification of 400 hours of hands-on experience in six specific areas of Central Service/Processing. Successful completion of the examination and the hands-on experience will entitle the graduate to use the Certified Registered Central Service Technician (CRCST) credential. CRCST credential holders are required to recertify annually through completion of continuing education requirements.

The application and admission criteria for the Central Service Technician Certificate are identified in the previous section of this catalog.

Upon completion of the Central Service Technician Certificate program, the graduate will be able to:

- Demonstrate professional conduct and interpersonal communication skills with co-workers and other health care professionals.
- Follow all safety procedures standards and regulations in all areas of the Central Processing/Sterilization Department.
- Collect, process, assemble, wrap, sterilize, log and distribute all patient equipment and medical devices.
- Meet the requirements to take the national certifying examination for Central Service Technician.



# CENTRAL SERVICE TECHNICIAN

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## CERTIFICATE

SEMESTER I	SEMESTER II
<b>ENG 101</b> English Composition I <div style="text-align: right;">3</div>	<b>CST 103</b> Microbiology for Central Service Technology <div style="text-align: right;">2</div>
<b>CSS 106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>CST 104</b> Disinfection/Sterilization in Central Service Technology <div style="text-align: right;">3</div>
<b>HSC 101</b> Medical Terminology <div style="text-align: right;">2</div>	<b>CST 105</b> Surgical Instrumentation/ Packaging in Central Service Technology <div style="text-align: right;">4</div>
<b>BIO 101</b> Basic Anatomy <div style="text-align: right;">3</div>	<b>CST 106C</b> Practicum II <div style="text-align: right;">2</div>
<b>CST 101</b> Introduction to Central Service Technology <div style="text-align: right;">3</div>	<b>CST 107</b> Seminar <div style="text-align: right;">1</div>
<b>CST 102C</b> Practicum I <div style="text-align: right;">2</div>	<b>PSY 101</b> General Psychology <div style="text-align: right;">3</div>
<b>CIS 101</b> Personal Computer Applications <div style="text-align: right;">3</div>	
<b>17 Credits</b>	<b>15 Credits</b>

32 Semester Credits

All students entering the CST Program must meet the requirements in place at the time of admission, including ENG095.

8-week courses - courses may be taken during the same semester.

Student must obtain a grade of "C" or better to progress to graduation. A "C" in a CST course is 75% or P (pass).

### Program Application/Admission Criteria:

- Completion of health requirements.
- Health insurance verification.
- High school transcript or GED score of 45 or Certification of Home School Completion.
- ENG 095 with a grade of "C" or better or direct placement into ENG 101.
- Students with the following ACT or SAT scores or higher will not be required to sit for the admissions testing or developmental education courses as they are deemed college ready:
  - § ACT - English 18, Reading 21

§ SAT – Writing 430, Reading 450

- Student online orientation course completion/computer literacy
- Clinical training sites reserve the right to prohibit a student with a positive criminal background history from completion of their required training based on the infraction.
- Drug testing will be required for program acceptance and can be done randomly throughout the entire length of clinical training.
- Each student will be assigned by the Program Director to one clinical facility to complete the clinical training component for certification. The clinical site could be within a 100-mile radius of the main campus.

# 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. 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.

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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV	SEMESTER V
<b>CSS106</b> Succeeding in College 1	<b>DAS106</b> Chairside Assisting II ▲ 2	<b>DAS201*</b> Dental Assisting Seminar ▲ 1	<b>COM101</b> Public Speaking 3	<b>SOC205</b> Social Problems 3
<b>DAS102</b> Dental Sciences ▲ 2	<b>DAS107</b> Dental Materials II ▲ 3	<b>DAS202*</b> Dental Assisting Practicum ▲ 1	<b>ENG101</b> English Composition I 3	<b>MTH105</b> <b>Quantitative Reasoning</b> 3
<b>DAS103</b> Preventive Dentistry ▲ 2	<b>DAS109</b> Dental Radiology ▲ 4		<b>PSY101</b> General Psychology ▲ 3	<b>BIO108</b> Human Anatomy and Physiology II 4
<b>DAS104</b> Dental Materials I ▲ 3	<b>DAS110</b> Clinical Education ▲ 2		<b>BIO107</b> Human Anatomy and Physiology I 4	<b>COM105</b> Interpersonal Communications 3
<b>DAS105</b> Chairside Assisting I ▲ 4	<b>DAS111</b> Dental Administrative Procedures. ▲ 2			
<b>DAS108</b> Dental Anatomy ▲ 3	<b>DAS112</b> Special Functions ▲ 2			
<b>DAS113</b> Infection Control ▲ 2				
17 CREDITS	15 CREDITS	2 Credits	13 Credits	13 Credits

60 SEMESTER CREDITS

▲ 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 I (see the Dental Assisting Handbook for DANB approved courses). First Aid/CPR courses (HSC102) are offered all semesters, including summer sessions.

# DENTAL ASSISTING

## CERTIFICATE

SEMESTER I	SEMESTER II	SUMMER
<b>CSS106</b> Succeeding in College  <div style="text-align: right;">1</div>	<b>DAS106</b> Chair side Assisting II  <div style="text-align: right;">▲ 2</div>	<b>DAS201*</b> Dental Assisting Seminar  <div style="text-align: right;">▲ 1</div>
<b>DAS102</b> Dental Sciences  <div style="text-align: right;">▲ 2</div>	<b>DAS107</b> Dental Materials II  <div style="text-align: right;">▲ 3</div>	<b>DAS202*</b> Dental Assisting Practicum  <div style="text-align: right;">▲ 1</div>
<b>DAS103</b> Preventive Dentistry  <div style="text-align: right;">▲ 2</div>	<b>DAS109</b> Dental Radiology  <div style="text-align: right;">▲ 4</div>	
<b>DAS104</b> Dental Materials I  <div style="text-align: right;">▲ 3</div>	<b>DAS110</b> Clinical Education  <div style="text-align: right;">▲ 2</div>	
<b>DAS105</b> Chairside Assisting I  <div style="text-align: right;">▲ 4</div>	<b>DAS111</b> Dental Administrative Procedures.  <div style="text-align: right;">▲ 2</div>	
<b>DAS108</b> Dental Anatomy  <div style="text-align: right;">▲ 3</div>	<b>DAS112</b> Special Functions  <div style="text-align: right;">▲ 2</div>	
<b>DAS113</b> Infection Control  <div style="text-align: right;">▲ 2</div>		
17 CREDITS	15 CREDITS	2 Credits

### 34 SEMESTER CREDITS

See course descriptions for prerequisites and co-requisites.

▲ 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 I (see the Dental Assisting Handbook for DANB approved courses). First Aid/CPR courses (HSC102) are offered all semesters, including summer sessions. CPR, BLS, ACLS from the providers below, and only if the course included CPR and a hands-on exam. Courses from other providers will not be accepted: American Environmental Health and Safety, AHA, American Red Cross, American Safety and Health Institute, Canadian Red Cross, Emergency Care and Safety Institute, Emergency First Response, Emergency Medical Training Associates, Emergency University, EMS Safety Services, Medic First Aid, Military Training Network, National Safety Council (Green Cross), ProCPR, Saudi Heart Association

# EXPANDED FUNCTIONS DENTAL AUXILIARY (EFDA)

The EFDA program is designed to prepare Certified Dental Assistants or Licensed Dental Hygienists to apply for the Expanded Functions Dental Auxiliary (EFDA) board examination administered by the Commission on Dental Testing in Ohio. As well, EGCC's EFDA Program is approved by the Pennsylvania State Dental Board. Experiences are provided for quality, knowledgeable patient care as an entry level EFDA. This course includes 200 hours of instruction, progressing from pre-clinical laboratory activities to faculty supervised clinical experience. The EFDA Program is a rigorous and challenging course. Students must be very familiar with restorative procedures, have the ability to use both direct and indirect mirror vision to complete and evaluate restorations, and the necessary dexterity to perfect fine motor skills to enable the accurate and safe application of dental hand-pieces and instruments.

The EFDA program is designed for the part-time student. In spring semester, the student will be required to complete additional time on campus in the college's dental clinic. The time in the college's dental clinic and the satellite program completed in the student's assigned dental office will fulfil a student's clinical requirements. Upon successful completion of the EFDA restorative courses, the student qualifies to sit for the state of Ohio EFDA Examination. If successful on the state's written and clinical exam, the graduate is permitted to use the EFDA initials following his/her name. Any student who fails the EFDA State Board Examination three times is required by the Ohio Commission on Dental Testing to retake the EFDA Program. These applicants will be granted re-admission into Eastern Gateway Community College's EFDA program only once.

**Students who are enrolled in this certificate program are not eligible to receive federal financial aid (Pell, FSEOG).**

**This program is also ineligible for VA funding.** Upon completion of the EFDA program, the graduate will be able to:

1. Demonstrate the skill to place and finish all metallic and non-metallic restorations in a patient's dentition.
2. Demonstrate the skills to perform other clinical procedures approved by the Ohio and Pennsylvania Dental Boards.
3. Meet requirements for placement of metallic and non-metallic restorations.

# EXPANDED FUNCTIONS DENTAL AUXILIARY (EFDA)

Semester I	Semester II
<b>DAS 207</b> Dental Anatomy for EFDA  ▲ <span style="float: right;">1</span>	<b>DAS209</b> Expanded Assisting II  ▲ <span style="float: right;">4</span>
<b>DAS208</b> Expanded Assisting I  ▲ <span style="float: right;">5</span>	<b>DAS210</b> Directed Clinic Practice  ▲ <span style="float: right;">4</span>
<b>6 Credits</b>	<b>8 Credits</b>

### 14 Semester Credits

See course descriptions for prerequisites and co-requisites.

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

The student must submit current verification of CPR certification training to the medical records specialist prior to the start of Semester II. First Aid/CPR courses (HSC102) are offered all semesters, including summer sessions or at community locations throughout Ohio.

Requirements for EFDA Program acceptance include the following: Certified Dental Assistant (CDA), Registered Dental Hygienist (RDH), or Certified Ohio Dental Assistant (CODA), verification of two years of professional work experience, and BCI/FBI background check.



# 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 reimbursement, standardization, retrieval, and statistical analysis.
- Apply legal/ethical principles, policies, regulations, and standards for the control and use of health information including the electronic health record.
- Evaluate scenarios for compliance with the Health Insurance Portability Accountability Act (HIPPA)
- Create and Manage healthcare indexes/registries.
- Collect, analyze, and present healthcare statistics by creating Excel spreadsheets and various graphical displays such as control/flow charts/line graphs/histograms.
- Create a mock quality and performance improvement committee including identifying problems, completing a root cause analysis, designing dashboards and fishbone diagrams.
- Design a hypothetical HIM department including budget, staffing, strategic plan, mission, and vision utilizing the management concepts of planning, organizing, leading and controlling.

# HEALTH INFORMATION MANAGEMENT

## AAS

SEMESTER I	SEMESTER II	SUMMER	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>ENG101</b> English Composition I  3	<b>HIM210</b> Advanced Coding  ▲ 3	<b>PHI101</b> Introduction to Philosophy  3	<b>ENG103</b> Business Communications  3
<b>BIO201</b> Pathophysiology  ▲ 3	<b>HIM104</b> Reimbursement Methodologies  ▲ 3	<b>HIM218</b> Professional Practicum I  ▲ 1	<b>COM101</b> Public Speaking  3	<b>HIM248</b> HIM Practicum II  ▲ 2
<b>BIO102</b> Human Anatomy and Physiology  ▲ 4	<b>HIM216</b> Clinical Classification Systems II  ▲ 4	<b>HIM230</b> Legal and Ethical Concepts in Healthcare  ▲ 3	<b>HIM251</b> Healthcare Indexes/Registries  3	<b>HIM296</b> HIM Capstone and Seminars  ▲ 2
<b>HSC101</b> Medical Terminology  ▲ 2	<b>BIO200</b> Principles of Pharmacology  3	<b>HIM113 or HIM115</b> Computers, Statistics and Quality or Computer and Quality  ▲ 2 or 3	<b>HIM252</b> Management of Health Information Services  ▲ 3	<b>SOC101</b> Introduction to Sociology  3
<b>HIM102</b> Introduction to Health Records  ▲ 3	<b>HIM106</b> Clinical Classification Systems I  ▲ 4		<b>PSY101</b> General Psychology  3	<b>MTH105</b> Quantitative Reasoning  3
13 CREDITS	17 CREDITS	10 CREDITS	14	13 CREDITS
<b>67 SEMESTER CREDITS</b>				
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 – 4<sup>th</sup> 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. *Students will earn two certificates upon completion of the program.*

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](http://www.healthinformationcareers.com)

[www.ahima.org/certification/cca.aspx](http://www.ahima.org/certification/cca.aspx)

# MEDICAL CODING

## CERTIFICATE

SEMESTER I	SEMESTER II	SUMMER
<b>BIO201</b> Pathophysiology  ▲ 3	<b>ENG101</b> English Composition I  3	<b>HIM210</b> Advanced Coding  ▲ 3
<b>BIO102</b> Human Anatomy and Physiology  ▲ 3	<b>HIM104</b> Reimbursement Methodologies  ▲ 3	<b>HIM218</b> Professional Practicum I  ▲ 1
<b>HSC101</b> Medical Terminology  2	<b>HIM216</b> Clinical Classification Systems II  ▲ 4	<b>HIM230</b> Legal and Ethical Concepts in Healthcare  ▲ 3
<b>HIM102</b> Introduction to Health Records  ▲ 3	<b>BIO200</b> Principles of Pharmacology  3	<b>HIM113</b> HIM: Computers, Statistics and Quality  3
	<b>HIM106</b> Clinical Classification Systems I  4	
11 CREDITS	17 CREDITS	10 Credits
<b>38 SEMESTER CREDITS</b>		
▲ 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 SCRIBE SPECIALIST

## CERTIFICATE

The Medical Scribe Specialist program provides instruction in medical terminology, anatomy and physiology, healthcare law and ethics, billing and reimbursement, ICD-10-CM, CPT, and HCPCS II coding, electronic health record components including documentation standards, computerized applications such as provider order entry and clinical decision support in the provider health record, personal health record at both the physical point of care and telemedicine, quality/performance health information workflow, and professional ethics/communication based on CAAHEP required standards. The program prepares students for entry level Medical Script positions requiring the input of accurate and timely data into the electronic health record under the direction of a physician benefitting both the clinician and the patient.

### PROGRAM GOAL

To prepare competent entry level Medical Scribe Specialists by equipping them with the knowledge, skills, and ability to assist physicians and improve quality of health care delivery through careful, accurate, and timely physician-directed input into the electronic health record. *Completion of the Medical Scribe Specialist Certificate is part of the Medical Coding Specialist Certificate program.*

### PROGRAM OUTCOMES

1. (cognitive domain) Medical Scribe Specialist students will have appropriate knowledge of medical terminology, anatomy/physiology, billing/coding/reimbursement, electronic health records, quality improvement principles, legal privacy/security of protected health information, and information workflow patterns in order to provide entry-level assistance to physicians in navigating and inputting patient information into the electronic health record at the point of care.
2. (psychomotor domain) Medical Scribe Specialist students will have appropriate skills in computer applications in order to provide entry-level assistance to physicians in navigating and inputting patient information into the electronic health record at the point of care including computerized provider order entry, clinical decision support through the search and procurement of evidence based and peer reviewed resources, and use of accepted clinical documentation integrity and practices.
3. (affective domain) Medical Scribe Specialist students will demonstrate the ability to provide entry-level assistance to physicians in navigating and inputting patient information into the electronic health record at the point of care including adhering to federal, state, local, and healthcare accreditation standards, HIPAA compliance, meaningful use, patient safety, and professionalism including ethical behavior and appropriate communication skills in a variety of healthcare settings.

# MEDICAL SCRIBE SPECIALIST

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SEMESTER I	SEMESTER II	SEMESTER III
<b>BIO201</b> Pathophysiology  ▲ 3	<b>HIM104</b> Reimbursement Methodologies  ▲ 3	<b>HIM230</b> Legal and Ethical Concepts in Healthcare  ▲ 3
<b>BIO102</b> Human Anatomy and Physiology  3	<b>HIM216</b> Clinical Classification Systems II  ▲ 4	<b>HIM115</b> Computers and Quality  ▲ 2
<b>HSC101</b> Medical Terminology  ▲ 2	<b>BIO200</b> Principles of Pharmacology  ▲ 3	
<b>HIM102</b> Introduction to Health Records  ▲ 3	<b>HIM106</b> Clinical Classification Systems I  ▲ 4	
<b>11 credits</b>	<b>14 credits</b>	<b>5 credits</b>
▲ Students Must Obtain a "C" Or better to progress to graduate/certificate	30 Semester Credits	

## 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.
- Demonstrate understanding of various health fields and required training for each.

# HEALTH SERVICES

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>HSC102</b> First Aid/CPR  1	<b>BIO108</b> Human Anatomy and Physiology II  ▲ 4	<b>HIM102</b> Introduction to Health Records  3	<b>COM105</b> Interpersonal Communications  3
<b>CSS106</b> Succeeding in College  1	<b>CIS101</b> Personal Computer Applications  3	<b>MGT216</b> Healthcare Finance  ▲ 3	<b>SOC205</b> Social Problems  3
<b>HSC101</b> Medical Terminology  ▲ 2	<b>CST101</b> Introduction to Central Service Technician  ▲ 3	<b>MGT214</b> Introduction to the U.S. Healthcare System  ▲ 3	<b>MGT210</b> Leadership Development and Team Building  3
<b>ENG101</b> English Composition  3	<b>HSC106</b> Administrative Medical Office Skills  ▲ 3	<b>COM101</b> Public Speaking  3	<b>BIO103</b> Nutrition  ▲ 3
<b>BIO107</b> Human Anatomy and Physiology I  ▲ 4	<b>HSC104</b> Medical Insurance  ▲ 3	<b>ENG103</b> Business Communications  3	<b>BIO203</b> Principles of Microbiology  ▲ 4
<b>MTH105</b> Quantitative Reasoning  3			
<b>PSY101</b> General Psychology  3			
17 CREDITS	16 CREDITS	15 CREDITS	16 CREDITS
<b>64 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			



## ASSOCIATE DEGREE NURSING (ADN)

The Associate of Applied Science Degree in Nursing prepares students for the registered nurse profession. The curriculum is designed to meet the health care needs of the 21<sup>st</sup> century. The curriculum focuses on the registered nurse's role in the community, hospital, long term care, clinics, and home health care. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The nursing major comprises the following concentrations:

The **ADN** concentration (traditional route) with attaining an Associate Degree in Nursing (ADN) at Eastern Gateway Community College and then continuing to a Bachelor of Nursing Degree (BSN) at four-year colleges and universities.

The **LPN to ADN** concentration 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.

The **HCW to ADN** concentration is a complete program for the Health Care Worker (HCW) to Registered Nurse (RN) for certified Medical Assistants, Respiratory Therapists or Paramedic with attaining an Associate Degree in Nursing (ADN) at Eastern Gateway Community College and continue to a Bachelor of Science Nursing Degree (BSN) at four year colleges and universities.

Online courses are incorporated into the curriculum. Clinical experiences are 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-RN examination for licensure as a registered nurse.

### ADN Admission Requirements:

- Provide the EGCC Records office with an official, final high school transcript or an official GED Score Report
- Complete HS Algebra and Chemistry grade "C" or better or college equivalent within the past 5 years,
- Complete BIO107, Anatomy & Physiology I, or an equivalent course with a minimum grade of "C".
- 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".
- **Grade point average (GPA) of 2.0**
- Successful completion of the TEAS Test. The student must meet the benchmark score at the time the TEAS test is taken. The TEAS Test may be taken a maximum of two times with a 12- month period. A student must wait one month to retake if unsuccessful on the first attempt. Contact admissions for information and to take the test. The cost of the test is to be paid at the time of testing. Books and a practice test are available for purchase at [www.atitesting.com](http://www.atitesting.com) or the college bookstore.
- Complete current FBI and Ohio BCI background checks
- **NOTE: There is a 5-year limit on all required science courses.**

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

1. Initiate "ADN (AAS) Program Application" and "Major Declaration" for the ADN program.
2. Some or all of the support courses listed within the program curriculum may be completed prior to beginning the nursing courses.
3. An admission committee on each campus will review all completed applications according to

published criteria. Applicants will be notified by mail of the decision concerning their admission to the nursing program.

#### **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 MEDS/IV or with medication certification (NAPNES, OOPNE, or OBN)
- Fall 2018 - Successful Completion of the HESI -LPN to ADN Entrance Exam. The student must meet the benchmark score at the time the HESI exam is taken. The HESI exam may be taken a maximum of two times within a 12-month period. A student must wait one month to retake if unsuccessful on the first attempt. The cost of the test is to be paid online at the time of testing. There are no books or practice testing available for purchase. Any NCLEX LPN review book can be used to prepare.

#### **HCW to ADN Admission Requirements:**

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.
- Provide the EGCC Records Office with an official, final transcript that reflects the date of your graduation from an approved medical assisting, respiratory therapy or paramedic program (a minimum grade of “C” is required in each course).
- Fall 2018 - Successful Completion of the TEAS test. The TEAS test (may be taken a maximum of 2 times). A student must wait one month to retake if unsuccessful on the first attempt. The student must meet the benchmark score in place at the time of testing. Contact admissions for information and to take the test. The cost of the test is to be paid at the time of testing. Books and a practice test are available for purchase at [www.atitesting.com](http://www.atitesting.com)

#### **Admission Requirements:**

- 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.”

**NOTE: There is a 5-year limit on all required science courses.**

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

1. Initiate “LPN to ADN (AAS) Program Admission Application or HCW to ADN (AAS) Program Application” and “Major Declaration” for the ADN program. Note: Some or all of the support courses listed within the program curriculum may be completed prior to beginning the nursing

courses.

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

**The integration of nursing theory, clinical practices and critical thinking serves as the foundation for the program and upon completion of the ADN program, the graduate will be able to:**

- Utilize effective communication techniques when interacting with patients, families, and health team members taking into consideration their physiological, psychological, developmental, spiritual and socio-cultural needs.
- Collaborate with interdisciplinary health care 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 in decision making and problem solving to plan, implement and manage care in a safe, effective environment for patients.
- Relate principles from the conceptual framework to assist patients in adapting to changes along the health-illness continuum throughout the lifespan.
- Utilize the American Nurses Association Standards of Care when providing care for individuals, families, groups, and communities.
- Coordinate and delegate holistic, safe, quality, cost-effective patient care in a variety of healthcare settings while adhering to the RN's scope of practice.
- Adhering to the Professional Code of Ethics for Nurses, assume legal and ethical responsibility for nursing actions, and accept accountability for nursing practice which includes continued lifelong learning in the nursing profession.
- Meet requirements for the NCLEX-RN.

# ADN

## AAS

SEMESTER I	SEMESTER II	SUMMER	SEMESTER IV	SEMESTER V
<b>NUR102</b> Fundamentals  ▲ 8	<b>NUR200</b> Advanced Medical-Surgical Nursing I  ▲ 6	<b>NUR204</b> Maternal-Health Nursing  ▲ 3	<b>NUR206</b> Advanced Medical-Surgical Nursing II  ▲ 7	<b>NUR207</b> Advanced Medical-Surgical Nursing III  ▲ 7
<b>BIO108</b> Human Anatomy & Physiology II  ▲ 4	<b>NUR203</b> Mental-Health Nursing  ▲ 3	<b>NUR205</b> Child-Health Nursing  ▲ 3	<b>MTH128</b> Statistics  ▲ 3	<b>NUR208</b> Nursing Leadership and Management  ▲ 4
	<b>PSY101</b> General Psychology  ▲ 3	<b>BIO203</b> Microbiology  ▲ 4	<b>SOC101</b> Intro to Sociology  ▲	<b>ENG101</b> English Composition  ▲
12 Credits	12 Credits	10 Credits	13 Credits	14 Credits

**NOTE: There is a 5-year limit on all required science courses.**

- 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 B or better to progress to graduation/certification (see LPN to ADN Handbook). A "C" in a RN course is 80%.

62 credits LPN to ADN. program (4 pre-requisites; 20 General Education credits; 41 Technical Nursing credits)

# LPN to ADN

## AAS

SEMESTER I	SEMESTER II	SUMMER	SEMESTER IV	SEMESTER V
<b>NUR201</b> LPN to RN Transition Course  ▲ 5	<b>NUR200</b> Advanced Medical- Surgical Nursing I  ▲ 6	<b>NUR204</b> Maternal-Health Nursing  ▲ 3	<b>NUR206</b> Advanced Medical-Surgical Nursing II  ▲ 7	<b>NUR207</b> Advanced Medical- Surgical Nursing III  ▲ 7
<b>BIO108</b> Human Anatomy & Physiology II  ▲ 4	<b>NUR203</b> Mental-Health Nursing  ▲ 3	<b>NUR205</b> Child-Health Nursing  ▲ 3	<b>MTH128</b> Statistics  ▲ 3	<b>NUR208</b> Nursing Leadership and Management  ▲ 4
		<b>SOC101</b> Intro to Sociology  ▲ 3		
9 Credits	9 Credits	9 Credits	10 Credits	11 Credits

**NOTE: There is a 5-year limit on all required science courses.**

- 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 B or better to progress to graduation/certification (see LPN to ADN Handbook). A "C" in a RN course is 80%.

62 credits LPN to ADN. program (14 pre-requisites; 10 General Education credits; 38 Technical Nursing credits)

3 credits (NUR999) Nursing Proficiency granted for LPN training and licensure at the completion of NUR201.

# HCW to ADN

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV	SEMESTER V	
<b>NUR 103</b> HCW to RN Transition  ▲ 6	<b>NUR 200</b> Advanced Medical-Surgical Nursing I  ▲ 6	<b>NUR 204</b> Maternal Health Nursing  ▲ 3	<b>NUR206</b> Advanced Medical- Surgical Nursing II  ▲ 7	<b>NUR207</b> Advanced Medical-Surgical Nursing  ▲ 7	
<b>BIO203</b> Principles of Microbiology  ▲ 4	<b>NUR203</b> Mental Health Nursing  ▲ 3	<b>NUR205</b> Child Health Nursing  ▲ 3	<b>MTH128</b> Statistics  ▲ 3	<b>NUR208</b> Nursing Leadership and Management  ▲ 4	
		<b>SOC101</b> Introduction to Sociology  ▲ 3			
10 Credits	9 Credits	11 Credits	10 Credits	11 Credits	

**NOTE: There is a 5-year limit on all required science courses.**

- 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 (see LPN to ADN Handbook). A "C" in a RN course is 80%.

63 credits HCW to ADN program (14 pre-requisites; 10 General Education credits; 39 Technical Nursing credits)

2 credits (NUR999) Nursing Proficiency granted for prior courses for completion of MA,RT, or Paramedic training and certification at the completion of NUR103.

# PRACTICAL NURSING

Starts Summer Session

## Day Program on the Steubenville Campus and Youngstown Campus

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

SUMMER SEMESTER	FALL SEMESTER	SPRING SEMESTER
<b>CSS106</b> Succeeding in College 1	<b>PNR101</b> Introduction to Practical Nursing ▲ 2	<b>PNR106</b> Medical/Surgical Nursing II ▲ 6
<b>ENG101</b> English Composition ▲ 3	<b>PNR102</b> Practical Nursing Fundamentals ▲ 7	<b>PNR107</b> Maternal/Child Health Nursing ▲ 6
<b>BIO102</b> Anatomy & Physiology ▲ 3	<b>PNR104</b> Medical/Surgical Nursing I ▲ 5	<b>PSY101</b> General Psychology 3
<b>HSC101</b> Medical Terminology ▲ 2		
9 CREDITS	14 CREDITS	15 Credits
<b>37 Semester Credits</b> All students entering the PN program must meet the requirements in place at the time of admission. <b>Program Prerequisites:</b> <ul style="list-style-type: none"> <li>MTH095: Elementary Algebra (2 cr) with a grade of "C" or better.</li> <li>Successful completion of a Nursing Entrance Exam: TEAS Test (may be taken a maximum of two times). A student must wait one month 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 <a href="http://www.atitest.com">www.atitest.com</a>.</li> <li>Prior to fall semester, submit a current CPR Card: American Heart Association Basic Life Support for the Health Care Provider or American Red Cross CPR for Professional Rescuer Certification. Submit copy to PN Program Director and EGCC medical records specialist.</li> <li>Prior to fall semester, submit a current Ohio STNA card. Submit a copy to EGCC medical records specialist. HSC102 and HSC108 are offered each semester at EGCC. For those with certificate in another state, contact the <i>Ohio Nurse Aide Registry</i> at 1-800-582-5908.</li> <li>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.</li> <li>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.</li> <li>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 <a href="http://www.nursing.ohio.gov">www.nursing.ohio.gov</a>.</li> <li>A random drug test may be conducted during the Practical Nursing Program.</li> </ul> ▲ 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 navigators 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

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## CERTIFICATE

SEMESTER I	SEMESTER II
<b>CIS101</b> Personal Computer Applications  <div style="text-align: right;">3</div>	<b>PHN104</b> Patient Home Navigator Seminar  <div style="text-align: right;">2</div>
<b>BIO101</b> Basic Anatomy  <div style="text-align: right;">3</div>	<b>PHN105</b> Patient Home Navigator Capstone  <div style="text-align: right;">3</div>
<b>HSC106</b> Administrative Medical Office Skills  <div style="text-align: right;">3</div>	<b>HSC104</b> Medical Insurance ▲ <div style="text-align: right;">3</div>
<b>PHN101</b> Patient Home Navigator I ▲ <div style="text-align: right;">3</div>	<b>PHN103</b> End of Life Ethics ▲ <div style="text-align: right;">3</div>
<b>PHN102</b> Patient Home Navigator II ▲ <div style="text-align: right;">3</div>	<b>HSC103</b> Law and Ethics  <div style="text-align: right;">1</div>
	<b>ENG101</b> English Composition I  <div style="text-align: right;">3</div>
15 CREDITS	15 CREDITS
<b>30 Semester Credits</b>  ▲ 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 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 an eight-week term.

# MEDICAL ASSISTING

## CERTIFICATE

SEMESTER I	SEMESTER II	SUMMER
<b>CIS101</b> Personal Computer Applications ▲ 3	<b>BIO201</b> Pathophysiology ▲ 3	<b>MAS104</b> Medical Assisting Seminar ▲ 1
<b>BIO107</b> Human Anatomy and Physiology I ▲ 4	<b>BIO108</b> Human Anatomy and Physiology II ▲ 4	<b>MAS105</b> Medical Assisting Practicum ▲ 2
<b>HSC106</b> Administrative Medical Office Skills ▲ 3	<b>MAS102</b> Clinical Skills II ▲ 4	<b>MAS106</b> Medical Assisting Exam Prep ▲ 1
<b>MAS101</b> Clinical Skills I ▲ 4	<b>MAS103</b> Medical Assisting Laboratory Skills ▲ 2	
14 CREDITS	13 CREDITS	4 Credits
<b>31 SEMESTER CREDITS</b>		
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 Paramedic works in an EMS system under the guidance of a physician. The Paramedic is a direct extension of the hospital-based physician, and can serve as the physician's eyes, ears, and hands in the street or in the home—anywhere that EMS is needed. Opportunities outside of the traditional Paramedic role may exist in employment in area hospital emergency departments, critical care, life flight, industrial safety, and community paramedicine. Essential attributes of the Paramedic 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, co-workers, 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.

Paramedic Program Admission Requirements:

The student must:

1. Fulfill college admission requirements detailed in the college catalog.
2. Be at least 18 years of age;
3. Possess a high school diploma or equivalent;
4. Be a licensed Ohio EMT or A-EMT;
5. Be an active EMT for one year prior to entrance into the program (strongly recommended); If less than one year experience provide a letter of recommendation from a supervisor or department officer, medical director, or EMS instructor.
6. Pass an EMS entrance exam;
7. Provide official forms to document dates of recent tetanus immunization, TB test or chest X-ray, Hepatitis B, MMR, and Chicken Pox vaccines, and physical examination prior to clinical experience at the student's expense;
8. Submit an Ohio BCI and FBI check prior to clinical experience. **Convictions will not prohibit a student from entering the program, but may prohibit completion of clinical, National Registry testing, and/or Ohio certification;**
9. Submit a 10 panel drug screen prior to clinical experience at the student's expense. **A positive test will not prohibit a student from entering the program but may prohibit completion of clinical per clinical site policies;**
10. Report as requested for personal interview with the program director if required;
11. Provide proof of health insurance coverage.

Upon successful completion of the program, the graduate receives a certificate of completion and is eligible (provided they possess no disqualifying criteria) to apply for the National Registry Paramedic Examination and subsequent Ohio Paramedic certification.

## NON-CREDIT Certification Courses\*

- **Emergency Medical Responder (EMR)**
- **Emergency Medical Technician (EMT)**
- **Advanced EMT (A-EMT)**

\*All certification courses may be offered on campus and off campus locations at area Fire Departments and EMS Providers. An EMT course is conducted on campus each semester and during the summer session. Contact the EMS Program Director for further details. All courses are conducted under Ohio Division of EMS guidelines and students are eligible (provided they possess no disqualifying criteria) for National Registry testing and Ohio certification once the course is successfully completed.

**Continuing education classes and recertification courses are available 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 all in either original and recertification format.

**Specialty Training Courses:** 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 parties should contact the EMS Program Director for further information on any of the above EMS training courses/programs.

# PARAMEDIC CERTIFICATION

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SUMMER PREREQUISITE	SEMESTER I Fall	SEMESTER II Spring	SEMESTER III Summer	SEMESTER IV Fall
Prerequisite for admission to the program is completion of Ohio EMT certification	EMS108 Paramedic Theory I  <span style="float: right;">▲ 9</span>	EMS109 Paramedic Theory II  <span style="float: right;">▲ 9</span>	EMS110 Paramedic Theory III  <span style="float: right;">▲ 4</span>	EMS200 Paramedic Capstone Experience  <span style="float: right;">▲ 1</span>
EMS107 Anatomy and Physiology for Paramedicine  <span style="float: right;">▲ 3</span>	EMS112 Paramedic Practical Application I  <span style="float: right;">▲ 1</span>	EMS113 Paramedic Practical Application II  <span style="float: right;">▲ 1</span>	EMS114 Paramedic Practical Application III  <span style="float: right;">▲ 1</span>	
	EMS115 Paramedic Practice I  <span style="float: right;">▲ 2</span>	EMS116 Paramedic Practice II  <span style="float: right;">▲ 2</span>	EMS117 Paramedic Practice III  <span style="float: right;">▲ 2</span>	
<b>3 Credits</b>	<b>12 Credits</b>	<b>12 Credits</b>	<b>7 Credits</b>	<b>1 Credit</b>
<b>35 SEMESTER CREDITS (including prerequisites)</b>				
<p><b>Prerequisite for admission to the program is completion of Ohio EMT certification</b></p> <p>Students enrolled in the fast track program must have program and medical director approval.</p> <p>▲ Student must obtain a letter grade of C or better to progress to graduation/certification.</p> <p>*80% percent minimum required on all tests to pass this course.</p>				

# RADIOLOGY

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.

Students will demonstrate effective communication skills with co-workers and patients.

**Goal:**

Students will develop effective 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  
positive effect in the health care  
community

**Student Learning Outcomes:**

Students will demonstrate professional work ethics.

Students will successfully graduate from the program

Graduates will successfully pass the ARRT exam

Graduates will seek employment



# 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.

## **Radiological Technology**

**DEADLINE FOR APPLICATION – AUGUST 1<sup>ST</sup>**

**Requirements for Acceptance**

**See Enrollment Specialist to apply (740.264.5591)**

## **Course and Program Requirements**

- Complete ENG 095 (or higher placement, or transfer credit)
- Complete MTH 095 (or higher placement, or transfer credit) \*This course is a prerequisite for RAD 099.
- Complete RAD 099 (completed with a C or better)
- Take "The Test of Essential Academic Skills" (TEAS) and achieve 60 percentile or greater (TEAS testing can be completed at any time. If score is not 60 percentile or greater, the student may retake the test after 6 months. The test may only be taken twice.)
- The Program Director reserves the right to determine admission to the program with a TEAS score between 57-60 and additional appropriate documentation of skills.
- Current American Heart Association (AHA) Basic Life Support (BLS) for Health Care Providers CPR Certification
- Current FBI/BCI Background checks (Completed upon acceptance.)

### **Important Information**

- You may apply at any time once your prerequisites are complete. (For students taking RAD099 the summer prior to the Fall start, you may apply conditionally pending completion of RAD099.)
- There are **16** spaces available each Fall. Once these spaces are filled applicants who fulfill the requirements will be added to a waiting list. Waiting list individuals will be notified as soon as a spot becomes available and notified prior to the start of the semester.

**STUDENTS MUST ATTEND THE MANDATORY HEALTH ORIENTATION PRIOR TO THE START OF THE FALL SEMESTER.** This is usually held the second week of August. Students will be notified in writing a minimum of 3 weeks prior to the official date.

**UPON ACCEPTANCE STUDENTS WILL BE PROVIDED WITH A HEALTH PACKET DETAILING ALL REMAINING REQUIREMENTS FOR CLINICALS.**

**HEALTH REQUIREMENTS MUST BE COMPLETED A MINIMUM OF FOUR WEEKS PRIOR TO THE START OF CLINICALS.**

**PROOF of HEALTH INSURANCE INFORMATION MUST BE SUBMITTED PRIOR TO START OF CLASS.**

**BLOOD BORNE PATHOGEN TRAINING AND HIPAA TRAINING WILL BE COMPLETED FOR ALL HEALTH MAJORS AT HEALTH ORIENTATION.**

Please contact one of the following with any questions:

Program Director at 740.264.5591 ext 1733  
Administrative Assistant at 740.264.5591 ext 1728  
Medical Records at 740.264.5591 ext 1727

# RADIOLOGICAL TECHNOLOGY

## AAS

SEMESTER I	SEMESTER II	SUMMER	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1 P 4	<b>RAD105</b> Radiography I  4 P 4	<b>RAD108</b> Directed Practice III  3 P 3	<b>RAD201</b> Radiography II  3 P 3	<b>RAD204</b> Radiography III  3 P 3
<b>RAD102</b> Radiographic Procedures I  4 P 4	<b>RAD106</b> Radiographic Procedures II  5 P 5	<b>MTH128</b> Statistics  3	<b>RAD202</b> Radiographic Physics  2 P 2	<b>RAD205</b> Directed Practice V  3 P 3
<b>RAD103</b> Directed Practice I  1 P 1	<b>RAD107</b> Directed Practice II  2 P 2		<b>RAD203</b> Directed Practice IV  3 P 3	<b>SOC205</b> Social Problems  3
<b>RAD104</b> Methods of Patient Care/Into to Radiology  3 P 3	<b>ENG101</b> English Composition I  3		<b>COM101</b> Public Speaking  3	<b>MGT202</b> Organizational Behavior  3
<b>BIO107</b> Human Anatomy and Physiology I  4 P 4	<b>BIO108</b> Human Anatomy and Physiology II  4 P 4			
<b>HSC101</b> Medical Terminology  2				
<b>15 Credits</b>	<b>18 Credits</b>	<b>6 Credits</b>	<b>11 Credits</b>	<b>12 Credits</b>
<b>62 SEMESTER CREDITS</b>				
<p>Students seeking admission into this Program must complete RAD099 with a grade "C" or better. All students must successfully undergo a FBI/BCI background check upon program acceptance.</p> <p>Students must have a 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.</p> <p>P Student must obtain a letter grade of a P (Pass) or "C" or better to progress to graduation/certification.</p>				

# RESPIRATORY THERAPY

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Program Description: The Respiratory Therapy Program is designed to prepare graduates to participate in patient assessment, perform diagnostic testing, administer therapeutic treatments, maintain patient ventilation through mechanical support, and participate in the rehabilitation of patients with pulmonary disease. Students and graduates will participate in the treatment and care of patients of every age in a variety of locations. This profession requires an ability to interact and communicate effectively with patients and other health professionals. The respiratory therapist must be able to establish and maintain a rapport with patients, demonstrate an ability to work with mechanical systems, and work with others as part of the health care team.

Program Outcomes:

Upon completion of the Respiratory Therapy Program, the graduate will be able to:

1. Demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to the role as registered respiratory therapy practitioner.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role as a registered respiratory therapy practitioner.
3. Demonstrate personal behaviors consistent with professional and employer expectations for the registered respiratory therapy practitioner.

# RESPIRATORY THERAPY

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV	SEMESTER IV
<b>BIO107</b> Human Anatomy and Physiology I ▲ 4	<b>BIO108</b> Human Anatomy and Physiology II ▲ 4	<b>ENG101</b> English Composition 3	<b>RES201</b> Critical Care I ▲ 4	<b>HSC122</b> ACLS Advanced Cardiac Life Support 1
<b>MTH120</b> College Algebra 4	<b>RES102</b> Basic Respiratory Therapeutics ▲ 4	<b>RES105</b> Cardiopulmonary ▲ 2	<b>RES202</b> Cardiopulmonary Pathology ▲ 2	<b>HSC123</b> PALS Advanced Cardiac Life Support 1
<b>RES101</b> Introduction to Respiratory ▲ 4	<b>RES104</b> Practicum I ▲ 2	<b>RES106</b> Directed Practice I ▲ 2	<b>RES203</b> Practicum II ▲ 3	<b>RES204</b> Critical Care II ▲ 4
<b>RES103</b> Cardiopulmonary Pharmacology ▲ 2	<b>RES107</b> Cardiopulmonary/ Renal Anatomy/ Physiology ▲ 5	<b>SOC205</b> Social Problems 3	<b>PSY101</b> General Psychology 3	<b>RES205</b> Respiratory Seminar ▲ 1
<b>CSS106</b> Succeeding in College 1				<b>RES206</b> Practicum III ▲ 3
				<b>COM101</b> Public Speaking 3
15 Credits	15Credits	10 Credits	12Credits	13 Credits

65 Semester Credits

HSC101 Medical Terminology is recommended prior to the first semester that the student is enrolled in the program. Student must have or must obtain current Health Provider BCLS and BBP certification. The BCLS card must be valid/current through the duration of program enrollment. See course descriptions for prerequisites and co-requisites.

▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Respiratory Therapy Handbook) to progress to graduation/certification.

NOTE: All first-time Eastern Gateway students are required to take CSS106.

Students must have a current BCI/FBI Background Check

# CRIMINAL JUSTICE

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.
- Identify and explain the theories that relate to criminal behavior

# CRIMINAL JUSTICE

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>CJT213</b> Police Function  ▲ 3	<b>COR202</b> Correctional Institutions in America  ▲ 3	<b>CJT210</b> Introduction to Criminal Law  ▲ 3
<b>CJT101</b> Introduction to Criminal Justice  ▲ 3	<b>CJT202</b> Criminal Investigation  ▲ 3	<b>COR203</b> Criminology  ▲ 3	<b>COR205</b> Juvenile Delinquency  ▲ 3
<b>CJT102</b> Procedural Law  ▲ 3	<b>ENG101 or 104</b> English Comp I or Technical and Professional Writing  3	<b>PSY101</b> General Psychology  3	<b>SOC205</b> Social Problems  3
<b>ENG101</b> English Composition I  3	<b>SOC101</b> Introduction to Sociology  3	<b>CJT222</b> Homeland Security  ▲ 3	<b>COM101 or COM105</b> Public Speaking or Interpersonal Communications  3
<b>MTH128</b> Statistics  3	<b>PSC101</b> <b>American Government</b>  3	<b>COR204 or CJT 106</b> Community Based Corrections or Crime Prevention  P 3	<b>COR 208 or CJT215</b> Constitutional Rights of Prisoners or Victimology  P 3
<b>PHI202</b> Ethics  3			
16 CREDITS	15 CREDITS	15 Credits	15 Credits
<b>61 Semester Credits</b>			
▲ 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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV & V
<b>CSS106</b> Succeeding in College     1	<b>CJT202</b> Criminal Investigation   ▲ 3	<b>COR202</b> Correctional Institutions in America   ▲ 3	<b>Police Academy Program</b>  <b>SEMESTER IV</b>  <b>POA112</b> Self Defense I (8) <b>POA113</b> Criminal Law (3) <b>POA115</b> Community Oriented Policing (3) <b>POA116</b> Physical Training I (1) <b>POA120</b> Technical Report Writing (4)
<b>CJT101</b> Introduction to Criminal Justice  ▲ 3	<b>COR205</b> Juvenile Delinquency   ▲ 3	<b>COR203</b> Criminology   ▲ 3	<b>POA115</b> Community Oriented Policing (3) <b>POA116</b> Physical Training I (1) <b>POA120</b> Technical Report Writing (4)
<b>CJT102</b> Procedural Law   ▲ 3	<b>COM105</b> Interpersonal Communications  3	<b>SOC101</b> Introduction to Sociology   3	<b>SEMESTER V</b>  <b>POA110</b> Firearms (2) <b>POA111</b> NHTSA Standards (4) <b>POA114</b> Police Procedures. (3) <b>POA117</b> Physical Training II (1) <b>POA118</b> Self Defense II (4)
<b>ENG101</b> English Composition I   3	<b>PSY101</b> General Psychology   3	<b>PSC101</b> American Government   3	<b>POA110</b> Firearms (2) <b>POA111</b> NHTSA Standards (4) <b>POA114</b> Police Procedures. (3) <b>POA117</b> Physical Training II (1) <b>POA118</b> Self Defense II (4)
<b>MTH128</b> Statistics  3			
13 CREDITS	12 CREDITS	12 Credits	33 Credits
<b>70 Semester Credits</b>			
▲ 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

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## CERTIFICATE

### (Evening Program)

SEMESTER I	SEMESTER II
<b>CSS106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>POA110</b> Firearms ▲ <div style="text-align: right;">2</div>
<b>POA112</b> Self Defense I ▲ <div style="text-align: right;">8</div>	<b>POA111</b> NHTSA Standards ▲ <div style="text-align: right;">4</div>
<b>POA113</b> Criminal Law ▲ <div style="text-align: right;">3</div>	<b>POA114</b> Police Procedures. ▲ <div style="text-align: right;">3</div>
<b>POA115</b> Community Oriented Policing ▲ <div style="text-align: right;">3</div>	<b>POA117</b> Physical Training II ▲ <div style="text-align: right;">1</div>
<b>POA116</b> Physical Training I ▲ <div style="text-align: right;">1</div>	<b>POA118</b> Self Defense II ▲ <div style="text-align: right;">4</div>
<b>POA120</b> Technical Report Writing ▲ <div style="text-align: right;">4</div>	
20 CREDITS	14 CREDITS
<b>34 Semester Credits</b>	

# 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:

- Critical Thinking: demonstrate critical thinking skills in relation to environmental affairs
- Communication: demonstrate knowledge and application of communication skills and the ability to write effectively in a variety of contexts
- Interdisciplinary Synthesis: demonstrate an ability to integrate the many disciplines and fields that intersect with environmental concerns
- Ecological Literacy: demonstrate an awareness, knowledge, and appreciation of the intrinsic values of ecological processes and communities
- Sustainability: demonstrate an integrative approach to environmental issues with a focus on sustainability

## **Expanded Learning Outcomes:**

How we track the above learning outcomes in the courses that the student will be required to complete.

The Environmental studies major will be able to recognize the physical, chemical, and biological components of the earth's systems, how they function, and be able to apply knowledge of mathematics, statistical models, use GIS to solve geospatial problems, scientific methodology, and environmental monitoring techniques to problem solving processes. ENV101, ENV102, ENV103, BIO204, ENV107

The Environmental studies major will be able to collaborate in teams, with peers and mentors, and work with others in diverse group settings, developing flexibility and leadership skills, and be able to utilize advances in environmental sciences and technology to resolve issues and anticipate implications: ENV101, ENV202, ENV103, BIO204, ENV201.

The Environmental studies major will be able to clearly communicate complex analyses, interpretations, and significance through variable media (Final portfolio, oral presentation, poster, proposal, research article, reports) to variable audiences; scientific, policy makers, and the general public. ENV101, ENV103, ENV201, BIO209.

The Environmental studies major will be able to critically examine all aspects of an environmental issue and apply understanding from science, law, history, and policy; by designing a system, component or process to meet desired needs with realistic constraints such as economic, environmental, social, health and safety, manufacturing and sustainability: ENV103, ENV108, ENV202, BIO204

- Assemble a logical chain of reasoning ranging from observation to inference and action, not only to identify and characterize a problem, but also find solutions:
  - Design an independent scientific inquiry from methods of interpretation
  - Locate, organize, analyze, integrate, synthesize, and evaluate complex information from multiple and disparate sources
- Apply appropriate analytical and quantitative approaches

-Organize, visualize, and statistically analyze environmental data, interpret relationship trends, and make predictions about future changes

# ENVIRONMENTAL SCIENCE.

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## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>BIO115</b> Principles of Biology II 4	<b>CHM101</b> Introduction to Chemistry 4	<b>ENV107</b> Environmental Geology ▲ 3
<b>BIO114</b> Principles of Biology I 4	<b>ENG102</b> English Composition II 3	<b>ENV103</b> Advanced Field Biology ▲ 4	<b>ENV108</b> Environmental and Natural Resources Policy 3
<b>ENV101</b> Introduction to Environmental Science ▲ 4	<b>ENV102</b> Environmental Sustainability ▲ 3	<b>ENV106</b> Environmental Principles of Water Resources ▲ 4	<b>ENV201</b> Current Issues in Environmental Science Seminar ▲ 1
<b>MTH120</b> College Algebra 4	<b>MTH128</b> Statistics 3	<b>MTH121</b> College Trigonometry 3	<b>ENV202</b> Environmental Soil Biology ▲ 4
<b>ENG101</b> English Comp I 3	<b>PSY101</b> General Psychology 3		<b>BIO209</b> Critical Thinking and Analysis in the Sciences 3
16 Credits	16 Credits	15 Credits	14 Credits

61 Semester Credit Hours

Student must obtain a letter grade of P (pass), or C or better in all courses with the symbol to progress to graduation/certification.

Note: All first-time Eastern Gateway Community College students are required to take CSS106

# 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. Of the Prekindergarten Care and 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. The practicum will include placement in an infant/toddler or social services 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. Students residing outside the state of Ohio must submit a valid state and federal background check prior to admission into the program.

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.

The Ohio Department of Education has approved Eastern Gateway's program to offer a two-year associate degree license

# TEACHER EDUCATION

## PREKINDERGARTEN CARE AND EDUCATION

### AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1 ▲	<b>COM101</b> Public Speaking  3 ▲	<b>ECE111</b> Society, Family and Diversity in Early Childhood  3 ▲	<b>EDU206</b> Classroom Practicum  2 ▲
<b>ECE101</b> Cognitive and Physical Development of the Child ▲ 3	<b>ECE102</b> Social and Emotional Development of the Child ▲ 3	<b>ECE112</b> Integrating Language Arts and Literacy in the Early Childhood Curriculum ▲ 3	<b>EDU207</b> Classroom Seminar  ▲ 1
<b>ECE110</b> Wellness and Safety in Early Childhood ▲ 3	<b>EDU210</b> Children’s Literature  ▲ 3	<b>EDU202</b> Classroom Management: Issues and Trends ▲ 3	<b>ECE106</b> Care and Development of Toddlers ▲ 3
<b>ECE107</b> Administration of Childcare Centers ▲ 3	<b>PSY201</b> Child Development  3	<b>ENG102</b> English Composition II  3	<b>ECE113</b> Integrating Math and Science in the Early Childhood Curriculum ▲ 3
<b>ENG101</b> English Composition I  3	<b>EDU200</b> Foundations of Education ▲ 3	<b>HSC102 or HSC998</b> First Aid/CPR  1	<b>ECE114</b> Integrating Music, Art and Play in the Early Childhood Curriculum ▲ 3
<b>PSY101</b> General Psychology  3		<b>EDU219</b> Characteristics of Exceptional Children ▲ 3	<b>EDU220</b> Educational Psychology  ▲ 3
16 Credits	15 Credits	16 Credits	15 Credits

**62 Semester Credits**

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

▲ HSC102 First Aid/CPR or HSC998, based upon the evaluation by the registrar’s office.

BCI and FBI background checks are required prior to admission in to 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 have the applicable educational background to transfer into baccalaureate programs in Early Childhood (PK-3), Middle Childhood (4-9), Adolescent to Adult (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

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.

**PLEASE NOTE:** A criminal background check is not required for admission to or completion of this program. However, please be aware that a criminal background check may be required by subsequent educational institutions should you pursue further academic credentials or by licensing agencies should you seek licensure credentials.

# TEACHER EDUCATION

## AA

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>ENG102</b> English Composition II  3 ▲	<b>MTH100</b> Mathematics for Elementary Teachers I  3	<b>EDU201</b> Instructional Technology  ▲ 3
<b>COM101</b> Public Speaking  ▲ 3	<b>ECE111</b> Society, Family, and Diversity in Early Childhood  ▲ 3	<b>EDU203</b> Literacy, Language and Phonics  ▲ 3	<b>MTH128</b> Statistics  3
<b>EDU200</b> Foundations of Education  ▲ 3	<b>EDU210</b> Children’s Literature  ▲ 3	<b>GSC101</b> Introduction to Physical Science  4	<b>SOC205</b> Social Problems  3
<b>ENG101</b> English Composition I  3	<b>ART101 or ART102 or ART104</b> <b>MUS101 OR MUS102</b>  3	<b>EDU219</b> Characteristics of Exceptional Children  3	<b>EDU220</b> Educational Psychology  3
<b>ECE101</b> Cognitive and Physical Development of the Child  ▲ 3	Science Elective  3-4	<b>ECE110</b> Wellness and Safety in Early Childhood  ▲ 3	<b>PSY205</b> Human Growth and Development  ▲ 3
<b>PSY101</b> General Psychology  3			
16 Credits	15-16 Credits	16 Credits	15 Credits
<b>62-63 Semester Credits</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# FIRE SCIENCE

The Fire Science Program is designed to provide entry level and advanced education for those students seeking a career in fire and emergency services, as well as current practitioners seeking career advancement. Students completing the Fire Science Program earn an Associate of Science Degree. The program is delivered through an on-line modality, offering maximum flexibility and access, and explores topics such as building construction, incident mitigation practices, fire behavior, fire prevention, incident command and control, and firefighter health and safety. The program provides additional areas of study such as written communications, sociology, and organizational behavior to ensure students are prepared for success in the contemporary fire and emergency services.

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

- Describe basic principles of fire protection and emergency services, including public fire protection, fire department resources, fire department structure, career opportunities, codes and standards, and professional development
- Analyze the principles of fire behavior and combustion, including the elements of combustion, basic chemistry and measurements, and fuel type characteristics
- Demonstrate knowledge of building construction types and the associated impact by incidents of unwanted fire; including fire growth, fire spread, and the influence on structural stability and collapse
- Identify the principles of fire prevention and community risk reduction, including the influence of codes and standards, fire protection engineering technology, and enforcement methodologies
- Describe the legal aspects of fire and emergency services, including the legal system, types of laws, contracts, civil rights, employee safety, and employment relationships
- Comprehend the principles of occupational safety, survival, and health in fire and emergency services, including a culture of safety, risk management, wellness standards, and elements of incident safety
- Demonstrate knowledge of firefighting tactics and strategy, including incident command and control, incident management systems, firefighter safety, company operations in various occupancies, and post-incident analysis
- Describe the principles of fire and emergency services leadership and management, including fire officer responsibilities, personnel management, physical resource management, fiscal management, employee relations, employee training, and employee training

# FIRE SCIENCE-AS

## AS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>MTH128 or MTH120</b> Statistics or College Algebra  3or4	<b>COM105</b> Interpersonal Communications  ▲ 3	<b>PSC102</b> Comparative Politics  ▲ 3
<b>English101</b> English Comp I  3	<b>ENG104</b> Technical and Professional Writing  3	<b>SOC101</b> Intro to Sociology  3	<b>MGT202</b> Organizational Behavior  3
<b>PSY101</b> General Psychology  3	<b>FIR102</b> Fire Organization and Communication  3	<b>GEL111</b> Earth Science  4	<b>FIR230</b> Fire Investigation Methods  3
<b>FIRE101</b> Introduction to Fire and Emergency Services  3	<b>FIR111</b> Building Construction for Fire and Life Safety  3	<b>FIR103</b> Fire Protection and Detection Systems  2	<b>FIR231</b> Hazardous Materials Operations and Commands  3
<b>FIRE120</b> Public Sector Community Relations and Customer Service  3	<b>PHI202</b> Ethics  3	<b>FIR201</b> Fire Service Hydraulics  2	<b>FIR232 or FIR233</b> Fire Field Simulator or Fire Service Problems Analysis  2
	<b>FIR121</b> Combustion Processes and Fire Behavior  2	<b>FIR210</b> Public Sector Supervision and Leadership  2	<b>FIR240</b> Emergency Service Problem Analysis  2
		<b>FIR220</b> Fire Ground Strategy and Tactics  3	
<b>13 Credits</b>	<b>18 Credits</b>	<b>20 Credits</b>	<b>18 Credits</b>
<b>69 SEMESTER CREDITS</b> ▲ Student must obtain a letter grade of C or			

# ACCOUNTING

The Accounting Program prepares students for careers in public, private, and business accounting. It also provides the groundwork for students interested in pursuing a bachelor's degree at a four-year university. Graduates become valuable management team members who are able to analyze financial information to identify company strengths and weaknesses and perform cost analysis to suggest business improvements.

Students learn to organize accounting data, analyze and record transactions, examine inventory, prepare payrolls, assemble financial statements, and evaluate financial information. The Accounting Program focuses on students understanding manual and computerized accounting systems along with being proficient in spreadsheet and work processing applications.

The need for accounting professionals continues to grow. Accounting Program graduates are employed by public, private, nonprofit, and governmental organizations as accounting clerks, staff accountants, bookkeepers, tax preparers, auditors, and cost accountants. Many graduates also successfully pursue bachelor degrees and Certified Public Accountant (CPA) licenses.

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

- Independently complete an accounting cycle
- Produce, evaluate, and explain financial statements
- Demonstrate an understanding and application of Generally Accepted Accounting Principles (GAAP)
- Perform theoretical and practical applications of managerial accounting systems
- Produce simple individual tax returns
- Ascertain best solutions to simple tax questions and problems using research and case-by-case evaluation
- Generate and maintain payroll records

# ACCOUNTING

## AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  <div style="text-align: right;">1</div>	<b>ACC112</b> Financial Accounting II  ▲ <div style="text-align: right;">4</div>	<b>ACC204</b> Tax Accounting  ▲ <div style="text-align: right;">4</div>	<b>ACC212</b> Intermediate Accounting II  ▲ <div style="text-align: right;">4</div>
<b>ACC111</b> Financial Accounting I  ▲ <div style="text-align: right;">3</div>	<b>ACC121</b> Managerial Accounting  ▲ <div style="text-align: right;">3</div>	<b>ACC211</b> Intermediate Accounting I  ▲ <div style="text-align: right;">4</div>	<b>ACC215</b> Computerized Accounting  ▲ <div style="text-align: right;">3</div>
<b>CIS101</b> Personal Computer Applications  <div style="text-align: right;">3</div>	<b>ACC125</b> Payroll Accounting  ▲ <div style="text-align: right;">3</div>	<b>MGT201</b> Principles of Management  <div style="text-align: right;">3</div>	<b>BUS203</b> Business Law I  <div style="text-align: right;">3</div>
<b>ECO101</b> Macroeconomics  <div style="text-align: right;">3</div>	<b>CIS222</b> Spreadsheet Concepts  <div style="text-align: right;">3</div>	<b>MTH128</b> Statistics  <div style="text-align: right;">3</div>	<b>COM105</b> Interpersonal Communications  <div style="text-align: right;">3</div>
<b>ENG101</b> English Composition I  <div style="text-align: right;">3</div>	<b>ENG102</b> English Composition II  <div style="text-align: right;">3</div>		<b>GEL111</b> Earth Science  <div style="text-align: right;">4</div>
13 CREDITS	15 CREDITS	14 CREDITS	17 CREDITS
<b>60 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# PROFESSIONAL OFFICE MANAGEMENT

The Professional Office Management Program will prepare students for the continuously changing roles and responsibilities of the office professional. This program emphasizes administrative skills essential to any professional office, with a strong emphasis on current software packages and administrative communication. POM program skills will enable a graduate to assume responsibility without direct supervision, display initiative, exercise judgement and prepare professional business documents.

Individuals will develop competencies in office procedures, software application, accounting skills, organizational skills, supervisory skills, office management skills, time management and project management, as well as “soft” skills employers demand. Individuals in this capacity may also be required to train and supervise lower-level office staff. In addition to the required studies, the POM completer will participate in a Capstone Course focusing on employment preparation by incorporating learning objectives.

This program is designed to prepare the Professional Office Management student to professionally manage an office for small or corporate businesses.

Upon completion of the degree in professional office management, the graduate will be able to:

- Work independently and/or collaboratively as a team in providing support to key management personnel to meet the needs of the organization
- Utilize industry tools, resources, technology, and software to facilitate, create, access, report and analyze business information
- Plan, implement and manage business data and information by applying and adhering to standard office policies, procedures, and practices
- Exhibit professional and ethical conduct in both personal and professional relationships according to office protocol
- Develop, read and provide verbal, written and electronic instructions, directions and procedures; responding appropriately to co-workers, clients and other professionals
- Create, input, edit, organize and print various data/business documents accurately and according to business industry standards using available office technology
- Manage personnel, projects, and information processes
- Demonstrate effective and appropriate formal and informal communication (verbal and written) in diverse work environments
- Employ critical thinking, analytical problem-solving skills, and ethical decision-making techniques to address work-related issues
- Research information using a variety of resources to accomplish tasks in the workplace environment

# PROFESSIONAL OFFICE MANAGEMENT

## AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>POM202</b> Introduction to Word Processing  ▲3	<b>POM214</b> General Office Procedures  ▲3	<b>POM207</b> Office Publications  ▲3
<b>POM103</b> Document Formatting  ▲3	<b>PHI202</b> Ethics  ▲3	<b>ACC100</b> Office Accounting  ▲4	<b>BUS211</b> Social Media Marketing  3
<b>CIS101</b> Personal Computer Applications  ▲3	<b>ENG103</b> Business Communication  3	<b>POM203</b> Advanced Word Processing  ▲3	<b>MGT208</b> Human Resource Management  ▲3
<b>ENG101</b> English Composition I  3	<b>POM208</b> PowerPoint Concepts  ▲3	<b>CIS222</b> Spreadsheet Concepts  ▲3	<b>SOC205</b> Social Problems  3
<b>MTH103</b> Business Mathematics  3	<b>MGT202</b> Organizational Behavior  ▲3	<b>PSY101</b> General Psychology  3	<b>POM253</b> Administrative Assistance Capstone  ▲3
<b>MGT201</b> Principles of Management  ▲			
<b>Credits 16</b>	<b>Credits 14</b>	<b>Credits 16</b>	<b>Credits 16</b>
<b>62 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			



## BUSINESS MANAGEMENT

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

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111 or ACC100</b> Financial Accounting I or Office Accounting  3 or 4	<b>MGT210</b> Leadership Development and Team Building  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>BUS/MGT Elective</b>  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS221</b> Business Ethics  ▲ 3	<b>PSY101</b> General Psychology  3	<b>BUS/MGT Elective</b>  ▲ 3
<b>BUS/MGT Elective</b>  ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16</b>
<b>63 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			
Electives may be chosen from any additional BUS or MGT courses.			

# BUSINESS MANAGEMENT

## Health Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting 3 or 4	<b>MGT210</b> Leadership Development and Team Building ▲ 3	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 3 or 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior ▲ 3	<b>MGT216</b> Healthcare Finance ▲ 3
<b>ENG101</b> English Composition I 3	<b>HSC103</b> Law and Ethics ▲ 1	<b>PSY101</b> General Psychology 3	<b>MGT215</b> Healthcare Management ▲ 3
<b>MGT214</b> Introduction to Healthcare Management ▲ 3			
<b>Credits 16</b>	<b>Credits 14</b>	<b>Credits 15</b>	<b>Credits 16</b>
<b>61 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Marketing Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1 ▲	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting  3 or 4 ▲	<b>BUS211</b> Social Media Marketing  ▲	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲	<b>BUS209</b> Customer Service  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS205</b> Advertising  ▲ 3	<b>PSY101</b> General Psychology  3	<b>MGT210</b> Leadership Development and Team Building  ▲ 3
<b>BUS207</b> Salesmanship  ▲ 3			
Credits 16	Credits 16	Credits 16	Credits 16
63 SEMESTER CREDITS			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Finance Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting ▲ 3 or4	<b>ACC112</b> Financial Accounting II ▲	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 3 or 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior ▲	<b>ACC121</b> Managerial Accounting ▲ 4
<b>ENG101</b> English Composition I 3	<b>BUS214</b> Securities and Investments ▲ 3	<b>PSY 101</b> General Psychology 3	<b>MGT210</b> Leadership Development and Team Building ▲ 3
<b>BUS213</b> Financial Management ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credit</b>	<b>Credits 17</b>
<b>65 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Entrepreneurship

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College 1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting 3 or 4	<b>MGT210</b> Leadership Development and Team Building ▲ 3	<b>MGT 206</b> Capstone ▲ 3
<b>BUS101</b> Introduction to Business ▲ 3	<b>BUS 201</b> Principles of Marketing ▲ 3	<b>COM 101</b> Public Speaking 3	<b>MGT 208</b> Human Resources Management ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT 201</b> Principles of Management ▲ 3	<b>ENG 103</b> Business Communications 3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra 3 or 4
<b>ECO102</b> Microeconomics 3	<b>PSC 101</b> American Government 3	<b>MGT 202</b> Organizational Behavior ▲ 3	<b>BUS221</b> Business Ethics ▲ 3
<b>ENG101</b> English Composition I 3	<b>BUS209</b> Customer Service ▲ 3	<b>PSY 101</b> General Psychology 3	<b>BUS206</b> Entrepreneurship ▲ 3
<b>MGT213</b> Employee Benefits ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16</b>
<b>63 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Human Resource Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting  3 or 4	<b>BUS203</b> Business Law  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>MGT210</b> Leadership Development and Teambuilding  ▲ 3
<b>ENG101</b> English Composition I  3	<b>MGT212</b> Compensation Management  ▲ 3	<b>PSY101</b> General Psychology  3	<b>MGT213</b> Employee Benefits  ▲ 3
<b>MGT211</b> Training Concepts  ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16</b>
<b>63 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## Information Systems Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting  3 or 4	<b>NET106</b> Introduction to IT Security  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>BUS203</b> Business Law  ▲ 3
<b>ENG101</b> English Composition I  3	<b>NET103</b> Introduction to System Administration  ▲ 4	<b>PSY101</b> General Psychology  3	<b>MGT210</b> Leadership Development and Team Building  ▲ 3
<b>NET101</b> Introduction to Information Technology  ▲ 4			
<b>Credits 17</b>	<b>Credits 17</b>	<b>Credits 15</b>	<b>Credits 16</b>
<b>65 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			



# BUSINESS MANAGEMENT

## Labor Studies Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting  3 or 4	<b>MGT210</b> Leadership Development and Team Building  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>MGT221</b> Contract Administration  ▲ 3
<b>ENG101</b> English Composition I  3	<b>PSY 101</b> General Psychology  3	<b>MGT218</b> Law of the Workplace  ▲ 3	<b>MGT229</b> Collective Bargaining  ▲ 3
<b>MGT217</b> Intro to Labor and Workplace Management ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16 or 17</b>
<b>63 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## General Management Focus

### AAB

Semester 1	Semester 2	Semester 3	Semester 4
<b>CSS106</b> Succeeding in College  1	<b>ACC 111 or ACC100</b> Financial Accounting I Office Accounting  3 or 4	<b>BUS203</b> Business Law  ▲ 3	<b>MGT 206</b> Capstone  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>BUS 201</b> Principles of Marketing  ▲ 3	<b>COM 101</b> Public Speaking  3	<b>MGT 208</b> Human Resources Management  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT 201</b> Principles of Management  ▲ 3	<b>ENG 103</b> Business Communications  3	<b>MTH103</b> Business Math or <b>MTH 120</b> College Algebra  3 or 4
<b>ECO102</b> Microeconomics  3	<b>PSC 101</b> American Government  3	<b>MGT 202</b> Organizational Behavior  ▲ 3	<b>MGT205</b> Total Quality Improvement  ▲ 3
<b>ENG101</b> English Composition I  3	<b>BUS206</b> Entrepreneurship  ▲ 3	<b>PSY101</b> General Psychology  3	<b>BUS221</b> Business Ethics  ▲ 3
<b>MGT210</b> Leadership Development and Teambuilding  ▲ 3			
<b>Credits 16</b>	<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 16 or 17</b>
<b>63-64 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# BUSINESS MANAGEMENT

## CERTIFICATE

SEMESTER I	SEMESTER II
<b>CSS106</b> Succeeding in College  1	<b>BUS201</b> Principles of Marketing  ▲ 3
<b>ACC111 or ACC100</b> Financial Accounting I Office Accounting  ▲ 3 or 4	<b>BUS203</b> Business Law I  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>CIS222</b> Spreadsheet Concepts  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MGT201</b> Principles of Management  ▲ 3
<b>COM101</b> Public Speaking  3	<b>MGT202</b> Organizational Behavior  ▲ 3
<b>MTH103</b> Business Math or <b>MTH120</b> College Algebra  3-4	
<b>17-18 Credits</b>	<b>15 Credits</b>
<b>32-33 SEMESTER CREDITS</b> ▲ 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. Student 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

## AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>ENG104</b> Technical and Professional Writing  3	<b>IDM111</b> Web Languages  ▲ 3	<b>COM150</b> Survey of Mass Media  3
<b>ART115</b> Digital Photography  3	<b>MTH105</b> Quantitative Reasoning  3	<b>IDM275A</b> Game Design Studio  ▲ 3	<b>SOC205</b> Social Problems  3
<b>ENG101</b> English Composition I  3	<b>IDM121</b> Interactive Media Programming  ▲ 3	<b>GSC102</b> Science and the Environment  4	<b>IDM211</b> Web Site Development  ▲ 3
<b>PSY101</b> General Psychology  3	<b>IDM201</b> Digital Images  ▲ 3	<b>IDM203</b> Digital Animation  ▲ 3	<b>IDM221</b> Advanced Web Languages: PHP programming  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>IDM202</b> Digital Graphics  ▲ 3	<b>IDM205</b> Digital Publishing  ▲ 3	<b>IDM275B</b> Game Production and Marketing  ▲ 3
<b>ART108</b> Design Foundations  3			<b>IDM251</b> Capstone in Internet and Digital Media Design  P 1
<b>16 Credits</b>	<b>15 Credits</b>	<b>16 Credits</b>	<b>16 Credits</b>
<b>63 SEMESTER CREDITS</b>			
▲Student must obtain a letter grade of C or better to progress to graduation/certification.			

# PARALEGAL

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The Paralegal Program is designed to prepare students for employment in a law environment in both public and private sectors or any other environment where a basic understanding of the law is valued. That is, upon completion of this program this graduate is one who will have an enhanced understanding as a business executive, entrepreneur, realtor, social worker, journalist, forensic scientist, law enforcement officer, and a wide variety of other workplace positions. Traditional 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 Program at Eastern Gateway Community College, offering both a Paralegal Certificate and an Associate's Degree, 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:

- Articulate and adhere to the paralegal's ethical responsibilities and the ethical interrelationship between paralegal and supervising attorney in all legal settings
- Demonstrate professionalism towards clients, coworkers, and the legal community
- and apply the Rules of Professional Conduct in all settings
- Develop a knowledge base of substantive law, principles, process and procedures in specific areas of practice
- Demonstrate effective legal research and writing based upon appropriate traditional and digital resources
- Utilize effective time management, organizational skills, and information management in all legal settings
- Analyze and synthesize the law so as to evaluate that law against varying legal issues presented by a client or case
- Identify the structure and functionality of the United States Courts at the Federal, State, Local, and Administrative levels and address legal questions in the appropriate venue
- Apply the five sources of law to resolve legal questions-the United States Constitution, Federal and State Statutory Law, Rules of Court (statutory or discretionary from the bench), Case Law/Judicial Opinions, and Administrative Regulations
- Use technology necessary to the paralegal's practice in the legal community from legal research databases to office technology to programs designed for specific areas of practice

# PARALEGAL

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## AAB

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1	<b>BUS203</b> Business Law I 3	<b>PLG103</b> Legal Research/ Writing II P 3	<b>COM101</b> Public Speaking 3
<b>PSC101</b> American Government 3	<b>ENG103</b> Business Communications 3	<b>PLG105</b> Litigation/Civil Procedure P 3	<b>PLG203</b> Torts P 3
<b>ENG101</b> English Composition I 3	<b>MGT201</b> Principles of Management 3	<b>PLG201</b> Real Property/ Real Estate Law P 3	<b>PLG205</b> Contracts P 3
<b>CIS101</b> Personal Computer Applications 3	<b>PLG207</b> Law Office Technology P 3	<b>PLG210</b> Criminal Law P 3	<b>PLG212</b> Estate Law P 3
<b>MTH128</b> Statistics P 3	<b>SOC205</b> Social Problems 3	<b>PLG215</b> Family Law P 3	<b>PLG250</b> PL Practicum P 2
<b>PLG101</b> Intro to PL and Ethics P 3	<b>PLG102</b> Legal Research/ Writing I P 3		
<b>16 Credits</b>	<b>18 Credits</b>	<b>15 Credits</b>	<b>14 Credits</b>
<b>63 SEMESTER CREDITS</b>			

# PARALEGAL

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## CERTIFICATE

SEMESTER I	SEMESTER II
<b>ENG101</b> English Composition I 3	<b>PLG103</b> Legal Research/ Writing II P 3
<b>PLG101</b> Intro to PL/ Ethics P 3	<b>PLG203</b> Torts P 3
<b>PLG102</b> Legal Research/ Writing I P 3	<b>PLG205</b> Contracts P 3
<b>PLG105</b> Litigation/Civil Procedure P 3	<b>PLG210</b> Criminal Law P 3
<b>CIS101</b> Computer Applications 3	<b>PLG212</b> Estate Law P 3
<b>PLG201</b> Real Property/ Real Estate Law P 3	<b>PLG215</b> Family Law P 3
<b>18 Credits</b>	<b>18 Credits</b>
<b>36 SEMESTER CREDITS</b>	



# DRAFTING/DESIGN

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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

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>COM101</b> Public Speaking <div style="text-align: right;">3</div>	<b>DES111</b> Drafting II ▲ <div style="text-align: right;">3</div>	<b>CIV101</b> Surveying <div style="text-align: right;">3</div>
<b>DES115</b> AutoCAD I ▲ <div style="text-align: right;">3</div>	<b>PHY106</b> College Physics I <div style="text-align: right;">4</div>	<b>DES210</b> Descriptive Geometry ▲ <div style="text-align: right;">2</div>	<b>DES201</b> Electrical Drafting ▲ <div style="text-align: right;">2</div>
<b>ENG101</b> English Composition I <div style="text-align: right;">3</div>	<b>MCH201</b> Applied Mechanics I (Statics) ▲ <div style="text-align: right;">3</div>	<b>DES215</b> Computer Aided Design II ▲ <div style="text-align: right;">3</div>	<b>DES220</b> Structural/ Architecture I Drafting ▲ <div style="text-align: right;">2</div>
<b>MCH110</b> Engineering Materials ▲ <div style="text-align: right;">2</div>	<b>DES110</b> Drafting I ▲ <div style="text-align: right;">3</div>	<b>DES222</b> Technical Illustration ▲ <div style="text-align: right;">2</div>	<b>DES221</b> Piping Drafting/Map Drafting ▲ <div style="text-align: right;">2</div>
<b>MTH110</b> Technical Algebra ▲ <div style="text-align: right;">3</div>	<b>MTH111</b> Technical Trigonometry <div style="text-align: right;">3</div>	<b>PHY107</b> College Physics II <div style="text-align: right;">4</div>	<b>EGT291</b> IT and Engineering Practicum <div style="text-align: right;">1</div>
<b>CIS101</b> Personal Computer Application <div style="text-align: right;">3</div>			<b>MCH202</b> Applied Mechanics II <div style="text-align: right;">2</div>
			<b>SOC205</b> Social Problems <div style="text-align: right;">3</div>
<b>15 Credits</b>	<b>16 Credits</b>	<b>14 Credits</b>	<b>15 Credits</b>
<b>60 Semester Credits</b>			

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

# DRAFTING/DESIGN

## Mechanical Focus

### AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>COM101</b> Public Speaking <div style="text-align: right;">3</div>	<b>DES111</b> Drafting II ▲ <div style="text-align: right;">3</div>	<b>DES201</b> Electrical Drafting ▲ <div style="text-align: right;">2</div>
<b>DES115</b> AutoCAD I ▲ <div style="text-align: right;">3</div>	<b>PHY106</b> College Physics I <div style="text-align: right;">4</div>	<b>DES210</b> Descriptive Geometry ▲ <div style="text-align: right;">2</div>	<b>MCH202</b> Applied Mechanics II (Dynamics) <div style="text-align: right;">3</div>
<b>ENG101</b> English Composition I <div style="text-align: right;">3</div>	<b>MCH201</b> Applied Mechanics I (Statics) ▲ <div style="text-align: right;">3</div>	<b>DES215</b> Computer Aided Design II ▲ <div style="text-align: right;">3</div>	<b>DES221</b> Piping Drafting/Map Drafting ▲ <div style="text-align: right;">2</div>
<b>MCH110</b> Engineering Materials ▲ <div style="text-align: right;">2</div>	<b>DES110</b> Drafting I ▲ <div style="text-align: right;">3</div>	<b>MCH204</b> Introduction to Manufacturing Processes <div style="text-align: right;">3</div>	<b>EGT291</b> IT and Engineering Practicum <div style="text-align: right;">1</div>
<b>MTH110</b> Technical Algebra ▲ <div style="text-align: right;">3</div>	<b>MTH111</b> Technical Trigonometry <div style="text-align: right;">3</div>	<b>PHY107</b> College Physics II <div style="text-align: right;">4</div>	<b>MCH230</b> Mechanical Component Design <div style="text-align: right;">3</div>
<b>CIS101</b> Personal Computer Application <div style="text-align: right;">3</div>		<b>MCH210</b> Strength of Materials <div style="text-align: right;">3</div>	<b>SOC205</b> Social Problems <div style="text-align: right;">3</div>
<b>15 Credits</b>	<b>16 Credits</b>	<b>18 Credits</b>	<b>14 Credits</b>
<b>63 SEMESTER CREDITS</b>			
▲Student must obtain a letter grade of C or better to progress to graduation/certification.			

# ELECTRICAL/ELECTRONICS

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The Electrical/Electronic 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

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  <div style="text-align: right;">1</div>	<b>CIS101</b> Personal Computer App  <div style="text-align: right;">▲ 3</div>	<b>COM101</b> Public Speaking  <div style="text-align: right;">3</div>	<b>EGT291</b> IT and Engineering Practicum  <div style="text-align: right;">1</div>
<b>DES110</b> Drafting I  <div style="text-align: right;">▲ 3</div>	<b>ELE102</b> Circuits II  <div style="text-align: right;">▲ 4</div>	<b>ELE121</b> Electronic Circuits  <div style="text-align: right;">▲ 4</div>	<b>ECO1002</b> Microeconomics  <div style="text-align: right;">▲ 3</div>
<b>ELE101</b> Circuits I  <div style="text-align: right;">▲ 4</div>	<b>MGT202</b> Organizational Behavior  <div style="text-align: right;">▲ 3</div>	<b>ELE202</b> A.C./D.C. Machinery  <div style="text-align: right;">▲ 3</div>	<b>ELE207</b> General Instrumentation  <div style="text-align: right;">▲ 3</div>
<b>PHY106</b> College Physics I  <div style="text-align: right;">▲ 4</div>	<b>MTH111</b> Technical Trigonometry  <div style="text-align: right;">▲ 3</div>	<b>ELE205</b> Power Distribution  <div style="text-align: right;">▲ 3</div>	<b>ELE214 or ELE208</b> Industrial Controls /PLC  <div style="text-align: right;">▲ 4</div>
<b>MTH110</b> Technical Algebra  <div style="text-align: right;">▲ 3</div>	<b>SOC101</b> Intro to Sociology  <div style="text-align: right;">3</div>	<b>ENG101</b> English Composition I  <div style="text-align: right;">3</div>	<b>ENG104</b> Technical & Prof Writing  <div style="text-align: right;">▲ 3</div>
<b>ELE130</b> Digital Computer Systems  <div style="text-align: right;">4</div>			
<b>19 Credits</b>	<b>16 Credits</b>	<b>16 Credits</b>	<b>14 Credits</b>
<b>65 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			

# MACHINING

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The Machining Technology Program prepares individuals to set up and operate a variety of computer-controlled and mechanically-controlled machine tools to produce precision metal parts, instruments and tools. Machinists typically do the following:

- Work from blueprints, sketches, or computer-aided design (CAD) and computer-aided manufacturing (CAM) files
- Set up, operate and disassemble manual, automatic and computer-numeric-controlled (CNC) machine tools
- Align, secure and adjust cutting tools and workpieces
- Monitor the feed and speed of machines
- Turn, mill, drill, shape, and grind machines parts to specifications
- Measure, examine, and test completed products for defects
- Smooth the surface of parts or products
- Present finished workpieces to customers and make modifications if needed

Graduates of the Associate of Applied Science Degree in Machining will possess essential workplace skills, such as problem-solving and critical thinking, technical math skills, and demonstrate interpersonal skills, work ethic, accountability and responsibility. They will be able to read, write, and speak effectively in the work environment. They will understand the fundamentals of tooling and machining (both manual and CNC) and their processes.

Of special note are the certificates embedded in the degree; as students progress to completion of the degree, they will be able to earn industry-recognized certificates that prepare them for the workforce.

1. OSHA-30 certification
2. Level I NIMS (National Institute for Metalworking Skills) Certifications
  - a. Measurement, Materials and Safety
  - b. Job Planning, Benchwork and Layout
  - c. Manual Milling Skills I
  - d. Drill Press Skills I
  - e. Turning Operations: Turning Chucking Skills
  - f. Turning Operations: Turning Between Centers
  - g. CNC Turning: Operations
  - h. CNC Milling: Operations
  - i. CNC Milling: Programming Setup & Operations
  - j. CNC Turning: Programming Setup & Operations
3. FANUC (CNC Certification)

# MACHINING

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SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS 106</b> Succeeding in College  1	<b>PSY101</b> General Psychology  3	<b>MAC204</b> CNC Lathe Operations  ▲ 3	<b>MAC206</b> CNC Mill Program Setup & Operation  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>MAC202</b> Intro to Manufacturing Manual Milling Process  ▲ 3	<b>MAC205</b> CNC Mill Operation  ▲ 3	<b>MAC207</b> CNC Lathe Program Setup & Operation  ▲ 3
<b>MAC200</b> Drafting I for Machining  ▲ 3	<b>MAC203</b> Intro to Manufacturing Manual Training  ▲ 3	<b>DES215</b> Computer Aided Design II  ▲ 3	<b>COM105</b> Interpersonal Communications  3
<b>MAC201</b> Intro to Machining Processes  ▲ 3	<b>MCH208</b> CNC (Lathe & Milling)  ▲ 3	<b>ENG101</b> English Composition  3	<b>EGT110</b> Metals/Metallurgy  ▲ 3
<b>MTH150</b> Shop Floor Calculations I  ▲ 3	<b>MTH160</b> Shop Floor Calculations II  ▲ 3	<b>MCH204</b> Introduction to Manufacturing Processes  ▲ 3	<b>MGT210</b> Leadership Development & Team Building  3
<b>SAF101</b> OSHA 30 General Industry Training  ▲ 3			
<b>Credits 16</b>	<b>Credits 15</b>	<b>Credits 15</b>	<b>Credits 15</b>

61 Semester Credits

# PROGRAMMABLE LOGIC CONTROLLERS

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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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>ELE102</b> Circuits II <div style="text-align: right;">4 ▲</div>	<b>ELE121</b> Electronic Circuit <div style="text-align: right;">4 ▲</div>	<b>ELE214</b> Programmable Logic Controllers <div style="text-align: right;">3 ▲</div>
<b>ELE101</b> Circuits I <div style="text-align: right;">4 ▲</div>	<b>ELE202</b> A.C./D.C. Machinery <div style="text-align: right;">3 ▲</div>	<b>ENG101</b> English Composition I <div style="text-align: right;">3</div>	<b>PHY106</b> College Physics I <div style="text-align: right;">4</div>
<b>ELE130</b> Digital Computer Systems <div style="text-align: right;">4 ▲</div>		<b>ELE208</b> Industrial Controls <div style="text-align: right;">3 ▲</div>	
<b>MTH110</b> Technical Algebra <div style="text-align: right;">3</div>			
<b>MTH111</b> Technical Trigonometry <div style="text-align: right;">3 ▲</div>			
<b>15 Credits</b>	<b>7 Credits</b>	<b>10 Credits</b>	<b>7 Credits</b>
<b>39 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			

# MECHANICAL ENGINEERING TECHNOLOGY

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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 ENGINEERING TECHNOLOGY

## AAS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>DES111</b> Drafting II  3	<b>DES215</b> Computer Aided Design II  3	<b>COM101</b> Public Speaking  3
<b>DES110</b> Drafting I  3	<b>DES115</b> AutoCAD I  3	<b>MCH110</b> Engineering Materials  2	<b>DES221</b> Pipe Drafting/Map Drafting  2
<b>ENG101</b> English Composition I  3	<b>MCH201</b> Applied Mechanics I (Statics)  3	<b>MCH208</b> CNC (Milling & Lathe) or Substitute  3	<b>EGT291</b> IT and Engineering Practicum (Optional)  1-2
<b>MCH204</b> Introduction to Manufacturing Processes  3	<b>MTH111</b> Technical Trigonometry  3	<b>MCH210</b> Strength of Materials  3	<b>ENG104</b> Technical and Professional Writing  3
<b>MTH110</b> Technical Algebra  3	<b>SOC205</b> Social Problems  3	<b>PHY106</b> College Physics I  4	<b>MCH202</b> Applied Mechanics II (Dynamics)  2
<b>ELE130</b> Digital Computer Systems  4		<b>MCH209</b> FMS(Flexible Manufacturing Systems)  3	<b>MCH230</b> Mechanical Component Design  3
<b>17 Credits</b>	<b>15 Credits</b>	<b>18 Credits</b>	<b>14-15 Credits</b>
<b>63-64 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.			

# WELDING

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The welding degree program is designed to provide students with sufficient knowledge and skills necessary to become a successful welder. Students have the opportunity to study the four main welding processes: SMAW (stick), GMAW (MIG), FCAW (Flux core), and GTAW (TIG). Students can qualify their welds in each process in a variety of positions on steel plate and/or pipe. Students have proven Math skills and have had other classes to make them more rounded individuals. They should have the ability to move into an entry level welding position in a pipe or steel fabrication shop, machine shop or other construction related business. Trade unions such as pipefitters, boilermakers, ironworkers, carpenters, operating engineers, etc. would prefer to have a person with such proven skills.

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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College <div style="text-align: right;">1</div>	<b>ENG101</b> English Composition I <div style="text-align: right;">3</div>	<b>COM101</b> Public Speaking <div style="text-align: right;">3</div>	<b>DES115</b> AutoCAD I <div style="text-align: right;">3</div>
<b>MTH107</b> Math for Trades <div style="text-align: right;">3</div>	<b>WLD201</b> Shielded Metal Arc Welding (SMAW) III ▲ <div style="text-align: right;">4</div>	<b>WLD211</b> Open Root Groove Welding on Plate ▲ <div style="text-align: right;">4</div>	<b>ENG104</b> Technical and Professional Writing <div style="text-align: right;">3</div>
<b>SAF101</b> OSHA 30 General Industry Training Course ▲ <div style="text-align: right;">3</div>	<b>WLD202</b> Blueprint Reading for Welders ▲ <div style="text-align: right;">4</div>	<b>WLD214</b> Gas Tungsten Arc Welding ▲ <div style="text-align: right;">4</div>	<b>WLD212</b> Open Root Groove Welding on Pipe ▲ <div style="text-align: right;">4</div>
<b>WLD111</b> Shielded Metal Arc Welding (SMAW) I ▲ <div style="text-align: right;">4</div>	<b>WLD213</b> Gas Metal Arc Welding ▲ <div style="text-align: right;">4</div>	<b>CIS101</b> Personal Computer Applications ▲ <div style="text-align: right;">3</div>	<b>COM105</b> Public Speaking <div style="text-align: right;">3</div>
<b>WLD121</b> Shielded Metal Arc Welding (SMAW) II ▲ <div style="text-align: right;">4</div>	<b>HIS101</b> World Civilization I <div style="text-align: right;">3</div>		<b>SOC205</b> Social Problems <div style="text-align: right;">3</div>
<b>15 Credits</b>	<b>18 Credits</b>	<b>14 Credits</b>	<b>16 Credits</b>
<b>63 SEMESTER CREDITS</b>			
▲ 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

SEMESTER I	SEMESTER II
<b>MTH106</b> Math for Welders  1	<b>WLD201</b> Shielded Metal Arc Welding (SMAW) III  ▲ 4
<b>SAF101</b> OSHA 30 General Industry Training Course  ▲ 3	<b>WLD202</b> Blueprint Reading for Welders  ▲ 4
<b>WLD111</b> Shielded Metal Arc Welding (SMAW) I  ▲ 4	<b>WLD213</b> Gas Metal Arc Welding  ▲ 4
<b>WLD121</b> Shielded Metal Arc Welding (SMAW) II  ▲ 4	
<b>12 Credits</b>	<b>12 Credits</b>
<b>24 SEMESTER CREDITS</b>	
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.	

SEMESTER I	SEMESTER II
<b>WLD251</b> Practicum  3	Technical or General Elective  3 or 4
<b>WLD211</b> Open Root Groove Welding on Plate  ▲ 4	<b>WLD251</b> WLD Practicum  ▲ 6
<b>WLD214</b> Gas Tungsten Arc Welding  ▲ 4	<b>WLD212</b> Open Root Groove Welding on Pipe  ▲ 4
<b>11 Credits</b>	<b>13-14 Credits</b>
<b>24 SEMESTER CREDITS</b>	
▲ 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).	

<b>Technical Electives:</b>		
DES110 – Drafting (3)	DES115- AutoCAD (3)	WLD222- Fabrication, Layout, & Design (4)
EGT110 –Metals/ Metallurgy (3)		

# 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

## ATS - TYPE A

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>ELE102</b> Circuits II  ▲ 4	<b>ELE202</b> A.C./D.C. Machinery  ▲ 3	<b>EGT291</b> IT and Engineering Practicum  ▲ 1-2
<b>ELE101</b> Circuits I  ▲ 4	<b>MCH201</b> Applied Mechanics I (Statics)  ▲ 3	<b>ELE208</b> Industrial Controls  ▲ 3	<b>ENG104</b> Technical and Professional Writing  3
<b>MCH204</b> Introduction to Manufacturing Processes  ▲ 3	<b>MGT 210</b> Leadership and Team Building  3	<b>PHY106</b> College Physics I  4	<b>MCH202</b> Applied Mechanics II (Dynamics)  ▲ 2
<b>MTH110</b> Technical Algebra  ▲ 3	<b>COM101</b> Public Speaking  3	<b>MCH210</b> Strength of Materials  ▲ 3	<b>MCH230</b> Mechanical Component Design  ▲ 3
<b>ENG101</b> English Composition I  3	<b>MTH111</b> Technical Trigonometry  ▲ 3	<b>ELE130</b> Digital Computer Systems  ▲ 4	<b>SOC205</b> Social Problems  3
<b>CIS101</b> Personal Computer Applications  3			<b>MCH110</b> Engineering Materials  ▲ 2
<b>17 Credits</b>	<b>16 Credits</b>	<b>17 Credits</b>	<b>14-15 Credits</b>
<b>62-63 SEMESTER CREDITS</b>			
▲ Student must obtain a letter grade of C or better to progress to graduation/certification			



# INFORMATION TECHNOLOGY

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

The information technology associate degree provides a comprehensive understanding of various areas of IT including computer hardware, operating systems, and networking. 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 Cisco and Microsoft. Hands-on experience is provided through computer simulations. Students will earn the Google IT Support Professional Certificate upon completion of the degree. The degree can also help students prepare for the A+, MCSA and CCNA certifications.

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.
- Demonstrate the knowledge of security practices and procedures.

# INFORMATION TECHNOLOGY

## ATS- Type A

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College 1 P	<b>NET106*</b> Introduction to IT Security 3 P	<b>NET140*</b> Introductory Windows Server 4 P	<b>NET132*</b> Switched Networks 4 P
<b>NET101*</b> Introduction to Information Technology 4 P	<b>NET126*</b> A+ Essentials and Practical Application 4 P	<b>NET141*</b> Intermediate Windows Server 4 P	<b>NET133*</b> Routed Networks 4 P
<b>NET103*</b> Introduction to System Administration 4 P	<b>NET128*</b> Windows Client Configuration 4 P	<b>COM105</b> Interpersonal Communications 3	<b>HIS101</b> World Civilization I 3
<b>ENG101</b> English Composition I 3	<b>CIS225</b> Database Concepts 3	<b>MGT202</b> Organizational Behavior 3	<b>PHI202</b> Ethics 3
<b>CIS101</b> Personal Computer Applications 3	<b>MTH105</b> Quantitative Reasoning 3	<b>SOC101</b> Introduction to Sociology 3	<b>EGT291</b> IT and Engineering Practicum (optional) 1
<b>15 Credits</b>	<b>16 Credits</b>	<b>17 Credits</b>	<b>14-15 Credits</b>
<b>63-64 SEMESTER CREDITS</b> *8-week courses - courses may be taken in the same semester P Student must obtain a grade of "C" or better to progress to graduation			

## ELECTRICAL TRADES

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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

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
CSS106 Succeeding in College <span style="float: right;">1</span>	AIT141 Industrial Electricity II <span style="float: right;">2</span>	AIT171 Industrial Electricity III <span style="float: right;">2</span>	AIT210 Fundamentals of Electronics <span style="float: right;">2</span>	AIT242 National Electrical Code III <span style="float: right;">1</span>
AIT101 Industrial Electricity I <span style="float: right;">2</span>	AIT142 National Electrical Code II <span style="float: right;">1</span>	AIT1173 Electrical Blueprint Reading III <span style="float: right;">1</span>	AIT211 Industrial Electronics I <span style="float: right;">3</span>	AIT245 Instrumentation and Testing <span style="float: right;">2</span>
AIT102 National Electrical Code I <span style="float: right;">1</span>	AIT143 Electrical Blueprint Reading II <span style="float: right;">1</span>	AIT175 Electrical Motor Controls I <span style="float: right;">2</span>	AIT215 Electrical Motor Controls II <span style="float: right;">2</span>	AIT251 Industrial Electronics II <span style="float: right;">2</span>
AIT103 Electrical Blueprint Reading I <span style="float: right;">1</span>	AIT150 Electrical Construction Methods <span style="float: right;">1</span>	AIT180 Electrical Machinery <span style="float: right;">2</span>	AIT216 Electricity for HVAC <span style="float: right;">1</span>	ELE203 Understanding the National Electrical Code <span style="float: right;">3</span>
ENG101 English Composition I <span style="float: right;">3</span>	CIS101 Personal Computer Applications <span style="float: right;">3</span>	AIT190 Industrial Safety Practices <span style="float: right;">1</span>	MTH103 Business Math <span style="float: right;">3</span>	PSY101 General Psychology <span style="float: right;">3</span>
MTH110 Technical Algebra <span style="float: right;">3</span>	ENG104 Technical and Professional Writing <span style="float: right;">3</span>	COM101 Public Speaking <span style="float: right;">3</span>	MGT210 Leadership Development & Team Building <span style="float: right;">3</span>	
MTH111 Technical Trigonometry <span style="float: right;">3</span>	PHY106 College Physics I <span style="float: right;">4</span>			
<b>14 Credits</b>	<b>15 Credits</b>	<b>11 Credits</b>	<b>14 Credits</b>	<b>11 Credits</b>
<b>65 SEMESTER CREDITS</b>				
Potential student must be a member of the IBEW before starting this degree.				

# ASSOCIATE OF ARTS

## AA

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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 individual has the ability to choose electives that will satisfy a student's particular interests and future educational goals while fulfilling the Ohio Transfer Module (OTM) requirements.

This degree fulfills the general education requirements for most four-year colleges, and with the correct selection of OTM courses and electives, follow the Transfer Assurance Guides (TAGS) guidelines to transfer to state public institutions in Ohio. This degree can be used for transfer into four-year baccalaureate programs, usually providing 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 an enrollment specialist or advisor 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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College ▲ 1	<b>ENG102</b> English Composition II ▲ 3	<b>SOC101</b> Introduction to Sociology ▲ 3	Elective ▲ 3
<b>COM101</b> Public Speaking ▲ 3	<b>MTH100 Level or Above</b> ▲ 3-4	<b>Humanities Elective</b> ▲ 3	Elective ▲ 3
<b>ENG101</b> English Composition I ▲ 3	<b>Science w/ Lab Elective</b> ▲ 4	<b>Literature Elective</b> ▲ 3	Elective ▲ 3
<b>PSY101</b> General Psychology ▲ 3	Elective ▲ 3	<b>Science Elective</b> ▲ 4	<b>Humanities Elective</b> ▲ 3
<b>Foreign Language or Humanities Elective</b> ▲ 3-4	<b>Foreign Language or Humanities Elective</b> ▲ 3-4	Elective ▲ 3	<b>Social Behavioral Science Elective</b> ▲ 3
13-14 CREDITS	17-18 CREDITS	16 CREDITS	15 CREDITS
<b>61-63 SEMESTER CREDITS</b>			
Since the Associate of Arts can transfer into many diverse fields of study, <b>all electives should be chosen carefully, keeping both the future field of study and the transfer school destination in mind.</b> 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

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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](http://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

### AS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College ▲ 1	<b>CHM103</b> General Chemistry II * ▲ 4	<b>PHY106</b> College Physics I ▲ 4	<b>COM101</b> Public Speaking 3
<b>CHM102</b> General Chemistry I * ▲ 4	<b>ENG102</b> English Composition II ▲ 3	<b>CIS222</b> Spreadsheet Concepts 3	<b>PHY107</b> College Physics II ▲ 4
<b>ENG101</b> English Composition I ▲ 3	<b>MTH121</b> College Trigonometry ▲ 3	<b>ENV107</b> Environmental Geology ▲ 3	<b>GEL101</b> Introduction to Geology ▲ 4
<b>MTH120</b> College Algebra ▲ 4	<b>GEL111</b> Earth Science ▲ 4	<b>MTH220</b> Calculus and Analytic Geometry I ▲ 4	<b>MTH221</b> Calculus and Analytic Geometry II ▲ 4
<b>ART104</b> Art History I OR <b>PHI101</b> Introduction to Philosophy ▲ 3	<b>CIS101</b> Personal Computer Applications 3	<b>SOC205</b> Social Problems ▲ 3	
15 CREDITS	17 CREDITS	17 CREDITS	15 CREDITS

#### 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.

\* Check transfer requirements

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



# ASSOCIATE OF SCIENCE-AS

## Biological Sciences Transfer

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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

### AS

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>BIO114</b> Principles of Biology I  ▲ 4	<b>BIO115</b> Principles of Biology II  ▲ 4	<b>ENV102</b> Environment Sustainability  ▲ 3	<b>BIO265H</b> Biological Evolution  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>COM101</b> Public Speaking  3	<b>MTH128</b> Statistics  3	<b>BIO205</b> Genetics  ▲ 4
<b>CSS106</b> Succeeding in College  1	<b>ENG102</b> English Composition II  3	<b>BIO210</b> Research Ethics in Science  ▲ 3	<b>BIO207</b> Zoology  ▲ 4
<b>ENG101</b> English Composition I  3	<b>BIO209</b> Critical Thinking and Analysis in the Sciences ▲ 3	<b>BIO204</b> Ecology ▲ 4	
<b>MTH120</b> College Algebra  4	<b>MTH121</b> College Trigonometry  3	<b>BIO103</b> Nutrition ▲ 3	
<b>PSY101</b> Introduction to Psychology  3			
<b>18 Credits</b>	<b>16 Credits</b>	<b>16 Credits</b>	<b>11 Credits</b>
<b>64 SEMESTER CREDITS</b>			
▲ 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

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<b>CSS106</b> Succeeding in College  1	<b>Area of Concentration</b>  ▲ 6	<b>Related Course Work</b>  ▲ 12	<b>Related Course Work</b>  ▲ 9
<b>Area of Concentration</b>  ▲ 6	<b>MTH120</b> College Algebra  4	<b>Humanities Elective</b>  3	<b>COM101</b> Public Speaking  3
<b>ENG101</b> English Composition I  3	<b>ENG102</b> English Composition II  3	<b>SOC205</b> Social Problems  3	<b>CIS101</b> Personal Computer Applications  3
<b>GEL111</b> Earth Science  4	<b>Social Science Elective</b>  3		
<b>14 Credits</b>	<b>16 Credits</b>	<b>18 Credits</b>	<b>15 Credits</b>
<b>63 SEMESTER CREDITS</b>			
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
- Career Transfer Assurance Guide (CTAG) Courses

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 Department of Higher Education, 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 also 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 Ohio Transfer Module, both required and elective courses, and then moves beyond those courses into additional hours in pre-major and major courses. Transfer Assurance Guides guaranteed to transfer and apply directly to a student's major. In its totality, the TAGs become a guaranteed pathway for students and within Ohio institutions 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.

## OHIO TRANSFER ARTICULATION GUARANTEE (TAG) COURSES

<p><b>Anthropology</b> ANT102 Cultural Anthropology</p> <p><b>Art History</b> ART104 Art History I ART105 Art History II</p> <p><b>Biology</b> BIO114 Principles of Biology I BIO115 Principles of Biology II*</p> <p><b>Business</b> ACC111 Financial Accounting I ACC121 Managerial Accounting BUS201 Principles of Marketing BUS203 Business Law I BUS205 Advertising and Promotion ENG103 Business Communications</p> <p><b>Chemistry</b> CHM102 General Chemistry I CHM103 General Chemistry II*</p> <p><b>Communication Studies</b> COM101 Public Speaking COM105 Interpersonal Communications COM110 Conference and Group Discussion</p> <p><b>Criminal Justice</b> CJT101 Introduction to Criminal Justice CJT213 Police Function COR202 Correctional Institutions in America COR203 Criminology</p> <p><b>Dietetics</b> BIO103 Nutrition</p> <p><b>Economics</b> ECO101 Macroeconomics ECO102 Microeconomics</p> <p><b>*Pending TAG Approval</b></p>	<p><b>Education</b> ECE101 Cognitive and Physical Development of the Child ECE111 Society, Family and Diversity in Early Childhood EDU200 Foundations of Education EDU220 Educational Psychology</p> <p><b>Electrical Engineering</b> ELE101 Circuits I ELE102 Circuits II ELE121 Electronic Circuits ELE130 Digital Computer Systems</p> <p><b>English Literature</b> ENG252 Survey of British Literature I ENG253 Survey of British Literature II ENG254 American Literature I: Early Period ENG255 American Literature II: Late Period</p> <p><b>Geography</b> GEO101 World Geography GEO102 Physical Geography GEO201 Human/Cultural Geography</p> <p><b>Geology</b> GEL101 Introduction to Geology</p> <p><b>Health Information Management</b> BIO201 Pathophysiology CIS101 Personal Computer Applications HIM104 Reimbursement Methodologies HIM230 Legal and Ethical Concepts in Healthcare HSC101 Medical Terminology</p> <p><b>History</b> HIS101 World Civilization I HIS102 World Civilization II HIS104 U.S. History - Formative Period HIS105 U.S. History - Modern Period</p>	<p><b>Math (OTM)</b> MTH220 Calculus and Analytic Geometry I MTH221 Calculus and Analytic Geometry II</p> <p><b>Mechanical Engineering</b> DES115 Auto CAD I MCH201 Applied Mechanics I (Statics) MCH210 Strength of Materials MCH204 Intro to Manufacturing Processes</p> <p><b>Philosophy</b> PHI101 Introduction to Philosophy PHI202 Ethics</p> <p><b>Physics</b> PHY106 College Physics I PHY107 College Physics II</p> <p><b>Political Science</b> PSC101 American Government PSC102 Comparative Politics</p> <p><b>Psychology</b> PSY101 General Psychology PSY201 Child Development PSY203 Social Psychology PSY205 Human Growth and Development PSY206 Adolescent Development PSY207 Adult Development PSY211 Abnormal Psychology</p> <p><b>Public Relations and Advertising</b> COM150 Survey of Mass Media</p> <p><b>Sociology</b> SOC101 Introduction to Sociology SOC110 Sociology of Marriage and Family SOC205 Social Problems</p> <p><b>Studio/Fine Arts</b> ART102 Beginning Drawing ART103 Beginning Opaque Water Media ART107 Photography</p>
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# TRANSFER OPPORTUNITIES

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## 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](http://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 REONSIBILITIES 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), contains 36-40 semester hours of coursework in general education it is a subset or the complete set of general education requirements at each college or university. In order for general education courses to be a part of an institution's transfer module, all coursework is subject to a review by the statewide transfer module panels against the Ohio Transfer Module Guidelines and learning outcomes. Each module must include a minimum of 24 semester hours of approved OTM courses as outlined below:

- at least three semester credit hours in English Composition and Oral Communication (Frist Writing and Public Speaking)
- at least three semester credit hours in Mathematics, Statistics and Logic (e.g. College Algebra, Pre-Calculus, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)
- at least six semester credit hours in Social and Behavioral Sciences (e.g., Anthropology, Economics, Geography, Political Science, Psychology, Sociology)

- at least six semester credit hours in Natural Sciences (E.g., Astronomy, Biology, chemistry, Environmental Science, Geology, Physical Geography, Physics)

The additional 12-16 semester credit hours needed to complete the OTM are distributed among the same five categories but may be distributed differently in the Associate of Arts and the Associate of Science Degrees. Typically an Associate of Arts degree would include more credits in the oral and written communication and arts and humanities areas, while an Associate of Science degree would include more credit hours in the mathematics and science areas.



# TRANSFER OPPORTUNITIES

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## CAREER TECHNICAL CREDIT TRANSFER (CT<sup>2</sup>)

Legislation directs the Ohio Department of Higher Education 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. EGCC currently has 53 CTAGs in multiple disciplines approved by the ODHE/ODE. We are continuously working to add CTAG's to improve students transferability, reduce time to degree and cost of degrees for students.

## 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.

### English/Oral Communication

Minimum 3 semester hours  
3 ENG101 English Composition I  
3 ENG102 English Composition II  
3 ENG205 Women in Literature  
3 ENG207 Film and Literature  
3 ENG208 Short Stories  
3 ENG 220  
3 COM101 Public Speaking

### Mathematics, Statistics and Formal Logic

Minimum 3 semester hours  
4 MTH120 College Algebra  
3 MTH121 College Trigonometry  
5 MTH220 Calculus and Analytic Geometry I  
5 MTH221 Calculus and Analytic Geometry II  
3 MTH128 Statistics

### Arts/Humanities

Minimum 6 semester hours  
3 ENG201 Introduction to Literature  
3 ENG202 Survey of World Literature  
3 ENG252 Survey of British Literature I  
3 ENG253 Survey of British Literature II  
3 ENG254 American Literature: Early Period  
3 ENG255 American Literature: Late Period  
3 HIS101 World Civilization I  
3 HIS102 World Civilization II  
3 ART104 Art History I  
3 ART105 Art History II  
3 PHI101 Introduction to Philosophy  
3 MUS101 Music Appreciation  
3 ART101 Survey of Art History

3 PHI201 History of Philosophy - Ancient through Modern  
3 THE201 History of the Theater

### Social Sciences

Minimum 6 semester hours  
3 ECO101 Macroeconomics  
3 ECO102 Microeconomics  
3 HIS104 US History I  
3 HIS105 US History II  
3 PSC101 American Government  
3 PSC102 Comparative Politics  
3 PSY101 General Psychology  
3 PSY203 Social Psychology  
3 PSY205 Human Growth and Development  
3 SOC101 Introduction to Sociology  
3 SOC205 Social Problems  
3 GEO101 World Geography

### Natural Sciences

Minimum 6 semester hours  
4 GSC 102 Science and the Environment  
4 PHY106 College Physics I  
4 PHY107 College Physics II  
4 CHM102 General Chemistry I  
4 CHM103 General Chemistry II  
3 BIO102 Human Anatomy and Physiology  
4 BIO106 Introduction to Biological Sciences  
4 BIO203 Principles of Microbiology  
4 GEL111 Earth Science  
4 BIO114 Principles of Biology I  
4 BIO115 Principles of Biology II

# ARTICULATION AGREEMENTS

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EGCC participates in the [State transfer modules](#) to ensure transfer and applicability of courses between Ohio public colleges and universities. Transfer agreements have been developed with many four-year universities for students to continue their educational journey beyond EGCC. The college also accepts credits from each of the partner colleges. Students are encouraged to complete their EGCC degree program, as many institutional and programmatic agreements are in place. Successful transfer depends upon careful planning, good advising, and maintaining site of your transfer goal.

College/University	Type of Agreement	Begin Date (Ongoing)
The Art Institute of Pittsburgh	Course-to-Course	2016
Bethany College	Institutional	2010
Capella University	Institutional	2013
Cincinnati College of Mortuary Science	Programmatic	2015
DeSales University	Programmatic	2012
Excelsior College	Programmatic	2017
Franciscan University	Programmatic/Course-to-Course	2011
Franklin University	Programmatic	2014
Grand Canyon University	Programmatic	2015
Herzing University	Programmatic	2011
Kaplan University	Programmatic	2008
Kent State University	Programmatic/Course-to-Course	2014
Miami University of Ohio	Programmatic	2016
Notre Dame College	Institutional	2017
Ohio Dominican University	Course-to-Course	2017
Ohio University	Programmatic	2015
Robert Morris University	Programmatic	2010
Point Park University	Course-to-Course	2015
Salem International University	Programmatic	2016
Slippery Rock University	Course-to-Course	2006
Tiffin University	Course-to-Course	2014
University of Akron	Programmatic/Course-to-Course	2010
University of Phoenix	Institutional	2013
Walsh University	Institutional	2011
Western Governors University	Programmatic	2017
West Liberty University	Course-to-Course	2010
Wheeling Jesuit University	Course-to-Course	2012
Youngstown State University	Programmatic	2014

**Course-to-Course:** A course-to-course articulation matches the EGCC course to a specific course at the four-year institution. The four-year institution has reviewed EGCC's courses to match them to their course equivalents.

**Institutional:** An institutional agreement provides graduates with a specific EGCC degree,

usually the Associate of Arts and/or Associate of Science Degrees, with junior status upon successful enrollment at the four-year institution.

**Programmatic:** A programmatic agreement provides graduates with a specific EGCC degree the opportunity for seamless transfer into a specific degree pathway at the four-year institution.

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# GENERAL STUDIES ELECTIVES

This list of general studies electives is offered by EGCC on a recurring basis. Not all general studies electives are OTM or TAG approved courses. 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 pre-developed agreements between the student and the granting institution, many problems will be avoided.

## Arts and Humanities

ART101 Survey of Art History  
ART102 Beginning Drawing  
ART103 Beginning Opaque Water Media  
ART104 Art History I  
ART105 Art History II  
ART107 Photography  
ART108 Design Foundations  
ART114 Beginning Water Color Painting  
ART121 Special Topics in Art  
ENG201 Introduction to Literature  
ENG202 Survey of World Literature  
ENG205 Women in Literature  
ENG2007 Film & Literature  
ENG208 Short Stories  
ENG220 Modern Poetry  
ENG252 Survey of British Literature I  
ENG253 Survey of British Literature II  
ENG254 American Literature I: Early Period  
ENG255 American Literature II: Late Period  
HIS101 World Civilization I  
HIS102 World Civilization II  
HIS104 U.S.-Formative Period

HIS105 U.S. History - Modern Period  
HIS201 African American History  
MGT210 Leadership Development and Team Building  
MUS101 Music Appreciation  
MUS102 Music Fundamentals  
PHI101 Introduction to Philosophy through Modern  
PHI202 Ethics  
PHI240 Special Topics in Philosophy  
SPA101 Elementary Spanish I  
SPA102 Elementary Spanish II  
SPA201 Intermediate Spanish I  
SPA202 Intermediate Spanish II  
THE101 Introduction to Theatre

## English Composition and Oral Communication

COM101 Public Speaking  
COM105 Interpersonal Communication  
COM110 Small Group: Communication  
EDU210 Children's Literature  
ENG101 English Composition I  
ENG102 English Composition II  
ENG103 Business Communications  
ENG104 Technical & Professional Writing  
ENG151 Creative Writing

## Mathematics, Statistics, and Logic

MTH105 Quantitative Reasoning  
MTH120 College Algebra  
MTH121 College Trigonometry  
MTH128 Statistics  
MTH220 Calculus/ Analytic Geometry I  
MTH221 Calculus/ Analytic Geometry II

## Natural Sciences

BIO102 Human Anatomy & Physiology  
BIO103 Nutrition  
BIO106 Intro to Biological Sciences  
BIO114 Biology I  
BIO115 Biology II  
BIO200 Principles of Pharmacology  
BIO203 Principles of Microbiology  
BIO204 Ecology

BIO205 Genetics  
CHM101 Introduction to Chemistry  
CHM102 General Chemistry I  
CHM103 General Chemistry II  
CHM201 Organic Chemistry  
GEL101 Introduction to Geology  
GEL111 Earth Science  
GSC101 Introduction to Physical Science  
GSC102 Science and Environment  
PHY106 College Physics I  
PHY107 College Physics II  
PHY126 Science/Engineering Physics I  
PHY127 Science/Engineering Physics II

## Social and Behavioral Sciences

ANT102 Cultural Anthropology  
ECO101 Macroeconomics  
ECO102 Microeconomics  
EDU200 Foundations of Education  
EDU219 Characteristics of Exceptional Children  
EDU220 Educational Psychology  
GEO101 World Geography  
GEO102 Physical Geography  
GEO201 Cultural Geography  
MGT202 Organizational Behavior  
PSC101 American Government  
PSC102 Comparative Politics  
PSY101 101 General Psychology  
PSY201 Child Development  
PSY203 Social Psychology  
PSY205 Human Growth and Development  
PSY206 Adolescent Development  
PSY211 Abnormal Psychology  
SOC101 Introduction to Sociology  
SOC205 Social Problems  
SOC110 Marriage and Family

**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	ITL	Italian
ACC	Accounting	MAC	Machining
ADN	Nursing	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	PHI	Philosophy
CIV	Civil Engineering	PHN	Patient Home Navigator
CJT	Criminal Justice	PHY	Physics
COM	Communications	PLA	Prior Learning Assessment
COR	Corrections	PLB	Phlebotomy
CSS	College Success Series	PLG	Paralegal
CST	Central Services Technician	POA	Peace Officers Academy (Police Academy)
DAS	Dental Assisting	POM	Professional Office Management
DES	Design Engineering	PNR	Practical Nursing
ECE	Teacher Education	PSC	Political Science
ECO	Economics	PSY	Psychology
EDU	Education	RAD	Radiology
EGT	Engineering Technologies	SAF	Safety
ELE	Electrical/Electronics	SOC	Sociology
EMS	Emergency Medical Services	SPA	Spanish
ENG	English/Literature	THE	Theatre
ENV	Environmental Science	WLD	Welding
FIR	Fire 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.

A co-requisite course is a course that is required to be taken at the same time as another course. The courses designated as co-requisite courses have skills or outcomes that are designed to support and enhance the learning within each other. In order for those courses to be successful, they should be taken at the same time, in the same semester.

# COURSE DESCRIPTIONS

## ACCOUNTING (ACC)

### ACC100 Office Accounting

3 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, MTH070

### ACC111 Financial Accounting I

3 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, MTH070

### 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

### 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 Credits

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, MTH070

### 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 Credits

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 and ACC215

**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 and ACC215

Corequisite: ACC251

**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 and ACC215

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.

Theory 2 hours

### **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.

Theory 2 hours

### **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.

Theory 2 hours

Prerequisite: AIT110

### **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.

Theory 2 hours

### **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.

Theory 1 Credit

Prerequisite: AIT102

### **AIT143 Electrical Blueprint Reading II**

**1 credit**

Residential layout circuits, estimating, interpreting specifications, schedules, and blueprint system integration are closely studied.

Theory 1 Credit

### **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.

Theory 1 Credit

### **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.

Theory 2 hours

Prerequisite: AIT141

### **AIT173 Electrical Blueprint Reading III**

**1 credit**

A continuation of AIT143, this course provides an understanding of industrial prints and specifications.

Theory 1 Credit

Prerequisite: AIT143

### **AIT175 Electric Motor Controls I**

**2 credits**

This course introduces machine tool circuits, components, operation and fault investigation, motor starters, insulation, and selection.

Theory 2 hours

**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.

Theory 1 Credit

**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.

Theory 3 Credits

**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.

Theory 2 hours

**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.

Theory 1 Credit

**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.

Theory 1 Credit

**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.

Theory 2 hours

**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.

Theory 2 hours

Prerequisite: AIT211

## **ANTHROPOLOGY (ANT)**

### **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 Credits

## **ART (ART)**

### **ART101 Survey of Art History**

**3 Credits**

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.

Theory 3 Credits

### **ART102 Beginning Drawing**

**3 Credits**

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.

Theory 2 hours - Lab 2 hours

### **ART103 Beginning Opaque Water Media**

**3 Credits**

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.

Theory 2 hours - Lab 2 hours

### **ART104 Art History I**

**3 Credits**

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.

Theory 3 Credits

### **ART105 Art History II**

**3 Credits**

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.

Theory 3 Credits

### **ART107 Photography**

**3 Credits**

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.

Theory 2 hours - Lab 2 hours

### **ART108 Design Foundations**

**3 Credits**

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.

Theory 2 hours - Lab 2 hours

### **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 Credits

## **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 Credits

### **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 Credits

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 Credits

### **BIO102 Human Anatomy and Physiology**

**3 Credits**

This course provides a detailed study of the structure and functions of the body's cells, tissues and organ systems.

Theory 3 Credits

### **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 Credits

### **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 Credits - 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 Credits - 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 Credits - 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 Credits - 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 Credits - Lab 2 hours

### **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 Credits

### **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 Credits

### **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 Credits - 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 Credits - 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 Credits - 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 Credits - Lab 2 hours

**BIO209 Critical Thinking and Analysis in the Sciences****3 Credits**

This course will focus on development of proficient skills in critical thinking and analysis pertaining to scientific research and communication. Strong emphasis will be placed on application and practice of learned skills through completion of assignments involving research of scientific topics, critical reading and analysis, information organization, scientific writing and information presentation. Development and presentation of substantial research papers will be required.

Theory 3 Credits

**BIO210 Research Ethics in Science****3 Credits**

This course will focus on issues of ethics in scientific research. Topics covered include: ethical decisions with respect to appropriate and legitimate exploration pathways of scientific research; ethical standards for research publication and peer review procedure; research misconduct such as inaccuracy, misrepresentation, data fabrication, data omission, negligence, and fraudulent enterprise; fair, unbiased objectivity in scientific research; obligation to human research subjects regarding rights and welfare; resulting in consequences for individuals influenced by scientific research.

Theory 3 Credits

**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 Credits



## **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 Credits

### **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 Credits

### **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 Credits

### **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 Credits

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 Credits

### **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 Credits

### **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 Credits

### **BUS 209 – Customer Service**

**3 credits**

An in-depth exploration of customer service from various perspectives is the basis of this course. The student will learn customer service best practices in retail, organizational, and service environments.

Theory 3 credits

### **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 Credits

**BUS213 Financial Management****3 credits**

This course will introduce students to the world of finance including financial concepts, instruments, and financial decision making. Topics covered include financial assets, investing in long-term assets, capital structure and dividend policy, financial planning and working capital management.

Theory 3 credits

**BUS214 Securities and Investments****3 credits**

With this course, the student will gain an understanding of the steps in making investment decisions, the nature of securities and markets, how technical analysis is performed, and how to set up a portfolio.

Theory 3 credits

**BUS221 Business Ethics****3 Credits**

This course will provide students with an understanding of the business system foundation encompassing various aspects of ethics in relation to the global marketplace, ecology, employee and employment issues, and consumer issues.

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 Credits

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 Credits

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 Credits

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 Credits - Lab 2 hours

Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on college placement test

**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 Credits - Lab 2 hours

Prerequisite: CHM101

### **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 Credits - 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 Credits - Lab 2 hours

Prerequisite: CHM102, CHM103

## **CENTRAL SERVICE TECHNICIAN (CST).**

### **CST101 Introduction to Central Service Technician**

**3 Credits**

This course explores the central service department in a variety of healthcare environments, exploring the roles and responsibilities of the central service technician in a central service department. The course will relate the use of medical terminology and human anatomy and physiology to patient equipment and medical devices. Principles of infection control, safety, quality assurance and inventory management will be discussed, connecting to patient care topics. Participants will also practice oral and written communication and human relations skills throughout the course. The students will learn appropriate documentation and record maintenance for the patient care equipment/medical devices along with relevant departmental and accreditation records.

Theory 3 Credits

### **CST102C Practicum I**

**2 Credits**

Students will rotate through various health care central service departments to practice general cleaning of patient care equipment and medical devices. Basic patient care techniques of hand hygiene and universal standard precautions will be incorporated while handling the equipment. The student will demonstrate wrapping and packaging equipment, storing clean equipment as well as distribution of clean equipment. If available, the student will conduct the usual routine for linen folding. Miscellaneous tasks required by the central service technician will be made evident to the student. (Clinical 14 hours per week)

Clinical 2 Credits

### **CST103 Microbiology for Central Service Technology**

**2 Credits**

Presents the basic principles of microbiology including the study of bacteria and viruses commonly seen in the hospital environment. The structure, physiology, classification, cultivation and control of the microorganisms most commonly causing disease in patients will be discussed. Methods of destruction of the microorganisms on hospital equipment and medical devices will be introduced. A discussion will be conducted on the prevention of hospital acquired infections.

Theory 2 hours

Prerequisite: CST 101

Corequisites: CST 104, CST 105, and CST 107

Minimum Grade of a "C" required to progress to certification.

### **CST104 Disinfection/Sterilization in Central Service Technology**

**3 Credits**

The theory and application of microbiology concepts to the disinfection and sterilization processes of the patient equipment/medical devices will be explained throughout the course. Students will learn the processes of cleaning, decontamination, disinfection and sterilization of patient care equipment and medical devices. Concentration will be on the low and high temperature sterilization processes along with the sterile packaging and storage of sterile equipment. There will be a discussion on the management of patient care equipment and medical devices in a central service department.

Theory 3 Credits

Prerequisite: CST 101  
Corequisites: CST 103, CST 105 and CST 107  
Minimum Grade of a "C" required to progress to certification.

**CST105 Surgical Instrumentation/Packaging in Central Service Technology 4 Credits**

The central service technician will manage a variety of surgical instruments within the department. This course will concentrate on the decontamination of surgical equipment/medical devices, cleaning, sterilizing, packaging and storing of basic and complex surgical instruments/medical devices. The concepts will cover pre/intra/postoperative patient equipment/medical devices. Regulations and standards will be discussed for the successful function of a central service department.

Theory 4 hours  
Prerequisite: CST 101  
Corequisites: CST 103, CST 104 and CST 107  
Minimum Grade of a "C" required to progress to certification.

**CST106C Practicum II 2 credits**

Students will continue to rotate through various healthcare central service departments to learn the method of instrumentation sterilization. The establishment of procedure trays and case carts will be performed by the student. Assembly, storage and distribution of sterile equipment will be demonstrated by the student. Miscellaneous tasks required by the central service technician will be made evident to the student. (Clinical practice 14 hours per week)

Clinical - 2 credit hours  
Student must obtain a letter grade of P (pass) to progress to graduation.

**CST107 Seminar 1 credit**

For exam preparation as a certified registered central service technician (CRCST), this course will reinforce all content and clinical experiences encountered by the student. Case studies and practice exams will be incorporated to assist the student in successful completion of the exam.

Theory 1 Credit  
Prerequisite: CST 101  
Corequisites: CST 103, CST 104 and CST 105  
Minimum Grade of a "C" required to progress to certification.

**COMPUTER INFORMATION (CIS)**

**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 ODHTE TAG requirements for OBU003 Computer Applications.)

Theory 3 Credits

**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 Credits  
Prerequisite: ENG101

**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 Credits  
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 Credits

Prerequisite: CIS101 or GSC107

**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 Credits

Prerequisite: CIS225

**CIVIL ENGINEERING TECHNOLOGY (CIV)****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

**CRIMINAL JUSTICE (CJT)****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 Credits

**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 Credits

**CJT106 Crime Prevention****3 Credits**

This course introduces the fundamental concepts 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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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

### **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 Credits

#### **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 Credits

#### **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 Credits

#### **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 Credits

#### **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 Credits

### **COLLEGE SUCCESS (CSS)**

#### **CSS106 Succeeding in College**

**1 Credit**

This course is designed for all newly enrolled college students. This course provides 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 and be knowledgeable about the resources necessary for success in college. This course is required of all first-time Eastern Gateway Community College students. The course must be taken in your first semester, failure to complete (drop, withdraw or failing grade) will result in being automatically registered in the course the following semester.

Theory 1 Credit

### **DENTAL ASSISTING (DAS)**

#### **DAS102 Dental Sciences**

**2 Credits**

Within the content of this course the student is given an overview of dental pharmacology. Content reflects drugs and medicines used in the dental office including nomenclature of drugs, proper administration, effects, and actions. As well, special needs patients, and medical and dental emergencies are also included. This course is delivered in an online format. Students meet the course objectives by reading the textbook and online materials, participating in online discussions and completing assignments online.

Theory 2 hours

Prerequisite: Admission to the Dental Assisting Program

#### **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, and the armamentarium used with the prevention of dental disorders, as well as presenting general pathology and oral diseases along with highlights on dental anomalies. Communication techniques related to prevention; nutritional counseling methods are developed in lab sessions and in elementary classroom situations. This course underscores the importance of taking blood pressure, pulse, and respirations in the prevention of medical emergencies. The theory portion of this course is presented in an online format; students meet the course objectives by reading the textbook and online materials, participating in online discussions and completing assignments and assessments online; thus requiring students to physically be on campus only for the lab section.

Theory 1 Credit - Lab 2 hours

Prerequisite: Admission to Dental Assisting Program

#### **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 Credit - 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 Credits

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 Credits - 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 8-16 hours per week

Prerequisite: Admissions to the Dental Assisting Program

**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 Credit - Lab 2 hours

Prerequisite: Admission to the Dental Assisting Program

**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 Credit - Lab 2 hours

Prerequisite: Admission to the Dental Assisting Program or Certified Dental Assistant

**DAS113 Infection Control**

**2 Credits**

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology with emphasis on dental aspects, practical infection control, infectious diseases, OSHA standards, Chemical and waste management as well as applicable state laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, and OSHA standards.

Theory: 2 Credits

Prerequisite: Admission to the Dental Assisting Program

**DAS201 Dental Assisting Seminar**

**1 Credit**

This seminar is designed to encourage student participation in discussing the clinical 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. This course runs concurrent with DAS202 in a six-week summer session.

Seminar 2.5 hours per week (Blocked in six-week summer session)

Prerequisite: Admission to Dental Assisting Program and a minimum of "C" or "P" in all DAS courses from 102-112

Co-requisite: DAS202

**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 Fall and Spring semesters of the program. The student is assigned to a dental office for a six week supervised practical experience. The student is required to provide an evaluation of their office experiences and individual work experience. This course is only offered in the summer semester.

Practicum 35-40 hours per week - (Blocked in six-week summer session)

Prerequisite: Admission to Dental Assisting Program and a minimum of "C" or "P" in all DAS courses from 102-112

Co-requisite: DAS201

## **EXPANDED FUNCTIONS DENTAL AUXILIARY (EFDA)**

### **DAS 207 Dental Anatomy for EFDA**

**1 Credit**

A study of form and function of the permanent and primary dentition. This course is designed to provide an overview of the terminology and characteristics of all teeth in the adult and primary dentition. Includes identification of anatomical tooth structures and differentiates and compare morphological features of each permanent and primary teeth.

Theory 1 credit

Prerequisite: Admission to EFDA Program

Co-requisite: DAS208

### **DAS208 Expanded Assisting I**

**5 Credits**

This course is designed to enhance the principles and skills of restorative assisting. Emphasis is placed on expanded functions in the area of operative dentistry and other functions as governed by the Ohio State Dental Practice Act. This is accomplished through theory and on-campus laboratory sessions. Lab fee includes liability coverage.

Theory 2 credits

Lab 3credits

Prerequisite: Admission to EFDA Program

Co-requisite: DAS207

### **DAS209 Expanded Assisting II**

**4 Credits**

This course is designed to enhance the principles and skills of restorative assisting. Emphasis is placed on expanded functions in the area of operative dentistry and other functions as governed by the Ohio State Dental Practice Act. This is accomplished through theory and on-campus laboratory sessions. Lab fee includes film badge service.

Theory 1credit

Lab 3 credit

Prerequisite: DAS207 and DAS208

Co-requisite: DAS210

### **DAS210 Directed Clinic Practice**

**4 Credits**

This planned, supervised and evaluated experience is taken under direct supervision of a licensed dentist and clinical instructor. Student will restore patient's teeth in a dental setting using non-metallic and metallic restorations. Additional clinical procedures permitted by the Ohio State Practice Act may be performed at the discretion of the dentist.

Clinic 4 credits (12 hours/week)

Prerequisite: DAS207 and DAS208

Corequisite: DAS209

## **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 Credits

### **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 drawing class and basic drafting tools will be required.

Theory 3 Credits

Prerequisite: DES110

### **DES115 AutoCAD I**

**3 Credits**

This course teaches the student to use AutoCAD software and prepare drawings per power plant industry standards.

Theory 3 Credits

### **DES201 Electrical Drafting**

**2 Credits**

An introduction to the fundamentals of electrical/electronic drafting is given with the purpose to acquaint the student with the symbolism and diagrams used in the electrical/electronic field. This is a mechanical drawing class and basic drafting tools will be required.

Theory 2 hours

Prerequisites: DES115

### **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 Credits

Prerequisite: DES115

### **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

### **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: DES115

### **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: DES115

### **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

## **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.

Theory 3 Credits

### **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.

Theory 3 Credits

Prerequisite: ECE101

### **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.

Theory 3 Credits

### **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. 40 hours of field experience/observation will be required. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to acceptance

Theory 3 Credits

### **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.

Theory 3 Credits

### **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.

Theory 3 Credits

**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.

Theory 3 Credits

**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.

Theory 3 Credits

**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.

Theory 3 Credits

**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 Credits

**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 Credits

**EDUCATION (EDU)**

**EDU200 Foundations of Education**

**3 Credits**

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.

Theory 3 Credits

**EDU201 Instructional Technology****3 Credits**

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.

Theory 2 hours - Lab 3 hour

**EDU202 Classroom Management: Issues and Trends****3 Credits**

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. Forty hours of field experience/observation 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 Credits

Prerequisite: ECE107

**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.

Theory 3 Credits

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. 220 hours of field experience/observation 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 will be required.

Prerequisites: ECE107 and EDU202

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.

Theory 1 Credit

Prerequisites: EDU107 and EDU202

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.

Theory 3 Credits

Prerequisite: ENG101 or demonstrated writing skill

**EDU219 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.

Theory 3 Credits  
Prerequisite: PSY101

### **EDU220 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.

Theory 3 Credits  
Prerequisite: PSY101

## **ENGINEERING (EGT)**

### **EGT110 Materials/Metallurgy**

**3 Credits**

Analysis of the behavior and characteristics of metals and other materials used in manufacturing including polymers, ceramics and composites: their structure, physical and mechanical properties. Examining and interpreting phase diagrams and crystallized microstructures of metals and alloys; heat treatment of ferrous and nonferrous metals.

Theory 3 Credits

### **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 Credits - 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 Credits - 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 Credits – 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 Credits - 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 Credits

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



**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

**EMERGENCY MEDICAL SERVICES (EMS)****EMS107 Anatomy and Physiology for Paramedicine****3 Credits**

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 Credits

**EMS108 Paramedic Theory I****9 Credits**

This course introduces the student to preparatory issues for the paramedic. EMS systems, Paramedic scope of practice, wellness, ethics, medical, legal, pathophysiology, and pharmacological issues will be addressed. Advanced airway management, medication administrations, patient assessment, and trauma assessment and management will be reviewed.

Theory 9 hours

Prerequisite: Ohio EMT, EMS107 or equivalent

Corequisite: EMS112, EMS115

**EMS109 Paramedic Theory II****9 Credits**

Course is designed to introduce the student to medical emergencies. Cardiac, respiratory, endocrine, renal, neurological, toxicology, anaphylaxis, behavioral, environment, gynecological, obstetrical, neonatal, and various other medical emergencies assessment and management will be covered.

Theory 9 hours

Prerequisite EMS108, EMS112, EMS115

Corequisite: EMS113, EMS116

**EMS110 Paramedic Theory III****4 Credits**

This course teaches paramedic special conditions which may be encountered in the field such as pediatrics, geriatrics, special challenge/chronic care patients, and EMS operations issues including incident command, rescue operations, haz-mat operations, terrorism, and crime scene considerations.

Theory 4 hours

Prerequisite: EMS109, EMS113, EMS116

Corequisite: EMS114, EMS117

**EMS112 Paramedic Practical Application I****1 Credit**

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 will complete clinical in the Emergency Department and Operating Room. Students will also begin field experience on paramedic units. The student will begin to integrate assessment and management of patients in the clinical and field setting.

Clinical 8 hours per week

Prerequisite: Ohio EMT, EMS107

Corequisite: EMS108, EMS115

**EMS113 Paramedic Practical Application II****1 Credit**

This second clinical component provides the student the opportunity to become proficient in application of practical skills in airway pediatrics, respiratory, medical cases, 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 per week

Prerequisite: EMS108, EMS112, EMS115

Corequisite: EMS109, EMS116

**EMS114 Paramedic Practical Application III****1 Credit**

This third clinical component provides the student the opportunity to become proficient in application of patient assessment and in the incorporation of all practical skills learned. Students will continue field clinical on paramedic units. The student will integrate assessment and management of patients in the field setting.

Clinical 7 hours per week

Prerequisite: EMS109, EMS113, EMS116

Corequisite: EMS110, EMS117

**EMS115 Paramedic Practice I****2 Credits**

Course will instruct students on the skills involved in advanced airway management techniques, medication administration, patient assessment, and trauma management techniques. Students will practice and be evaluated. Various patient care scenarios involving the management of trauma conditions will be incorporated with an emphasis on teamwork and team leader skills. These lab sessions will reinforce the theory component.

Lab 3.5 hours per week

Prerequisite: Ohio EMT, EMS107

Corequisite: EMS108, EMS112

**EMS116 Paramedic Practice II****2 Credits**

Course will teach the skills involved in the management of cardiac and other medical emergencies. Skills will be practiced and evaluated. Various patient care scenarios involving the management of cardiac and other medical conditions will be incorporated with an emphasis on teamwork and team leader skills. These lab sessions will reinforce the theory component.

Lab 3.5 hours per week

Prerequisite: EMS108, EMS112, EMS115

Corequisite: EMS109, EMS113

**EMS117 Paramedic Practice III****2 Credits**

Course will include lab sessions for EMS special operations, Advanced Cardiac Life support, Pediatric Advanced Life Support, and review labs for previously learned skills. Skills will be practiced and evaluated. Various scenarios involving the management of medical and trauma patients, and special operations will be conducted with an emphasis on teamwork and team leader skills. These lab sessions will reinforce the theory component.

Lab 3.5 hours per week

Prerequisite: EMS109, EMS113, EMS116

Corequisite: EMS110, EMS114

**EMS200 Paramedic Capstone Experience****1 Credit**

Course is a capstone experience referred to as the field summative evaluation. Students will continue field clinical on paramedic units. This final clinical component provides the student the opportunity to demonstrate proficiency in application of all skills and knowledge in paramedic scope of practice. The student will integrate assessment and management of patients in the field setting. This is a final check-off for students where they will be evaluated and expected to perform as a team leader demonstrating knowledge, skills, and attitude consistent with that of an entry level paramedic while performing in the field. Students will be required to successfully complete a comprehensive written final exam.

Clinical 7 hours per week

Prerequisite: EMS110, EMS114, EMS117

Corequisite: None

**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)**

### **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: college placement test

\* Course not counted toward graduation

### **ENG101 English Composition I**

**3 Credits**

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 Credits

Prerequisite: "C" or better in ENG095 or appropriate placement score

### **ENG102 English Composition II**

**3 Credits**

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 Credits

Prerequisite: ENG101

### **ENG103 Business Communications**

**3 Credits**

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 Credits

Prerequisite: ENG101

### **ENG104 Technical and Professional Writing**

**3 Credits**

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 Credits

**ENG151 Creative Writing**

**3 Credits**

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 Credits

Prerequisite: ENG101 or demonstrated writing skills

**ENG201 Introduction to Literature**

**3 Credits**

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 and 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.

Theory 3 Credits

Corequisite: ENG101 or demonstrated writing skills

**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 Credits

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 Credits

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 Credits

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 Credits

Prerequisite: ENG101 or concurrent enrollment

**ENG208 Short Stories**

**3 Credits**

A study of short fiction from significant writers on six continents, the course focuses on theme and character analysis, plotting and style features. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 Credits

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 Credits

Prerequisite: ENG101 or demonstrated writing skills

**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 Credits

Prerequisite: ENG101 or demonstrated writing skills

**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 Credits

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 Credits

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 Credits

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 Credits

Prerequisite: ENG101 or demonstrated writing skill

**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 Credits - 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 also will 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 Credits

**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 Credits - Lab 2 hours

**ENV106 Environmental Principles of Water Resources** 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 a review of potable water resources including the treatment of drinking water, and the post treatment of waste water. Other issues covered include the impacts of both urban water runoff and agricultural uses of water with a thorough review of the Clean Water Act that governs such policy.

Theory 3 Credits - Lab 2 hours

**ENV107 Environmental Geology**

**3 Credits**

This course will investigate the complex interactions between humans and their geologic environment. Students will examine environmental aspects of natural hazards, surface processes, geologic resources, and local geology. Hands-on activities, field work, computer analysis, and student presentations will be an integral part of the course.

Theory 3 Credits

**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 Credits

**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 Credit

**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

## **FIRE SCIENCE (FIR)**

### **FIR 101 Introduction to Fire and Emergency Services**

**3 Credits**

This course gives the learner an extensive and comprehensive view concerning fire protection and emergency services; career openings in, not only fire protection, but corresponding fields; the prevalent culture and history of emergency services; fire loss concepts and analysis; the structure and function of both public and private fire safety services; fire departments as they relate to and with local governments; regulations that affect fire services; fire service terminology; particular and explicit fire protection functions; fundamental fire chemistry, both inorganic and organic, along with physics basic introduction to fire safety systems; introduction to fire strategies, and lifesaving procedures

Theory 3 Credits

### **FIR102 Fire Organization and Administration**

**3 Credits**

This course of study gives the students a basic knowledge of administrative principles and methods related to fire service and envelopes administrative systems for managing a public organization. The many demands and judgements facing today's fire service administration will be discussed. Topics include procedural plans, organization, staffing, directing, and budgeting an average fire department. This course provides extensive knowledge related to many sections of NFPA 1021, also known as the Standard for Fire Officer Professional Qualifications

Theory 3 Credits

Pre-Requisite: FIR101, FIR120

### **FIR103 Fire Protection and Detection Systems**

**3 Credits**

This course provides data concerning the design facets relating to the operations of fire alarm devices and their organizational groupings, water-based fire extermination systems, unique elimination systems for both electric and gas fires, water supplies for fire suppression, and portable fire extinguishers.

Theory 3 Credits

### **FIR111 Building Constructions for Fire and Life Safety**

**3 Credits**

This course examines the multiple components of building construction that relates to a firefighter and his safety. The facets of construction and their design elements are shown to be key factors when inspecting structures, preplanning fire operations, and operating safely during emergencies.

Theory 3 Credits

### **FIR120 Public Sector Community Relations and Customer Service**

**3 Credits**

This course is designed to focus on the importance of effective community and public relation issues regarding the education planning process for the general public. It focuses on customer service and customer relation issues, research, ethics, and effective communication with all involved.

Theory 3 Credits

### **FIR121 Combustion Processes and Fire Behavior**

**2 Credits**

This course investigates the theories and basics of how and why fires begin, spread, and, are hopefully controlled, so that minimal damage occurs.

Theory 2 Credits

Pre-Requisite: FIR101, FIR120

### **FIR201 Fire Service Hydraulics**

**2 Credits**

This course lays out a foundation of knowledge, both theoretical and practical, in order for the student to understand the principles of the use of water in fire suppression and the knowledge to apply hydraulic principles to analyze and solve water supply dilemmas.

Theory 2 Credits

Pre-Requisite: FIR102, FIR111, FIR121

**FIR210 Public Sector Supervision and Leadership****2 Credits**

This course seeks to look at relationships and the many issues in personnel administration and human resource development that occur within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance managements systems, disciple, and collective bargaining.

Theory 2 Credits

Pre-Requisite: FIR102, FIR111, FIR121

**FIR220 Fire Ground Strategy and Tactics****3 Credits**

This course provides the fundamental rules of fire ground control through the corrects usage of personnel, tools, and extinguishing agents.

Theory 3 Credits

**FIR230 Fire Investigation Methods****3 Credits**

This course is intended to give the student the basic technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and factual reporting, scene security, motives of the arsonist, and types of fire causes.

Theory 3 Credits

**FIR231 Hazardous Materials Operations and Command****3 Credits**

This course provides elementary chemistry that concerns the categories of hazardous materials, including recognition, reactivity, and potential health hazards that may be encountered by emergency services.

Theory 3 Credits

**FIR232 Fire Field Service Simulator****2 Credits**

This course will allow the student the opportunity to experience the agency's role, functions and community relationships under the direction of qualified personnel. Students will provide a report exploring the differences and similarities between the many fire departments where they have been placed.

Theory 2 Credits

Pre-Requisite: FIR103, FIR201, FIR210, FIR220

**FIR233 Fire Service Problem Analysis and Solution****2 Credits**

This course presents students with the opportunities to apply all the knowledge they have learned in their studies. These individuals will have the opportunity to examine current problems with the fire service and create solutions. Issues discussed may include hiring practices, motivation and discipline, needs assessments and planning, legal issues, current legislative issues, unfunded mandates and other topics that pertain.

Theory 2 Credits

Pre-Requisite: FIR103, FIR201, FIR210, FIR220

**FIR240 Emergency Services Safety and Survival****2 Credits**

This course is to introduce the basic principles and history concerning national firefighter life safety initiatives and focuses on the need for cultural and behavioral changes necessary within the emergency service that is involved.

Theory 2 Credits

Pre-Requisite: FIR103, FIR201, FIR210, FIR220

**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 Credits - 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 Credits

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 Credits

### **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 Credits

### **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 Credits

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 Credits - Lab 2 hours

Not open for credit toward graduation in science, health, or engineering areas

### **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 Credits - 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 Credits

**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 Credits - 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 Credits

**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 Credits

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 Credits - Lab 2 hours

Prerequisites: BIO102, HSC101

Corequisite: HIM104

**HIM113 HIM: Computers, Statistics and Quality****3 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 3 hours

Prerequisites: HIM102, HIM106, HSC101

**HIM115 Computers and Quality****2 Credits**

This course provides an overview of computer applications 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, and data display will be covered.

Theory 2 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

### **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.

Lab 1 Credit - 90 total contact hours

Prerequisite: HIM216

Corequisite: HIM210

### **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 Credits

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

### **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 Credits

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 Credits

### **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 Credits

### **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 Credits

### **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 Credits

### **HIS201 African-American History**

**3 Credits**

This course will familiarize the student with African-American history from its roots in the early West African civilizations to American slavery and freedom, and ending with the modern civil rights movement and the present-day character of and challenges to the African-American community.

Theory 3 Credits

## **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 Credits

Prerequisite: ENG 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 Credit

**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 Credits

**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 Credits - 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 Credits - 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 Credit

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 Credit

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 Credits

Prerequisite: MTH095 or higher

**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 Credits

Prerequisite: MTH095 or higher

**IDM135 Database Design with MySQL**

**3 Credits**

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.

Theory 3 Credits

### **IDM201 Digital Images**

**3 Credits**

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.

Theory 3 Credits

Prerequisite: MTH095 or higher

### **IDM202 Digital Graphics**

**3 Credits**

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.

Theory 3 Credits

Prerequisite: MTH095 or higher

### **IDM203 Digital Animation**

**3 Credits**

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.

Theory 3 Credits

Prerequisites: IDM121 and MTH095 or higher

### **IDM204 Digital Video Production**

**3 Credits**

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.

Theory 3 Credits

Prerequisite: IDM111

### **IDM205 Digital Publishing**

**3 Credits**

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.

Theory 3 Credits

Prerequisite: MTH095 or higher

### **IDM211 Web Site Development**

**3 Credits**

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.

Theory 3 Credits

Prerequisite: IDM111 and MTH095 or higher

### **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 Credits

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 Credit

Prerequisite: 15 Credits of IDM courses including IDM201, IDM203, IDM211 and IDM221

### **IDM275A Game Design Studio**

**3 Credits**

Course will show students what it takes to play and create their own complex games. Students who are interested in entering the industry will benefit from this in-depth approach. Planning, organization, and writing skills will be emphasized, and projects will accompany what is covered in every unit. The game designs will be "pencil and paper" games, built as hands-on prototypes. This will allow students to concentrate on Game Design, rather than learning a new (digital) tool. Using standard art supplies will allow students to rapidly prototype, playtest, and revise games faster than any other way.

Theory 3 Credits

### **IDM275B Game Production and Marketing**

**3 Credits**

Course is for individual who wish to understand the entire process of designing a game, marketing a game, and finally, getting that game into the hands of customers who wish to play the game. With the rise of the video game industry, many gamers are inspired to work in it, but some people may believe there is only one job in the industry, that of game designer/programmer. While that job is crucial, and is actually two jobs, game designer and game programmer, there are many other jobs in the industry. During this course, students will explore team roles and collaboratively create a game; students will gain a greater understanding of where these roles fit in the game production and marketing business.

Theory 3 Credits

## **ITALIAN**

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### **ITL101 Elementary Italian I**

**4 Credits**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices, and perspectives of the target culture (s). Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students generally perform in the Novice range, although a few abilities may emerge in the Intermediate range.

Theory 4 Credits

### **ITL102 Elementary Italian II**

**4 Credits**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices, and perspectives of the target culture (s). Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students perform better and stronger in the Novice range while some abilities emerge in the Intermediate Range.

Theory 4 Credits

Prerequisite: Elementary Italian

### **ITL201 Intermediate Italian**

**4 Credits**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices, and perspectives of the target culture (s). Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students can consistently perform in the Novice range while more abilities emerge in the Intermediate Range.

Theory 4 Credits

Prerequisite: Elementary Italian II

### **ITL202 Intermediate Italian II**

**4 Credits**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices, and perspectives of the target culture (s). Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students perform better and stronger in the Intermediate range while a few abilities emerge in the Advanced Range.

Theory 4 Credits

Prerequisite: Intermediate Italian

## **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 Credits - 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 Credits - Lab 2 hours

Prerequisite: Admission to Medical Assisting Program

### **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 Credit - 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. Students will research community resources and develop a comprehensive community resource guide that will be useful in their careers as medical assistants. Students will also work on resume building, interviewing skills and professional networking.

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**

Students are placed at clinical sites to complete 160 hours of practicum experience as a medical assistant. Placements are made by the medical assisting program director. Students are not remunerated for this experience.

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

**MAS106 Medical Assisting Exam Prep****1 Credit**

This exam review course will prepare the medical assisting student to sit for the Certified medical Assistant Examination by the American Association of Medical Assistants, CMA(AAMA). Students will use many resources as they review exam materials. Completion of the CMA(AAMA) certification exam is required.

Theory: 1 Credit

Corequisite: MAS105

**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 Credits - 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 Credits

**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 Credits

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 Credits

Prerequisite: MTH110

**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 Credits - 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 Credits - Lab 2 hours

Prerequisite: MTH110 or MTH150

Corequisite: MTH111

**MCH209 FMS (Flexible Manufacturing System)****3 Credits**

Introduction to industrial robots and robot 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 Credits - Lab 2 hours

Prerequisite: MCH208

**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. MCH 201 is recommended to be taken prior to this class.

Theory 3 Credits

**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 Credits

Prerequisite: MCH210

**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 Credits

**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 Credits

**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 Credits

**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 Credits

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 Credits

Prerequisite: MGT201

**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 Credits

**MGT211 Training Concepts****3 credits**

A synthesis of accepted theory regarding training and the management of the training function in organizations and an examination of successful and unsuccessful training practices.

Theory 3 Credits

**MGT212 Compensation Management****3 credits**

The course covers the basic components of a total compensation package (salary, bonus, and benefits), the development, implementation, and maintenance of a program, the impact of internal and external equity, and additional factors which must be considered for the overall success of a program.

Theory 3 Credits

**MGT213 Employee Benefits****3 credits**

This course will introduce you to the many different elements that comprise employee benefits. The knowledge you gain from this course will not only help you in your career as a benefit specialist, but also understand the history and the many governmental issues concerning benefit programs today. Upon completion of the Employee Benefits course, you'll have gained an understanding of the total employee benefit planning process.

Theory 3 Credits

**MGT214 Introduction to the U.S. Healthcare System****3 credits**

This course will familiarize the student with the U.S. Health Care Delivery System. It examines the foundations in health care and distribution of health care in the U.S. The course will review the different types of health care providers and facilities, and technology used in those facilities. Examination of health care financing and reimbursement methods and health care policy in the U.S.

Theory 3 Credits

**MGT215 Healthcare Management****3 credits**

This course will introduce the student with basic management principles in the health care delivery system. Students will learn key principles and practices in health care management. The course will introduce the student to the topics of health care dynamics, change, organizational structures, staffing, and committees. The student will also learn the process to successful planning, decision making, and budget planning. Other topics will include effective communication, motivation, conflict management, employee development, performance improvement, and strategic planning.

Theory 3 Credits

**MGT216 Healthcare Finance****3 credits**

This course will introduce the student with basic finance principles in the health care delivery system. Students will learn key financial practices in health care. The course will introduce the student to the topics of claims processing, the Affordable Care Act, government payer types, and managed care organizations. The student will also learn basic medical coding skills. Other topics will include revenue cycle management, health care fraud and abuse, electronic health records and meaningful use, government incentive programs, and auditing.

Theory 3 Credits

**MGT217 Introduction to Labor and Workplace Management****3 Credits**

Utilizing the strategic choice framework, this course examines the development and history of unions and the U.S. labor and employment relations system as workers and employers respond to changes in the social, economic, technological and public policy environment.

Theory 3 Credits

**MGT218 Law of the Workplace****3 Credits**

This course examines the legislation, court decisions, and arbitration rulings that govern labor relations, and the rights and responsibilities of employees, employers and unions. Topics include the National Labor Relations Act, the right to strike, Weingarten rights, the duty of fair representation, family medical leave, discrimination, sexual harassment, and workplace privacy.

Theory 3 Credits

**MGT221 Contract Administration**

**3 Credits**

This course examines the elements of effective contract administration, including the rights and responsibilities of employees, stewards and supervisors; interpreting and applying contract language; managing the grievance procedure; administering discipline; managing the labor-management relationship; and the role of arbitration.

**MGT229 Collective Bargaining**

**3 Credits**

This course examines the legal framework of collective bargaining; preparation for bargaining; the dynamics of the collective bargaining process; reaching a settlement and avoiding impasse; costing wages and benefits; and managing the negotiation process.

**MATHEMATICS (MTH)**

**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

**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 Credits

Prerequisite: MTH001 with a minimum grade of "C" or appropriate score on college placement test.

\* Course does not count towards graduation.

**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 Credits

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**

**3 Credits**

This course is designed to acquaint students with the current mandated mathematics standards being taught in the elementary classroom. In addition to ensuring mastery of math content by these future teachers, this course also emphasizes a variety of teaching strategies, along with differentiated instruction and enjoyable activities to equip these students with successful teaching methods. Topics include: numbers and the decimal system, fractions, percent, operations, number theory, problem solving and basic algebra. The benefits of using technology are also stressed. This course meets general education requirements in mathematics for AA for Education Transfer Degree.

Theory 3 Credits

Prerequisites Appropriate score on college placement test (COMPASS/Accuplacer) or MTH095

Introductory Algebra with a minimum grade of "C".

**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 Credits

Prerequisite: MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test. Check for transferability

**MTH105 Quantitative Reasoning****3 Credits**

Provides an understanding of the fundamental concepts of mathematics, critical thinking skills in mathematics, and knowledge of basic mathematical procedures. Students will learn numeracy skills, basic mathematical modelling, and a basic understanding of probability and statistics.

Theory 3 Credits

Pre-requisite MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test. Check for transferability

**MTH106 Math for Welders****1 Credit**

Provides a technical overview of the math skills specific to the welding and welding industry.

Theory 1 Credit Hour

**MTH107 Math for the Trades****3 Credits**

The learner develops the skills to successfully prepare for a technical / trade program. Topics include a review of basic arithmetic (both manually and with a basic scientific calculator), the metric system, measurement, basic algebra, plane and solid geometry, and right triangle trigonometry. There is an emphasis on practical applications related to a variety of technical fields throughout.

Theory 3 credits

Pre-Requisite: MTH070 – Foundations of Math

**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 Credits

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 Credits

Prerequisite: MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test. Check for transferability.

**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 Credits

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 Credits

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 Credits

Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on placement test

**MTH150 Shop Floor Calculations I**

**3 Credits**

This course applies the principles of arithmetic, algebra and geometry to situations encountered in the machining industry.

Theory 2 Credits Laboratory 2 hours

**MTH160 Shop Floor Calculations II**

**3 Credits**

This course applies the principles of geometry and trigonometry and the computing of compound angles to situations encountered in the machining industry. It also gives a brief introduction to calculations required in computer numerical control.

Theory 2 Credits Laboratory 2 hours

Prerequisite: MTH150

**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 Credits

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**

**4 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 4 Credits

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**

**4 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 4 Credits

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 Credits

**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 Credits

**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 Credits

**NETWORKING (NET)****NET101 Introduction to Information Technology****4 Credits**

Applied history of computing and its impact on modern society. This course teaches students in societal and historical impact of the development of modern computing, binary systems and they internet on society as we know it today. Students learn different facets of information technology including the history of computing, computer hardware, computer software, networking, the Internet, and other job-related skills. Students will also utilize common problem solving methodologies and soft skills to develop foundational skills in technical communication and basic network calculations.

Theory 4 Credit Hours

**NET103 Introduction to IT System Administration****4 Credits**

Students develop advanced critical thinking skills that allow them to troubleshoot common IT issues and research ways to improve an IT environment. Utilizing those critical thinking parameters, students will manipulate the file systems, manage users and groups, configure hardware and software, and work with system logs and remote connection tools on a single computer. Students will then configure servers with infrastructure services, using industry tools to manage computer and user information, user productivity and data recovery.

Theory 4 Credit Hours

Prerequisite: NET101

**NET106 Introduction to IT Security****3 Credits**

This course introduces foundational topics of IT security concepts, tools, and best practices. This course will introduce the security architecture and how it integrate a culture of security into your organization. Students will develop critical thinking in IT security. Utilizing those critical thinking parameters, students will learn about threats and attacks, encryption algorithms, and methods of safeguarding data. The major topics of the course include cryptology, AAA security, securing your networks, defense in depth and creating a company culture for security.

Theory 3 Credit Hours

Prerequisite: NET103

**NET126 A+ Essentials and Practical Application****4 Credits**

This course provides students with an understanding of the fundamentals of computer hardware and software. The course covers basic PC concepts, installation and configuration of hardware components, installation and configuration of the operating system, maintenance and troubleshooting. Topics include motherboard, processor, memory, hard disk drive, UEFI/BIOS, audio/video, storage, peripherals, networking, printing, OS system management (backup and recovery, file management) and security best practices. This course serves as the initial preparation for the A+ certification exam.

Theory 4 Credit Hours

Prerequisite: NET128

**NET128 Windows Client Configuration****4 Credits**

This course teaches students how to install, network, access, monitor, and maintain a Windows client operating system. It also serves as preparation for those seeking to take the TestOut Client Pro Certification Exam and Microsoft's client certification exams. Topics include user accounts, hardware management, network configuration, application management, system access, Windows installation, system images, mobile computing, system monitoring and maintenance, system protection, and security.

Theory 4 Credits

Prerequisite: NET103

**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, IPv6, and 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 Credits

**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 Credits

Prerequisite: NET132

**NET140 Introductory Windows Server 4 Credits**

This introductory course teaches students how to design, implement, configure, and manage a network that incorporates Windows servers. Topics include server installation, configuration, and management; networking; storage; Hyper-V; Active Directory; Group Policy; DNS; file and share access; print and document services; DHCP; containers; and high availability. It also serves as preparation for the TestOut Server Pro Certification Exam and as initial preparation for those individuals seeking to take the Microsoft Server Exam.

Theory 4 Credits

Prerequisite: NET128

**NET141 Intermediate Windows Server 4 Credits**

This course teaches students how to implement, configure, manage, and maintain a network that incorporates Windows servers. It builds on the knowledge and skills gained in NET140 Introductory Windows Server, and introduces new features and functionality. Topics include DNS; DHCP; IPAM; network connectivity and remote access solutions; core and distributed network solutions; high performance network features and functionality; and advanced network infrastructure. It also serves as preparation for the TestOut Server Pro Certification Exam and as initial preparation for those individuals seeking to take the Microsoft Server Exam.

Theory 4 Credits

Prerequisite: NET140

**NET244 Advanced Routing and Switching****4 Credits**

This course will provide students with an understanding of advanced layer 3 routing and layer 2 switching concepts. Topics will include spanning tree protocol and configuration, switch troubleshooting, IPv4 routing troubleshooting, InterVLAN routing troubleshooting, default gateway redundancy, 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 Credits

Prerequisite: NET133

**NET245 WAN and Network Management****3Credits**

This course will provide students with an understanding of wide area networks (WAN) and network management concepts. 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), QoS and cloud resources. 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 3 Credits

Prerequisite: NET244

**ASSOCIATE DEGREE NURSING (ADN)****NUR100 Nature of Nursing****3 Credits**

This course is offered for licensed/certified healthcare workers to ADN 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.

Theory 3 Credits

Corequisite: NUR101



**NUR101 Nursing Interventions****5 Credits**

This course is offered for licensed/certified healthcare workers to ADN program. 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.

Theory 3 Credits

Lab 1 hour Clinical 1

hour Corequisite:

NUR100

**NUR103 Certified Healthcare Worker to RN Transition Course****4 Credits**

This course is offered for licensed/certified healthcare workers to ADN program. This course will assist the nursing student to validate previous learning and to comprehend the Scope of Practice of a Registered Nurse. Course is designed to assist the student in the transition from certified healthcare worker to registered nurse. Health Assessment, legal and ethical issues, management and techniques, concept mapping, teaching and the use of the nursing process to provide holistic patient care are presented. The student will demonstrate the ability to solve problems through the use of the nursing process with a focus on application of concepts. A laboratory component is included to aid in developing physical assessment skills, intravenous therapy skills, and a pharmacology math review and competency.

Theory 2 Credits

Lab 1 hour

Clinical 1 hour

Prerequisite: NUR100, NUR101

**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 3 Credits

Lab 1 hour

Clinical 1 Credit hour

**NUR201 LPN to ADN. Transition Course****3 Credits**

This course is offered for the LPN to ADN. 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 2 Credit

Lab 1 credit hour

**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.

Theory 2 Credit

Clinical 1 credit hour

**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.

Theory 2 Credits

Lab 0.5 credit hour  
Clinical 0.5 credit hour

**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.

Theory 2 Credits  
Lab 0.5 credit hour  
Clinical 0.5 credit hour

**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.

Theory 3 Credit  
Lab 1 credit hour  
Clinical 2 credit hours

**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.

Theory 3 Credits Lab  
1 credit hour Clinical  
1 credit hour

**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. **The ATI three-day live review for the NCLEX-RN is mandatory. Students must attend all three days.**

Theory 2 Credit  
Clinical 1 credit hour

**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 Credits

**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 Credits  
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 Credits

### **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 Credits

#### **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 Credits

#### **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 Credits

Corequisite PHN104, PHN105

#### **PHN104 Patient Home Navigator Seminar**

**2 Credit**

The seminar focus is devoted to current and future trends in health care with emphasis on PHN impact as well as a review of knowledge gained in previous PHN courses. Continued development of PHN skills will be emphasized with practice assignments. Resume writing, interviewing skills, and professional networking will be covered.

Theory 2 Credit

Corequisite PHN103, PHN105

#### **PHN105 Patient Home Navigator Capstone**

**3 credits**

Capstone focus allows for in-depth study of PHN special interests. Students will complete a PHN project working under the direction of PHN instructor.

Theory 3 hours

Prerequisite PHN101, PHN102

Corequisite PHN103, PHN104

### **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 Credits - Lab 2 hours

Prerequisite: MTH110 or MTH120

#### **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 Credits - 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 Credits - Lab 2 hours

Prerequisites: MTH220, high school physics (or appropriate placement score) 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 Credits - Lab 2 hours

Prerequisites: PHY126

**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 Credits

**PARALEGAL (PLG).****PLG101: Introduction to Paralegal Studies and Ethics****3 Credits**

This course introduces the students to the paralegal profession, including the study of the paralegal in the workplace; court structure at the federal and state levels; legal writing, research and citation; rules of ethics and professional responsibility; and the unauthorized practice of law.

Theory 3 Credits

**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 Credits

**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 Credits

Prerequisite: PLG102

**PGL105 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 Credits

**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 Credits

**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 Credits

**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 Credits

**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 Credits

**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

**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 Credits

**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 Credits

**PLG250 Paralegal Practicum**

**2 Credits**

The Paralegal Practicum is a full-semester review, application, and exploration of students' legal studies both through a collaborative classroom environment and a customized externship opportunity. The student identifies an externship opportunity that is approved by the Paralegal Department thus beginning a collaborative mentorship between workplace employer and the Paralegal Department. Students will, through in-class instruction, review and refine the legal skills they have acquired in the Paralegal Program and then apply those skills in the workplace. Throughout the semester students will collaborate regularly under the supervision of the instructor to identify workplace strengths and weaknesses so that their Paralegal skills can be further refined to accommodate the particularities of their externship responsibilities. The course will end with a collaborative career placement plan that students can continue upon completion of the Paralegal Program.

Practicum--2-credit course--1 credit approved externship, 45 documented hours. 1 credit verifiable instructional time.

**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 Credit - 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 Credits

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 Credits - Lab 8 hours

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**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 Credits

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 Credits - 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 Credits

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 Credits - Lab 2 hours

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers

Training Academy

**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 Credits

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**PROFESSIONAL OFFICE**

**MANAGEMENT (POM).**

**POM103 Document Formatting**

**3 Credits**

This course will develop and/or strengthen proper business document formatting skills. The course will enable the student to become proficient in creating, editing, and formatting required professional business documents.

Theory: 3 hours

**POM202 Introduction to Microsoft Word**

**3 Credits**

This course is introductory level of MSW focusing on the basic concepts and functions of Microsoft Word. The course will include learning and applying basic MSW functions to proficiently and effectively create professional business documents.

Theory: 3 hours

**POM203 Advances Microsoft Word**

**3 Credits**

This course is an advanced study of Microsoft Word and the utilization of more complex MSW functions. Advances functionality will be learned incorporating and applying special features to various professional business office documents.

Theory: 3 hours

Prerequisite: POM202

**POM207 Office Publications**

**3 Credits**

This course is an introduction to various MSW Desktop Publishing functions and design elements. The course will incorporate the functions of Desktop Publishing in learning to create, develop, and produce specialty and promotional business documents used in the office setting such as newsletters, flyers, brochures, letterhead, the application of graphics and creative design of documents.

Theory: 3 hours

**POM208 Power Point**

**3 Credits**

This course will introduce Microsoft PowerPoint functions to enable the users to develop and create professional and effective PowerPoint presentations. The presentation creations will include images, SmartArt, charts, graphs, animation effects, sound and video effect. Course stresses creativity and organizational skills. Students will be required to create and develop a PowerPoint presentation.

Theory: 3 hours

**POM214 General Office Procedures**

**3 Credits**

This course focuses on developing an understanding of employer expectations, employer/employee responsibilities, and the overall work environment of the Professional Office Manager. Course will cover the development of skills necessary to manage, organize, plan, and prioritize various office procedures and functions needed to operate efficiently and smoothly in an office environment.

Theory: 3 hours

**POM253 Professional Office Management Capstone**

**3Credits**

The capstone course will include a variety of projects and written assignments designed to reinforce and enhance the learning objectives of the program. Preparation for employment and the development of a presentation/portfolio incorporating how the program outcomes will benefit the student in career application will be required.

Theory: 3 hours

## **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

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 4 hours - Lab 5 hours - Clinical 15 hours

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 2.5 hours - Clinical 15 hours

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 4 hours - Lab 2.5 hours - Directed Practice 15 hours

Prerequisite: PNR 101, PNR 102, PNR 104

### **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 4 hours - Lab 2.5 hours - Directed Practice 15 hours

Prerequisite: PNR 101, PNR 102, PNR 104



## **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 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 Credits

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 Credits

Prerequisite: PSY101 classroom activities/events that relate to the course outcomes.

Theory 3 Credits

### **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 Credits

## **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 Credits

### **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

### **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 Credits

Prerequisite: PSY101

### **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 Credits

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 Credits  
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 classification of mental disorders as well as advanced psychological terminology. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 Credits  
Prerequisite: PSY101

## **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 Credits  
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, bony 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 Credits - Lab 1 Credit, 3 contact 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.

Theory 1 hour per week  
Clinical 6.5 hours per week  
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 Credits  
Lab 1 Credit  
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 Credits  
Lab 1 Credit  
Prerequisite: RAD102, RAD103, RAD104

**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 Credits

Lab 1 Credit

Prerequisite: RAD102, RAD103, RAD104

**RAD107 Directed Practice II****2 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.

Theory 1 hour per week

Clinical 1 Credit Hour (34 hours per week)

Prerequisite: RAD103

**RAD108 Directed Practice III****3 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.

Theory 1 hour per week

Clinical 1 Credit Hour (34 hours per week)

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106, RAD107

**RAD201 Radiography II****3 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 2 Credits

Lab 1 Credit

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108

**RAD202 Radiologic Physics****2 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 2 Credits

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108

**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.

Theory 1 hour per week

Clinical 1 Credit Hour (34 hours per week)

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108

**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 Credits

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106, RAD107, RAD108, RAD201, RAD202, RAD203

**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.

Theory 2 hour per week

Clinical 1 Credit Hour (34 hours per week)

Prerequisite: RAD102, RAD103, RAD104, RAD105, RAD106,

## **RESPIRATORY THERAPY TECHNOLOGY (RES).**

### **RES101 Introduction: Respiratory Therapy**

**4 Credits**

An introduction is given to respiratory therapy as a profession and to basic clinical assessment and care of patients. Professional aspects relating to the duties, responsibilities, professional ethics and liabilities of respiratory therapy personnel will be discussed. Principles and skills of basic patient care including patient assessment, record keeping, airway management and patient monitoring will be included.

Theory 3 Credits

Lab 1 Credit hour

Lab fee includes liability coverage

Prerequisite: Admission to Respiratory Therapy Program

### **RES102 Basic Respiratory Therapeutics**

**4 Credits**

Lecture and laboratory sessions are offered related to the administration of medical gases; devices used for the delivery of gases; and general respiratory therapy procedures, including IPPB, incentive spirometry, and bronchopulmonary drainage and drug aerosol. Indications, hazards and contraindications will be included. The course also contains topics such as equipment processing, quality assurance and infection control.

Theory 3 Credits

Lab 1 Credit Hour

Prerequisites: RES101, RES103

### **RES103 Cardiopulmonary Pharmacology**

**2 Credits**

The general principles of pharmacology including drug types; dispensing; dosage; effects, including contraindications; and regulations are presented in this course. Drug groups relating to respiratory therapy will be emphasized including bronchodilators, wetting agents, mucolytics, proteolytics, antibiotics and antiasthmatic drugs.

Theory 2 hours

Prerequisites: Admission to Respiratory Therapy Program

### **RES104 Practicum I/Seminar I**

**2 Credits**

An introduction to the clinical setting is provided with an opportunity to begin initial care for the patient. Basic oxygen therapy and airway maintenance therapy will be emphasized.

Clinical practice 2 Credit Hours

Prerequisite: RES101 ,RES103

### **RES105 Cardiopulmonary Diagnostics**

**2 Credits**

Rehabilitation study of the methods available for determining lung function and capacity will be discussed. The topics include indications, equipment standards for testing, interpretation and methods for obtaining accurate results. Students will continue to study rehabilitative techniques and procedures for those patients who through testing were found to have pulmonary diseases. These methods will be presented as components of a rehabilitation program or home care.

Theory 1 Credit Hour

Lab 1 Credit Hour

Prerequisites: RES102, RES107, RES104

### **RES106 Directed Practice I/Lecture I**

**2 Credit**

In the clinical setting, students will become proficient in airway care and maintenance, and also in general care therapeutic modalities using various techniques and equipment. A one-hour lecture will follow the directed practice. Respiratory Equipment and Disease states will be the focus of the lecture.

Theory 1 Credit Hour

Lab 1 Credit Hour

Prerequisites:, RES102, RES107, RES104

### **RES107 Cardiopulmonary/Renal Anatomy/**

**5 Credits**

A detailed discussion is provided of the anatomy and physiology of the pulmonary, cardiac and renal systems. Physiologic topics will include mechanics of breathing, pulmonary defense mechanisms, gas diffusion, gas transport, cardiac electroconductive system, circulatory system, fluid and electrolyte balance, acid-base regulation, and interaction of the pulmonary, cardiac and renal systems. This course is designed for respiratory therapy majors.

Theory 5 Credit Hours

Prerequisites: RES101, RES103

**RES201 Critical Care I****4 Credits**

The function and principles of operation of neonatal, pediatric and adult volume and pressure ventilators; high frequency ventilators; and continuous positive airway pressure devices will be reviewed. Concentration will be on specific controls, internal/ external circuitry, monitoring systems and alarms.

Theory 3 Credit Hours

Lab 1 Credit Hour

Lab fee includes liability coverage

Prerequisites: RES105, RES106

**RES202 Cardiopulmonary Pathology****2 Credits**

This course will discuss the etiology, diagnosis and treatment of common pathologic processes which require respiratory care. Topics will include those pulmonary diseases, cardiac diseases, neurologic diseases, and traumatic injuries which require pulmonary treatment.

Theory 2 Credit Hours

Prerequisites: RES105, RES106

**RES203 Practicum II/Seminar II****3 Credits**

Students will rotate in areas of the hospital to emphasize establishment and maintenance of artificial airways. PFT and Home care rotations will occur. An introduction to ventilator initiation and management in the critical care settings is included. Case and procedure informal review will occur weekly for 1 hour post clinical.

Theory .5 Credit hour Lab 2.5

Credit Hours Prerequisites:

RES105, RES106

**RES204 Critical Care II****4 Credits**

The theory and application of mechanical ventilation techniques with emphasis on physiologic effects for neonatal, pediatric and adult patients will be discussed. Patient initiation, evaluation, maintenance and weaning techniques will be incorporated. Hemodynamic monitoring and respiratory calculations will be practiced.

Theory 3 Credits Hours

Lab 1 Credit Hour

Prerequisites: RES201, RES202, RES203

**RES205 Respiratory Seminar****1 Credit**

This course reinforces the clinical education components of information gathering and decision-making related to assessment and treatment of cardiopulmonary impairment. Entry-level and advanced-level respiratory therapist comprehensive self-assessment testing will be administered.

Theory 1 Credit Hour

Prerequisites: RES201, RES202, RES203

**RES206 Practicum III/Seminar III****3 Credits**

The final clinical component provides the opportunity to perform all procedures practiced throughout the clinical courses in the various areas of the hospital. Students will rotate in areas of the hospital to emphasize establishment and maintenance of artificial airways. PFT and Home care rotations will occur. An introduction to ventilator initiation and management in the neonatal setting is included. Case and procedure informal review will occur weekly for 1 hour post clinical.

Theory .5 Credit hour

Clinical 2.5 Credit hour

Prerequisites: RES201, RES202, RES203

## **SAFETY (SAF)**

### **SAF101 OSHA 30 General Industry Training Course**

**3 Credits**

The OSHA 30 hour General Industry Training Course is a comprehensive training program designed for anyone involved in general industry. In addition to learning about safety and health hazards in the workplace, students will also learn about OSHA, employer responsibilities, and worker rights. Students will learn about: Hazard recognition, Avoidance, Abatement and Prevention. Upon successful completion of the class, the student will receive an OSHA 30 Completion Card on behalf of the Department of Labor. The completion card normally takes 6-8 weeks to process and ship.

Theory 3 Credits

## **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 Credits

### **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 Credits

### **SOC111 Introduction to Social Work**

**3 Credits**

This course introduces the student to the profession of social work, including the history of social work, the philosophical foundations of social work, the values associated with social work and the competing ideologies that influence the social work profession. Students will be introduced to the practice methodologies within the generalist perspective. The strengths perspective will be discussed as well as systems theory, ecological theory and rational emotive theory or cognitive theory. Students will understand what is meant by a planned change process. This course lays the foundation for future social work courses.

Theory 3 Credits

### **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 Credits

## **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 Credits

### **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 Credits

Prerequisite: SPA101 or proficiency

### **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 Credits

Prerequisites: 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 Credits

Prerequisites SPA201 or proficiency

## **THEATRE (THE)**

### **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 Credits

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 Credits

Prerequisite: ENG101 or demonstrated writing skill

## **WELDING (WLD).**

### **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 Credit Hours

Lab 2 Credit Hours

Corequisites: WLD101, WLD121

### **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 Credit Hour

Lab 3 Credit Hours

Corequisites: WLD101, WLD111 or instructor approval

### **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 Credit Hour

Lab 3 Credit 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 Credit Hour

Lab 3 Credit 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 Credit Hour

Lab 3 Credit 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 Credit Hours

Lab 2 Credit Hours

Prerequisites: WLD202, (WLD211 or WLD212) 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 Credit hours

Lab 2 Credit 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 Credit Hours

Lab 1 Credit Hour

Prerequisite: WLD202 or instructor approval

**WLD251 Welding Practicum**

**5 Credits**

This course will enable students to maintain and further develop their welding skills. The practicum will give the students valuable lab time to help them master more difficult welding techniques.



# ADMISSIONS

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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 proof of high school graduation or equivalency.

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](http://www.egcc.edu). Applications are also available at the Steubenville Campus or Youngstown Campus. 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 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.

## 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 provide proof of high school graduation or equivalency. An official copy of a transcript or equivalency can be 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.

Eastern Gateway Community College will consider the following appropriate documentation of high school graduation or equivalency:

1. Copy of the final high school transcript. Must have graduation date and school seal if mailed. Faxed transcripts must have graduation date and be legible.
2. Original 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.
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.

**GED** – 2014 GED test scores for each test subject range from 100-200. Test-takers must earn a minimum of 145 in each test area in order to earn high school equivalency. Students can also test college-ready, meaning they do not need to take placement testing. The chart below reflects the scoring equivalency.

145-164	Pass/High School Equivalency
165-174	College Ready

### Foreign Transcript

You must prove successful secondary school completion. In most cases, you must submit documents issued by the school, the ministry of education, the government or official office responsible for issuing school records. In the event that you cannot provide an original document, then a true copy (such as school grade report, diploma, graduation document or secondary exam certificate results) may be submitted. If the documents are issued in English, you can submit these; otherwise, you also must provide an official English translation. Secondary school completion typically means at least 12 years of education.

Students who have completed college level work outside the United States must have their transcript evaluated by a transcript evaluation agency. Below is a link to an approved list. *If the evaluation confirms that an equivalent to a U.S Associates degree or higher was completed, this will meet the high school requirement.* The cost of the evaluation is the responsibility of the student. The evaluation should be sent directly EGCC Admission’s Office. **Link:** <http://www.naces.org/members.htm>

## 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 unless it is provided during the test (electronically). Depending 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.

The ACT is not administered at Eastern Gateway but there are local offerings throughout the year. The chart below outlines the scores needed to enroll in the corresponding course.

MATH PLACEMENT



COMPASS - we will accept scores until August 1, 2020

	MTH070	MTH095, 103, 105, 150	MTH099, 100, 102, 128	MTH110 121	MTH210 or 220
Pre-Algebra	0-35	36-100			
Algebra		0-35	36-100		
College Algebra				0-100	
Trigonometry				0-50	51-100

ACCUPLACER CLASSIC - We will accept scores until August 1, 2023

	MTH070	MTH095, 103, 105, 150	MTH099, 100, 102, 128	MTH110, 111	MTH210 or 220
Arithmetic	0-51	52-74	75-120		
Elementary Algebra		10-54	55-120		
College Level Math			0-54	55-83	84-120

ACCUPLACER - NEXT GENERATION

	MTH070	MTH095, 103, 105, 150	MTH099, 100, 102, 128	MTH110, 111, 110, 111	MTH210 or 220
Arithmetic	200-249	250-300			
Quadratic, Rational, Algebraic & Statistics (QARAS)		100-163	163-175		
Advanced Algebra & Functions (AAF)				176-180	181-200

ACT

	MTH070	MTH095, 103, 105, 150	MTH110 121	MTH210 or 220
Math	NA	NA	12-27	28-36

SAT

	MTH070	MTH095, 103, 105, 150	MTH110-111	MTH210 or 220
Math	NA	NA	110	621-800

ENGLISH PLACEMENT

COMPASS - we will accept scores until August 1, 2020

	ENG070 or ENG083	ENG095	ENG101
Writing	0-34	35-74	75-100

ACCUPLACER CLASSIC - We will accept scores until August 1, 2023

	ENG070 or ENG083	ENG095	ENG101
Composition I	0-1	7-8	9-120
Sentence Skills			88-120
Reading, Composition & Nonfiction			80-170

ACCUPLACER - NEXT GENERATION

	ENG070 or ENG083	ENG095	ENG101
Writing	200-236	237-262	263-300
Reading	200-166	217-262	263-300

#### ACT

	ENG070 or ENG083	ENG095	ENG101
Writing	0-12	13-17	18-36

#### SAT

	ENG070 or ENG083	ENG095	ENG101
Writing	NA	NA	480

#### LOCAL PROFICIENCY TESTS

	BIO101	BIO102
Anatomy	0-29	30-40

	CHM101	CHM102
Chemistry	0-13	14-20

#### *Placement test preparation:*

Anyone 18 or older can participate in the free Bridge program at EGCC which is made possible by ASPIRE. The program helps students develop the skills needed to improve placement scores. It is offered during the summer semester 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 ASPIRE at [\(740\) 266-9903](tel:7402669903) for more information.

#### 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, fingerprinting, 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.

## **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. With College Credit Plus, classes at public colleges or universities are free. That means no cost for tuition, books or fees. Classes may be offered at the college campus, online or in the high school. Students seeking admission into the program should be responsible, independent, open-minded and mature with the ability to manage high-level, rigorous material at a fast pace.

## **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.

## **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 0.6667 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 appropriate transcript evaluator, academic dean or faculty.

All Eastern Gateway students who wish to complete course work at another institution and have credit from such course work accepted by Eastern Gateway should first seek approval from their Enrollment Specialist 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.

**Important note:** A minimum of 18 credits must be earned at EGCC.

#### *Transcript Evaluation process:*

1. Complete all Eastern Gateway admission procedures prior to the 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 appropriate transcript evaluator, academic dean, or faculty only for the program applied. If you change your degree program, the student must request a reevaluation.
4. You will receive an e-mail when your evaluation is complete. Your evaluation becomes part of your permanent student file.

#### *Transcript Time Limit Policy:*

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Eastern Gateway Community College's transfer policies are designed to maximize the value of your prior education. We accept as many credits as we can. Previously earned credit will be awarded, when applicable, to meet content distribution areas and degree specific requirements. This means that where possible, credits that may not be applied directly to program of study may be accepted and applied as elective credit.

Time limits exist in some programs to ensure that transfer credits meet present-day academic standards and to ensure that students are working with the most up-to-date knowledge base possible. This establishes a solid foundation of academic quality and rigor for students as they begin the process of learning with EGCC. General guidelines for time limit on transfer credit are noted below.

#### **All Degrees -**

- **Information (Research) literacy:** EGCC will not consider credits earned more than 20 years prior to the date of enrollment.
- **Computer literacy:** EGCC will not consider credits earned more than 5 years prior to the date of enrollment.

- **Computer specializations/software or hardware specifications:** EGCC will not consider credits earned more than 2 years prior to the date of enrollment.

#### General Education courses- 20 years

**English** – English 101 must demonstrate a sufficient amount of academic rigor and include a research project (per state of Ohio requirements). 20 years

#### Business:

- **Undergraduate business component:** Effective enrollments on or after July 1, 2016 we will not consider business core courses earned more than 20 years prior to the date of enrollment.
- **Undergraduate Business courses** that meet Foundation Cores of Marketing, Business Ethics, Economics, Organizational Behavior and Quantitative Analysis will not be considered if earned more than 20 years prior to the date of enrollment.
- **Specialized Accounting:** EGCC will not consider credits earned more than 20 years prior to the date of enrollment.

#### Medical Studies (core courses)

- EGCC will not consider credits earned more than 5 years prior to the date of enrollment toward the program core component in any medical studies program.
- In the rapidly changing field of Health Information Technology, EGCC will not consider credits earned more than 2 years prior to the date of enrollment toward the program core courses.

#### Nursing (Core Courses)

- EGCC will not consider credits earned more than 5 years prior to the date of enrollment toward program core.

#### Science

- Advanced science courses will only be considered if taken within the last 5 years prior to enrollment.

#### Electrical/Electronics (Core Courses)

- Basic foundational core courses (i.e. Electronic Circuits, AC/DC, General Instrumentation, Power Distribution, etc.) will be considered if taken within the last 10 years prior to enrollment
- Advanced core courses (i.e. Programmable Logic Controllers, Digital Computer Systems, Industrial Controls, etc.) will only be considered if taken within the last 2 years prior to enrollment.

**\*\*In special cases, if a student is using content professionally on a daily basis they may appeal the evaluation of certain courses that were not accepted\*\***

#### *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 their Enrollment Specialist. The Enrollment Specialist will contact the appropriate transcript evaluator 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 Provost 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.

### *Transferring Out of Eastern Gateway Community College:*

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 their Enrollment Specialist if a course they believe should transfer is refused.

## **TRANSCRIPT REQUESTS**

Transcript requests can be made through the National Student Clearinghouse at [www.studentclearinghouse.org](http://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 Steubenville 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.

## **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.

### *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. 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.

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.

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

International or foreign transient students should contact Eastern Gateway Community College's Registrar's Office at [registrar@egcc.edu](mailto:registrar@egcc.edu) for further information.

# REGISTRATION

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Class registration dates and times will be announced via student e-mail and posted on the College's web calendar.

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 tuition and 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 an appointment with their Enrollment Specialist. TRIO Students may contact 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](http://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 Enrollment Specialist or Faculty Advisor.

The student will be advised by e-mail regarding the status of the schedule.

## 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](http://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.

## E-MAIL ADDRESS FOR STUDENTS

All academic students have a College e-mail account. 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.

## COURSE 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 eight days for 8-week sessions, and first seven days of summer mini-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.

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.

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, first eight

days of an 8-week session, 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, first eight days of an 8-week session, 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 Steubenville Campus Registrar's Office or complete the form by seeing an enrollment specialist at the Youngstown Campus 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.

### **NON-ATTENDANCE DROPS**

Instructors who report that a student never began attendance during the first two weeks of the term will be dropped for non-attendance in that specific course. **During summer 10-week courses, instructors will report attendance after the first week.**

### **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 sessions). A student who wishes to withdraw from a class must request a withdrawal from the Enrollment Services staff. A grade of "W" will be received.

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.



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 through the Enrollment Services department.

### **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. To change a major, please contact the Enrollment Services department.

# FINANCIAL AID

The Financial Aid 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 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 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.

**Direct Parent PLUS Loan** – Parents of dependent students may borrow the unsubsidized Parent PLUS 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 Parent 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, 2017, the Subsidized and Unsubsidized Direct Loan interest rate is 4.45%. This rate is subject to change. Both subsidized and unsubsidized loans have an origination fee (1.066% 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 7% (subject to change). The Federal Direct PLUS Loan has an origination fee of 4.264% (subject to change), which will be deducted from the gross amount of the loan borrowed.

<b>DEPENDENT STUDENT</b>	<b>Base Amount (Subsidized or Unsubsidized)</b>	<b>Additional Unsubsidized Loan</b>	<b>Total Annual Combined Maximum Amount of Subsidized &amp; Unsubsidized Loans</b>
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
<b>INDEPENDENT STUDENT</b>	<b>Base Amount (Subsidized or Unsubsidized)</b>	<b>Additional Unsubsidized Loan</b>	<b>Total Annual Combined Maximum Amount of Subsidized &amp; Unsubsidized Loans</b>
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500

### *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 Financial Aid 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 local non-profits and government agencies who place people using funding through the Workforce Investment Act (WIA), and Trade Adjustment Act (TAA), as well as state agencies like the Bureau of Vocational Rehabilitation (BVR).). 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, Portage 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>. 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% or higher 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 who become ineligible because they are undecided and who have more than 30 credit hours, will be placed on financial aid termination until they declare their major.

## **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:*** Students taking remedial credits are limited to 30 credits hours for Title IV funding. 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 (150% of the program 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 full semester, First 8 week, and Second 8 week "freeze" dates 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 dates 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).

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 the Financial Aid Office 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.

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
<b>1st offense</b>	1 year from date of conviction	2 years from date of conviction
<b>2nd offense</b>	2 years from date of conviction	Indefinite period
<b>3+ offenses</b>	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

## 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.

**American Electric Power (AEP) Scholarship: 2 up to \$1500 per Semester** -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.

**Applegate Public Service: 2 \$750 - \$1500 per Semester** - 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. A student who is enrolled in the Associate of Arts or Associate of Science program who intends to transfer to a four-year college to pursue a bachelor's degree in one of these fields would be eligible to apply. The recipient must maintain a 3.0 grade point average to retain eligibility.

**The Kristina Ash Transfer Scholarship: 1 \$250 academic year** - This is endowed at \$5000.00 and cannot fall below that amount, therefore, it is an interest only award with the amount to be determined each academic year. Applicant must have completed at least 24 credit hours in good standing at EGCC. Recommendation from an advisor, faculty member or member of the community. Submission of an essay with career goals and how the course of study at EGCC will further those goals. Also, state why the student is worthy of this scholarship. Can be part-time or full time enrolled. Preference will go to Ash Family Heir. Applicant must submit an acceptance letter from a four-year institution of higher-learning.

**The Anonymous Scholarship: 2 \$2000 per academic year** - The Anonymous scholarship was established by a Jefferson County couple who wishes to remain anonymous. Applicants of Jefferson County are eligible to apply. This scholarship is for new or continuing students. Applicants must be pursuing an Associate Degree or Certificate. If the student is attending directly out of high school and does not qualify for the Horizon Grant, the student can receive this scholarship during their first semester at EGCC. Must have a cumulative GPA of 2.0 or better at the College or from high school. Can be used for tuition and fees or required books and supplies.

**Jasmine Baber Scholarship: 1 \$250 academic year** - This scholarship was established by Dr. Jim Baber, Executive Director of the Foundation and Institutional Advancement at Eastern Gateway Community College, in honor of his daughter, Jasmine. The scholarship for EGCC students who are pursuing an associate degree or certificate at the College.

**Bergholz Community Foundation Scholarship: 1 \$500 each academic year.** This is an interest only, endowed scholarship. Each year the scholarship committee will determine the value of the scholarship based on interest income earned. This scholarship was established by the Bergholz Community Foundation and is an interest only scholarship. 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 investment income only shall be distributed for scholarship use. The funds can be applied toward tuition, fees and if any funds remain, can be issued to the student to offset the cost of books.

**Berkman Scholarship: 2 \$500 per academic year - If both scholarships are awarded for the 2019-2020 academic year, then this fund will be depleted and no longer available.** The Berkman Scholarship was established by Louis

Berkman whose goal is to assist local residents pursuing an associate degree or certificate at the College. Any employee or dependent of an employee of Louis Berkman Co. will receive first consideration for the scholarship. If there are no employees or dependents of employees eligible, the scholarship will be available to assist other qualified full or part-time students. Students must complete all state and federal financial aid forms applications before the Berkman Scholarship can be awarded. The scholarship fund will award a scholarship up to the amount of tuition for an eligible recipient after all other aid is applied. Students receiving the Berkman Scholarship must maintain a cumulative grade point average of 2.0. This award is available for those enrolled in six or more credit hours.

**Civic Service League of Steubenville Scholarship: 1 \$200 per academic year** – This scholarship is available to any Jefferson County resident who is enrolled at EGCC. The scholarship is available to new or continuing students and there is no minimum number of credit hours required for eligibility. The award is \$200 per year with \$100 received each semester. 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. The applicant will be required to submit an EGCC scholarship application, a personal essay describing why the applicant is deserving of the award and a letter of recommendation from a teacher or advisor who is familiar with the applicant's abilities.

**Rev. George Crenshaw Scholarship: 1 \$200 per academic year This is endowed at \$5000 so it cannot fall below that amount, therefore, it is an interest only scholarship.** The Rev. George Crenshaw Memorial Scholarship Fund was established in 1993 in memory of the Rev. George Crenshaw by family and friends. Since this is an endowed, restricted scholarship fund the interest income only will be distributed to needy and worthy students from Jefferson County. The scholarship is designed to assist students pursuing an associate degree or certificate at EGCC.

**Joann Cunningham Memorial Scholarship: 1 up to \$1000 per academic year** – Joann graduated from Jefferson Tech nursing program in 1984. She was a non-traditional student and passed away shortly after in 1999 of lung cancer. She worked as an ICU nurse at St. Johns and at the Carriage Inn as Director of Admittance. This scholarship is to be awarded each year to a student in the nursing program.

**Arthur J. D'Anniballe Scholarship: 1 at \$250.00 for 2019-2020 School Year only. Endowed at \$5000.00.** The scholarship fund will be an endowed, restricted fund in which the investment 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. – Founding member of the College, the late Arthur J. D'Anniballe, established this scholarship. 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 College Foundation. 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 the College and be enrolled a minimum of 6 credit hours. Students must first complete state and federal financial aid applications. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

**Defenbaugh Scholarship: No Defined Amount Given (\$200 - \$1000 in any given year) This is an endowed scholarship where only the interest earned each year is awarded.** This scholarship is for second-year students who have completed 30 credit hours, proven success is defined as continued outstanding performance in their field of study, and are enrolled on a full-time basis, working toward an associate degree. The student should also be involved in activities, both within and outside of college. The scholarship was established by the employees of Wheeling-Pittsburgh Steel Corporation in honor of Paul Defenbaugh, an original member of the Board of Trustees and a General Superintendent at the Steubenville Plant.

**Christine H. Dennison Scholarship: check with the Foundation to decide the dollar amount to be awarded in any given year beginning in the 2019-2020 year.** This is an interest only, endowed scholarship that cannot fall below the \$5000 amount. Mrs. Dennison is an Eastern Gateway Community College Board of Trustees member. This scholarship is to assist students who reside in Mahoning, Trumbull or Columbiana County, Ohio who attend the Youngstown Campus of EGCC. The applicant must have completed one semester and have achieved a 3.0 G.P.A. or better. Submission of an essay from the applicant about themselves, should state their career goals and how they believe their course of study at EGCC will further those goals. Also, include why you are worthy of this scholarship.

**Mr. & Mrs. John Di Loreto & Connor Meeks Memorial Scholarship: 1 at up to \$1000 per academic year awarded**

**each year until depleted.** Applicants must be an Edison High School Graduate and have completed at least one year of college work and have attained a cumulative GPA of at least 2.5. The funds will be directly applied toward the payment of tuition and fees. Any funds remaining will be available for the student to use towards the purchase of required books and supplies.

**Displaced Worker's Scholarship:** Award amount TBD (Total available \$1620.00) 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. Submission of an essay about themselves, career goals, course of study and why they are worthy of the scholarship. Must be enrolled at least half-time each semester.

**Eastern Ohio Dental Society:** \$500 donated each year and then awarded each year. The scholarship is to be given to a current EGCC Dental student.

**Eastern Gateway Community College Foundation Scholarship:** This scholarship is to assist nontraditional 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 complete state and federal financial aid applications. 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 the College 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 the College, and maintain a 2.5 GPA. The stipend will pay for book charges of the student's first fund-receiving semester and will not exceed \$500 per semester. The second stipend is contingent on how well the participant has fulfilled his/her commitment. The Director of Student Activities has application forms.

**Eastern Gateway Community College Scholarship** - This scholarship was established by the staff and faculty at the College. 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.

**Eastern Gateway Community College Transfer Scholarship** - Awarded to an Eastern Gateway student who is transferring (and accepted) to another accredited college or university for a bachelor's degree program of any major. Student must have a 3.0 or higher GPA from Eastern Gateway. Applicants must have successfully completed two semesters as a full-time student at Eastern Gateway before transferring.

**Barbara A. Florak Scholarship:** 1 \$500 per academic year for 10 Years or until depleted. This scholarship is for any EGCC student in good standing with a minimum GPA of 2.5.

**Dr. Edward J. Florak Retirees Scholarship:** 1 \$500 per academic year. This is an endowed, interest only scholarship not to fall below \$5000.00 accrued/donated over in any given year. Full criteria are forthcoming.

**Edith Forester Scholarship:** 1 \$500 per academic year. This endowed memorial scholarship is restricted to a full or part-time student accepted in a Health related field i.e., LPN, Medical Assistant, Dental Assistant. etc. Applicants must be a student accepted at EGCC, have a minimum 2.5 GPA, and have a high school transcript on file. Students must first complete state and federal financial aid applications. This scholarship can be used to cover tuition, fees and/or books. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

**Senator Lou Gentile Scholarship:** Award each year is based on available funds, which can change each year. Former Senator Lou Gentile Energy Scholarship was established 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. Former 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, Former 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 formally

served in the 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, and Welding.

**Nina Gentile Scholarship** 2 \$1000.00 scholarships for incoming Freshman and 2 \$1000.00 scholarships for incoming Sophomores each academic year. The Nina Gentile Scholarship was established by Tony Gentile to honor his wife, Nina. The Gentiles' goal is to assist residents of Jefferson and Harrison County pursuing an associate degree or certificate in higher education at the College. The scholarship is for full or part-time students. Students must be a student in good standing and maintain at least a 2.5 GPA average in high school.

**Thomas George Scholarship** - \$200 per semester for full time status, \$100 per semester for part-time status. The scholarship is renewable every year, not to exceed \$1200 as a total award to a single recipient. Student must maintain a GPA of 2.5. 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.

**The Gregory and Martha Gett Scholarship** - Up to \$1000.00 per academic year. The Gregory and Martha Gett Scholarship was established in 2017 for EGCC students attending the Youngstown Campus (and former Trumbull County site). A GPA of 2.5 is required to receive and maintain the scholarship. The award amount is up to \$1000 annually.

**John "Jack" Gilmore Scholarship**: Award amount will be decided on an Annual Basis. This is an endowed, interest only scholarship which cannot fall below \$5000.00. The applicant must be enrolled at EGCC with at least 6-12 credit hours. They must have maintained a GPA of 2.5 and provide an essay of why they are deserving of the scholarship. All applicants will be reviewed by the Scholarship Committee.

**Glaub Family Scholarship**: 1 \$500 per academic year and is intended to help students purchase required books and supplies only. The Glaub Family Scholarship was established by the Glaub family to assist local residents who are pursuing an associate degree or certificate in higher education at the College. The recipient must be in good academic standing and must have maintained at least a 2.00 GPA in high school or at EGCC. The recipient must also submit an essay stating career goals and how they believe that the course of study at EGCC will further those goals. The Glaub family has been involved with the College for many years. Mr. Glaub is also a former member of the College Foundation Board.

**Dr. Burnadette M. Green Scholarship**: 1 \$500 per academic year. This is an endowed interest only scholarship. If there isn't enough interest in any given academic year to award \$500, Ms. Mary Alice Green will donate the difference. Dr. Green was a dedicated educator who earned the respect and admiration of students, administration, faculty, and staff at the College. She was a strong advocate for the profession of Dental Assisting. When the duties of the Dental Assisting profession evolved to the Expanded Function Dental Auxiliary (EFDA) Program, Dr. Green became part of the implementation team for EFDA at the College. This scholarship will be awarded to a student pursuing a certificate in EFDA, who graduated from the College's Dental Assisting Program. The student must have a minimum cumulative GPA of 3.0 and have completed on full semester at the time of application. Two letters of recommendations are required.

**Hart Scholarship**: 1 \$300 for the 2019-2020 academic year only. to an Accounting Degree Student in the last semester, providing the funds are available. This is to be endowed at \$5000. Hart family would like the award amount to be \$500 when and if the funds are available. This is an endowed/interest only scholarship. The Thomas R. and Beth Hart Scholarship was established in Memoriam. 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 the College. The student must have maintained a GPA of 3.0 in the accounting curriculum and be in good standing.

**Hess Scholarship**: Full Time \$1000, Part Time \$500 per academic year. 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. Priority will be given to students pursuing coursework related to the oil and gas industry as well as to displaced workers and their

dependents. Applicants must have 2.5 GPA or better (high school or college). **\*\*There is a separate application for this scholarship.\*\*** Applicant must demonstrate financial need by completing state and federal financial aid applications. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

**Knox Family Scholarship:** 1 \$500 per academic year for Steubenville campus, 1 \$500 per academic year for Youngstown campus. This is endowed at \$5000.00 and therefore cannot fall below that amount. The Knox Family Scholarship was established 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. Student must have maintained a GPA of 2.5 or better and has completed a minimum of 30 semester hours.

**McClellan Trust Fund:** Maximum of 3 each academic year with a maximum of \$750 each per year. 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. Student must have a 2.75 GPA or above. Applicant must demonstrate financial need by completing state and federal financial aid applications. The funds will be directly applied towards the payment to tuition and fees. Any funds remaining will be available for the student to use towards the purchase of required books and supplies. The award is contingent upon the recipient's agreement to repay 50% of the award following graduation or withdrawal from the college.

**Meeks Family Scholarship:** 1 \$1000 per academic year. This scholarship is endowed at \$5000.00 and is interest only. The Meeks Family Scholarship was established by Dr. Laura Meeks upon her retirement as President from the College. Dr. Meeks served as the College's third president from 1999 until 2015. Applicants must be in good academic standing and must have maintained at least a 2.00 grade point average in high school or at the College. The student may be either certificate or degree seeking. Full time enrollment is required (12 or more credits).

**Nancy and David Miller Scholarship:** 1 \$500 per academic year. The Nancy and David Miller Scholarship was established in 2017 for a student who lives in Jefferson County, and is a student enrolled in developmental education courses.

**Nick A. Mougianis Memorial Scholarship:** 1 \$750 per academic year (this is what was awarded last year 2018-2019 – file does not specify award amount or endowment amount. As of 6/2019 worth 10,938.00). The Nick A. Mougianis Memorial Scholarship was established in honor of Mr. Mougianis who served on the 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. Applicants must demonstrate financial need by completing state and federal financial aid applications. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

**Naylor Scholarship:** 2 awarded each academic year \$229.00 each. (in scholarship application states 10 at \$500 each- need to check/nothing in the file states that). This is an endowed, interest only 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.

**Ohio Valley Panhellenic Association Scholarship:** This is an endowed \$15,000, interest only scholarship. 1 given each academic year, dollar amount is based on interest earned in the prior year and amount approved by the EGCC Scholarship Committee. 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:** This scholarship is 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 income. Dr. W. Hunter Vaughan established this scholarship to assist local residents who are pursuing a degree or certificate at the College. Dr. Vaughan's intention is to assist students who have overcome overwhelming obstacles in order to enroll at the College. His scholarship is named after a former employee of the College, Kim Patterson, who exemplifies these criteria. All applicants must complete state and federal financial aid applications. The student must have a cumulative grade point average of 2.0 or better.

**The Ella Paulman Lighthouse Scholarship:** **1 up to \$500 per semester.** This is an endowed, interest only scholarship which the fund balance is not to decrease below \$10,000. Scholarship to be used for tuition, fees, required books and supplies. Scholarship to be awarded to a student who are progressing toward the completion of a degree or certificate unless the student is a first term student. • The college is to use its discretion to select scholarship recipients. Preference is to be given to students who are at risk of withdrawing due to economic hardship • Scholarship is available to residents of the college's service district and the reciprocity counties of West Virginia.

**Phi Theta Kappa Fee Scholarship:** The Phi Theta Kappa Fee Scholarship was established by Dr. James Baber, Executive Director of the Foundation and Dr. Ken Knox, Professor of Business Management. This scholarship is to assist our honor students with payment of the PTK dues to join this honorary society. In return, the recipients will be required to complete service hours.

**The Diane Roney Memorial Scholarship:** **1 \$500 per academic year.** This is endowed at \$5000, only the interest can be utilized each year for the scholarship. The Diane Roney Memorial Scholarship was established in 2016. The applicant must be an Eastern Gateway Community College Nursing student, and have maintained a 2.5 GPA. The student must also provide an essay of why they are deserving of the scholarship.

**Mary Beth Ruthem Scholarship:** **1 \$500 per academic year.** This is endowed at \$5000, interest only scholarship. The award is based on interest earned on the endowment every year. The scholarship was formed following the passing of Ms. Ruthem in 2010 and has now reached an amount that we can begin to use the interest for the 2019-2020 academic year. The applicant must be an Eastern Gateway Community College Nursing student, and have maintained a 2.5 GPA. The student must also provide an essay of why they are deserving of the scholarship.

**Senior Citizens** - Ohio residents over 60 years of age may enroll for regular credit courses at the College and not be required to pay tuition or application fee through 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.

**Linda Slowikowski Scholarship:** **1 at no less than \$500 awarded per academic year.** The Linda Slowikowski endowed Scholarship was established by Suzanne Kresser and Frank and Linda Slowikowski in 2014. 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 or born in Toronto, Ohio in Jefferson County are eligible to apply. This scholarship is open to new and continuing students who have demonstrated financial need by completing state and federal financial aid applications. The student may be either certificate or degree seeking.

**Steven E. Strupe Memorial Scholarship:** **1 \$2000.00 per academic year. The scholarship will be an endowed, restricted fund in which the investment income only shall be distributed for scholarship use.** The family and friends of Steven E. Strupe established this memorial scholarship. The goal is to assist Buckeye Local School District graduates who exemplify the ideals Steven Strupe represented. 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:** **1 \$100 per academic year.** This will be endowed at \$5000.00. Until it becomes endowed and an interest only scholarship, Tri-Start will donate an extra \$100 so that it can awarded a scholarship every year until then. The Tri-State Financial Services Scholarship was established 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. 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 by completing state and federal financial aid applications. The student may be either certificate or degree seeking.

**Trinity Health System Scholarship:** **1 at \$250 per academic year.** This scholarship is endowed at \$5000.00 and is interest only. The scholarship was established in 2016 to assist a Jefferson County resident attending Eastern Gateway Community College who is pursuing an associate degree or certificate in higher education. The applicant can be either full time or part time Allied Health student pursuing one of the following; Radiology, Respiratory or Medical

Assisting. They must have maintained 2.5 GPA. Submission of an essay from the applicant about themselves centered on career goals and how they believe the course of study at EGCC will further their goals.

**W. Hunter Vaughan, M.D. Scholarship:** This scholarship is 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 income. Dr. W. Hunter Vaughan established this scholarship to assist local residents who are pursuing an Associate of Applied Science Degree in Radiologic Technology. Dr. Vaughan serves on the College'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 must be enrolled on at least a part-time basis (six credit hours or more).

**LaVerne and Christina Williams Scholarship:** 1 \$200.00 per academic year. This scholarship is endowed at \$5000, restricted fund in which only the interest income is awarded annually. The LaVerne and Christina Williams scholarship was established in 2016 by their daughter, Mrs. Lynn E. Jones-Gant. Applicants must be either an African-American male or female student, be a resident of Jefferson County, OH and have at least a GPA of 2.5 or a C Average. They may be either certificate or degree seeking. This scholarship may be used to purchase books or any other educational expenses.

**Yanok Family Scholarship:** 1 \$250 per academic year. The scholarship is endowed at \$5000 so it cannot fall below that endowment. The Yanok Family Scholarship was established by the Yanok family in 2013 to assist Jefferson County residents who are pursuing an associate degree or certificate at the College. The Yanok family has been involved with the College for many years. Mrs. Yanok is an alumnus and was instrumental in establishing the College's 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 the College. The student may be either certificate or degree seeking.

# TUITION

## TUITION

Jefferson County	\$121 per credit hour
Other Ohio Counties*	\$127 per credit hour
Brooke, Hancock, Ohio, Marshall and Wetzel counties in West. Virginia	\$127 per credit hour
Out of State	\$235 per credit hour
International Student (on campus).**	\$187 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 \$235 per credit hour

## FEES

**A current list of fees can be found on our website at [www.egcc.edu](http://www.egcc.edu). Please be sure to check the current fee schedule when planning your enrollment or registration.**



## **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**

For parking fines and requirements, see section titled "Auto Safety/Parking Restrictions".

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 Cashier's window on the Steubenville 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.

## **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:

	<u>Tuition</u>	<u>Lab Fees</u>
Prior to first calendar day of the semester/Full Summer	100%	100%
First 14 calendar days of the semester/Full Summer (Saturday and Sunday are counted as calendar days.)	100%	100%

Refund of fees upon dropping from the College is as follows for Summer Sessions I and II:

	<u>Tuition</u>	<u>Lab Fees</u>
Prior to first calendar day of Summer Full Semester	100%	100%
First 7 calendar days of summer session (Saturday and Sunday are counted as calendar days.)	100%	100%

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.

<b>Length of Course in Weeks</b>	<b>Calendar Days for 100% Refund</b>
1	2
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11 & Above	14

## **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

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## TUTORING

The Student Success Centers at the Steubenville Campus and the Youngstown Campus offer a variety of free services to Eastern Gateway students who may be experiencing difficulties. These free services include:

**Writing 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; appointments are not required. Students may bring their works-in-progress to the Writing Center for help during posted hours.

**Math Center.** -The Math Center offers help with any math course offered at Eastern Gateway. Math tutors are available during the posted hours on a drop-in basis. Computer access is also available at both Student Success Center locations.

**Math Emporium -**, The math emporium contains 45 computers and is designed to facilitate learning for all students taking math courses. Most math courses at Eastern Gateway have an online component, and this lab assists students with homework for those courses. Students can work independently or receive assistance as required. Please note, some math classes are also held in this room. The emporium is staffed six days a week, with both evening and weekend hours to accommodate students' needs.

**Online Tutoring Services.** -Online tutoring is available for every subject. Online 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 Director of Student Support Services.

## ONLINE CLASSES 24/7 SUPPORT

Students taking online classes may receive 24/7 support by visiting [www.egcc.edu](http://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.

## DISABILITIES SERVICES

Eastern Gateway Community College is committed to providing reasonable accommodations for students with disabilities. Reasonable accommodations may include alternative methods of testing to show mastery of required material, modification of time allowances for testing and required projects, note-takers, interpreters, approved assistance equipment, and/or 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. The student should make arrangements to meet with the Director of Student Support Services. 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 submitted to the Director and kept on file. Students who are interested should contact Dawn Gombar at (740) 266-9771 or [dgombar@egcc.edu](mailto:dgombar@egcc.edu).

# ACADEMIC POLICIES

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## 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. 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.

All potential graduates must file an application for the associate degree or certificate through the Provost 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. Students are only allowed to be awarded a single degree per term or semester. The process of being awarded a second degree is as follows:

1. Students must complete all of the degree requirements for the first degree and have that degree completion certified by the Registrar's office.
2. Once the degree completion is certified, the student may choose to apply for a second degree at that time.
3. A program curriculum is chosen from the list of associate degrees available at Eastern Gateway Community College. If the grids are comparable, all of the same courses may be applied to the second degree as completed successfully with the exception of the final 18 semester credit hours that are required for residency completion at EGCC. The student must complete a minimum of an additional 18 semester credit hours in order to complete the second degree. Credit hours may be made up of unique courses in the program that have not been previously completed as well as any applicable electives as determined by the faculty within the program.
4. Courses below the 100 level (i.e., RAD099) do not count toward graduation;
5. 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.
6. Once the student has completed the requirements for the successful completion of the second degree, the requirements will be certified by the Registrar and the student will be awarded the degree within the next possible term or semester.

## 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/GPA 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.
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 and be familiar with the Academic Honesty and Student Integrity Policy. Students will be held accountable for all of the requirements in the Academic Honesty and Student Integrity Policy.

### **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.

Student Status - Full time	12 or more credits
Student Status - Three Quarters	9 to 11credits
Student Status - Half time	6 to 8 credits
Student Status - Less than half time	1-5 credits

Students desiring to take more than 18.00 credit hours in a semester must obtain the permission of the appropriate Dean.

### **SEMESTER CREDIT-HOUR SCHEDULING (ACADEMIC CREDIT HOUR POLICY)**

Eastern Gateway Community College operates on a semester system with two 16-week semesters per year and a 10-week summer semester. Additionally, within each 16-week semester, there are two 8 week terms and may be other classes that run less than 16 weeks. 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 awarded 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.

### **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

grade point average (GPA). 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:

	QUALITY POINTS PER SEMESTER HOUR
A - Superior Quality	4.0
B - High Quality	3.0
C - Average	2.0
D - Below Average	1.0
F - Failing	0.0

**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 cumulative GPA.

**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.

### GRADE SCALE

EGCC has adopted an institutionally approved and recognized grading scale. For Non-health related programs that grading scale is defined as:

100-90 A  
 89-80 B  
 79-70 C  
 69-60 D  
 59-50 F



For Health programs (Theory and Lab courses) the grading scales has been designated as:

100-93	A
92-86	B
85-80	C
79-70	D
69-0	F

## 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.
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 Provost.

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 Provost, 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. The Provost 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. Attendance reporting is also required by all colleges participating in federal financial aid programs. Students who do not regularly attend classes may place their financial aid award in jeopardy.

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 first fourteen (14) days of a course are the most critical for the success of any student. Faculty are required to record daily attendance for the first fourteen (14) days of any course. Should a student miss more than three (3) days during the first fourteen (14) days of a course, they will immediately be contacted by the faculty member and referred to the enrollment specialist for contact and follow-up.

Should a student officially withdraw from the class, the instructor will work collaboratively with the Registrar and Financial Aid Office to determine that student's last date of attendance to ensure that College records are accurate and the Financial Aid Office may accurately address the student's financial aid refunds as needed. Should a student stop attending the class for more than two weeks, it is the responsibility of the instructor to immediately notify the Registrar's office so that appropriate steps may be taken to officially drop that student from their classes.

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 whenever possible. 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.

Students who are absent as a result of serious illness or injury should provide the instructor with documentation as soon as possible so they can work with the instructor to determine if it is possible for the student to 'catch up' in the class. If it is determined that this is not possible, the student will need to contact Dean to determine the next course of action related to repeating the course.

Faculty are responsible 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 must be detailed in the syllabus and provided to the students on the first day of the class.

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 activities in the syllabus so that students have a reading assignment, discussion or project that qualifies as an 'academically engaging activity' or meeting required during the course of a week. 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 in the course syllabus at the start (first week of online/hybrid course) of each semester.

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.** Attendance is marked as progress towards satisfactory completion of weekly assignments and is expected on a weekly basis. No progress could jeopardize good standing and financial aid. **A gradable assignment must be completed within the first 14 days of the term (except for Summer 5 week sessions which must be within the first 5 days) in order for a student to be considered "attending". It is critical that faculty develop their online and hybrid courses in such a way that there is a gradable, academically engaging activity due weekly in these classes.**

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 will be dropped or withdrawn from the class for non-participation.

#### *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 and update that information during the second 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" 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 and online/hybrid courses will be academically dropped from a course for never attending the first two weeks of a regular 16-week semester course, first two weeks of an 8-week session, or first week of a 5-week session 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.

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 six weeks of the official grade reporting date for the class. After the six-week period, incomplete grades will be assigned a letter grade (A through F) for the completed course work.

### **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 hours attempted and hours completed in the pace calculation.

The following chart shows the quantitative requirement by credit load:

<b>If you are enrolled in:</b>	<b>You must complete at least (66.67%):</b>	<b>If you are enrolled in:</b>	<b>You must complete at least (66.67%):</b>
1 credit	1 credit	13 credits	9 credits
2 credits	2 credits	14 credits	10 credits
3 credits	2 credits	15 credits	10 credits
4 credits	3 credits	16 credits	11 credits
5 credits	4 credits	17 credits	12 credits
6 credits	4 credits	18 credits	12 credits
7 credits	5 credits	19 credits	13 credits
8 credits	6 credits	20 credits	14 credits
9 credits	6 credits	21 credits	14 credits
10 credits	7 credits	22 credits	15 credits
11 credits	8 credits	23 credits	16 credits
12 credits	9 credits	24 credits	17 credits

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).

### *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 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).

If a student fails courses while on Academic Probation and is unable to demonstrate successful academic progress, that student will be terminated for lack of academic progress and must sit out of college for a minimum of one year. After one year, the student may re-apply to return to college on probation.

## **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 for graduation. Determination will be based on the cumulative GPA of the semester prior to graduation. Students shall be named for such recognition according to the following criteria:

- Summa Cum Laude - 3.9 - 4.0
- Magna Cum Laude - 3.75 - 3.89
- Cum Laude - 3.5 - 3.749

## **ACADEMIC RECOGNITION - President List and Dean's List**

Any student, who attempts six or more semester credit hours in any single academic semester, is eligible to receive a letter of academic recognition. If the student achieves a grade point average of 3.5 to 3.99 during that academic semester, that student will be awarded recognition of the EGCC Dean's List.

Any student who attempts six or more semester credit hours in any single academic semester and earns a grade point average of 4.0 will be awarded a letter of academic recognition of the EGCC President's 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 (16 weeks) or 9 semester credit hours of course work in an accelerated semester (8 weeks) without the approval of the department dean. The maximum per session is as follows: First Eight Weeks = 9 credit hours, Second Eight Weeks = 9 credit hours, and Sixteen Weeks - 18 credit hours.

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.



# STUDENT POLICIES AND PROCEDURES AT EASTERN GATEWAY COMMUNITY COLLEGE



# STUDENT GROUPS

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## 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 other groups. To receive official sanction, a club must have approval of its activities by the vice president for student affairs. Information about the procedures for starting clubs is available from the Director of Student Activities.

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 Steubenville Campus or the Youngstown Campus, should contact the respective student group coordinator.

## STUDENT AMBASSADOR PROGRAM

Student leaders have a critical role to play in the effective operation of a number of aspects of the higher education space. Within the realm of Student Affairs, students are an important and valued part of the community and support services we provide. Student leaders can offer peer support to classmates, assist with events and activities, provide feedback to the institution, and act as a liaison between students and administration. Student Ambassadors from Eastern Gateway Community College will be able to meet all of those expectations.

The students' personal growth and development as leaders in their college community will not only allow them to thrive as students here at EGCC, but foster their continued success in their future endeavors, whether in the classroom after transferring to a 4-year institution, or in the workplace after attaining an associate's degree. These student leaders will also help represent the college within the community. They will be able to present themselves in a professional manner to businesses, and volunteer agencies, community organizations, and beyond.

Having successfully completed the program, students will be known as leaders on campus who can serve as ambassadors on campus and within the community. In their last semester at EGCC, students will receive an honors cord and recognition at the Honors Convocation prior to Spring Commencement. Interested students must complete an application, which includes a short essay, and also requires a letter of recommendation from a faculty or staff member. They must meet two out of three criteria: GPA of 3.0+; be a full time student; and have been at EGCC for at least one full semester.

## 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).

## MEDICAL ASSISTING STUDENT ORGANIZATION

This group is for students who are currently enrolled in the medical assisting program. It is a community service student group that participates in a wide variety of on-campus and off-campus events to promote medical assisting, EGCC, and healthy living. The goal of the group is to participate in college activities and do 10 hours of community service per student, per semester.

## 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.

## PHI THETA KAPPA

Phi Theta Kappa is an international honor society of two-year colleges. Its purpose 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. The Alpha Omicron Nu Chapter of EGCC was chartered in 1989. Membership is by invitation only and is open to students across all EGCC locations and online.

## 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](mailto:acoburn@egcc.edu).

## Student Support Services

### ADVISING

New, continuing and returning students are to be scheduled by an Enrollment Specialist or Faculty Advisor in their major course of study. Students should use the Self Service and/or maintain contact with their Enrollment Specialist through graduation.

#### *Enrollment Specialists/Faculty Advisors.-*

Enrollment Specialists and Faculty Advisors help students clarify and reach their desired academic goals. Both the Enrollment Specialists and Faculty Advisors 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.

### 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 Steubenville Campus, (330) 480-0726 at the Youngstown Campus., or download the application and return it to EGCC TRIO Student Support Services office. View the SSS program at [www.egcc.edu](http://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.

## CAREER AND PROFESSIONAL DEVELOPMENT CENTER

The Career and Professional Development Center at Eastern Gateway Community College is dedicated to preparing its students and graduates for professional success throughout the lifetime of their careers. The center utilizes a practical, modern approach which ensures that its career counseling keeps pace with the demands of today's evolving industries.

From their first day of classes at EGCC until their retirement, students and graduates have full access to career-related services including: resume' building, cover letter writing, interview preparation, internship search assistance, job search assistance, professional development, career workshops, on-campus recruiting, career fairs, and exposure to a wide array of employers.

*College Central Network*, our online resource for job seekers and employers, will serve as an excellent resource for students and graduates of EGCC. Here, both on-ground and online students can work virtually with a career development staff member on any career development topic, as well as view available jobs and internships posted by employers. Do not delay in becoming familiar with your College Central Network account!

Student Central: <https://www.studentcentral.com/>

Alumni Central: <https://www.alumnicentral.com/>

## LIBRARY

Library services are available to all Eastern Gateway students via the local collections or through the OhioLINK state-wide consortium. Students 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. Pick-up/drop-off sites for library books and materials are available to students at both the Steubenville and Youngstown Campuses. Contact your site coordinator for more information about hours and services at these sites.

Library materials are circulated to students enrolled in good standing or staff and faculty members. 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.

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 Steubenville 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 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. Students and staff are informed of copyright policies and are required to adhere to those policies while using the facilities for research.

### *Information Commons*

The Information Commons is located in Quadrant A of the main building at the Youngstown Campus. It offers access to traditional library services, provides internet access via PC workstations, and has WiFi available for those using personal devices. Staff members provide assistance to students needing help with accessing the student portal, with Microsoft Office products, and with accessing online classes or classes with online components.

# STUDENT POLICIES AND PROCEDURES

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## YOUNGSTOWN CAMPUS INFORMATION COMMONS

At the Youngstown Campus'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 Youngstown Campus. The Information Commons will handle pick-up and drop-off of OhioLINK materials for the Youngstown Campus.

## 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 Barnes and Noble Education and is located at both the Steubenville and Youngstown campuses. 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.

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 Steubenville Campus at (740) 264-5591, ext., 1684. Youngstown campus at (330) 480-0726, ext., 4200, or email at [bookstore@egcc.edu](mailto:bookstore@egcc.edu).

## **FACILITIES FOR STUDENTS WITH SPECIAL NEEDS**

The Eastern Gateway Community College Steubenville Campus and Youngstown campus 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 contact EGCC Disability Services at [disabilityservices@egcc.edu](mailto:disabilityservices@egcc.edu) to schedule an appointment so we can 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.

## **LOCKERS**

Lockers are available on the Steubenville 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.

## **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 in-seat students and campus-based employees will be provided an Eastern Gateway Community College photo ID at the beginning of the semester. On-line students and distance learning adjuncts can receive an ID upon request and verification of identity. 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. Any student who brings their child(ren) to class or College resources (such as library or information commons), will be immediately asked to leave the premises. No employee of the College other than the President can make an exception to this directive.

## **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 Steubenville Campus. This is a designated fire lane and illegally parked vehicles may be ticketed by College security and/or the Steubenville Police Department. Designated visitor parking is clearly labeled at the Steubenville Campus. 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.

## **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 violates 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](http://www.egcc.edu), [www.cancellations.com](http://www.cancellations.com) and [www.myvalleyweather.com](http://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 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, FOOD SERVICE AND LOUNGES**

Breakfast and lunch service is available at the Steubenville Campus through a snack bar which is located in the student lounge. Coin operated vending machines are provided for the convenience of students at the Steubenville Campus and in the Pugliese Center. Lounge seating is available in the student lounge at the Steubenville Campus and in the corridor of the Youngstown campus.

## **EMERGENCY CALL BOXES/ SURVEILLANCE**

Emergency call boxes are located strategically throughout the hallways of the Steubenville Campus. These boxes 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 call boxes are designed to automatically direct security to the location of the box being used. If the box is accidentally activated, those responding should be informed that there is not an emergency.

There are emergency buzzers located in key areas of the Steubenville Campus that notify security of an emergency. Emergency buzzers are in the process of being placed in key locations at the Youngstown Campus including the Student Success Center as part of the ongoing renovations.

The Youngstown Campus is equipped with video surveillance of key areas of the facility and is monitored by security. The Steubenville Campus, the quadrants of the Youngstown Campus including the Student Success Center are being assessed for electronic access control and video surveillance.

## **RESIDENCY REQUIREMENTS**

### **Ohio Department of Higher Education 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.
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 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.
5. 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 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.
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.

## 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

TYPES	LOCATIONS	CUSTODIANS
Admission records	Admission Office (if student does not enroll)	Dean of Enrollment Services & Registrar
Admission records	Registrar’s Office (if student enrolls)	Dean of Enrollment Services & Registrar
Cumulative Academic Records	Registrar’s Office	Dean of Enrollment Services & Registrar
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Disciplinary Records	Provost (until graduation then Merged with master student records)	Provost
Student Appeal and Complaints Records		
*Grade Appeals	Dean’s Office (with notes in student master)	Dean
*Faculty Complaint	Dean’s Office (May escalate to Provost)	Dean/Provost
*General Compliant	Provost (May escalate to President’s Office)	Provost/President

### 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, College Credit Plus 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.

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.
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.
  11. Directory information.
  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 disclosed, 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:

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 annual audited financial report can be examined at the college's business office, room 2627, located at the Steubenville campus. The office is open Monday through Friday from 8 a.m. to 5:00 p.m.

## **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.

- 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, HARASSMENT AND BULLYING**

- 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. Any form of harassment or bullying on any college computer system is a violation of our college policy and disciplinary action will result.

## **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.

### **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. The student printing policy can be found on the college website, <http://egcc.edu>, under technology services.
- 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.

- 17.1. 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 [tshelp@egcc.edu](mailto:tshelp@egcc.edu).
  - 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 web site at [www.egcc.edu](http://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](mailto:tshelp@egcc.edu)

Mail: Eastern Gateway Community College

Technology Services Department

4000 Sunset Boulevard

Steubenville, OH 43952

## COPYRIGHT POLICY

### 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.
- 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, 2018

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](http://www.ntis.gov); 1-800-553-6847



## 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 of Administration, Special Projects and Legal Affairs for investigation and referral to the Provost 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.
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](http://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 Steubenville 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 AND INSECT INFESTATION

### *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 insect infestation (such as lice, bed bugs, etc.) 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 contracted child care center.

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 and insect infestation 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 or insect infestation 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 or insect infestation will be retained in the Student Affairs Division. Records regarding employees with or exposed to infectious diseases or insect infestation 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.
8. Students who exhibit physical indications of potential insect infestation may be required to be evaluated by a professional trained in the identification of such insect infestation. Once the infestation is confirmed, the student may not return to classes, observations, clinical sites or college sponsored programs without a written verification from a medical professional that the student is cleared to return.

## 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. It is EGCC’s policy that it will not permit disruptive behavior of a student to interfere with the educational efforts of others. 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.

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.

All documentation related to any such action will follow established filing procedures. These procedures will include written copies to the student and the appropriate college official\* and a copy stored electronically in the EGCC incident reporting database. Appropriate campus parties will be notified.

- 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. Only in cases where personal safety is at risk, contact 911 or campus security personnel. In such cases, all staff is encouraged to file an incident report with security including resolution and/or action at which point students' due process begins. Security submits a copy of the incident report to the dean, program chair, or department supervisor.

- B. **Supervisor:** If resolution cannot be reached in direct manner between the college community member and the student, the complainant should contact the dean, program chair, or department 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 dean, program chair, or department supervisor will contact the student and other parties involved regarding the complaint and resolution. The 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. Documentation will be added to the student complaint log.
- C. **Appeal to the appropriate college official\*:** 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 appropriate college official\* within seven (7) working days for review. Within ten (10) working days of receiving the student appeal, the appropriate college official will review the complaint, investigation process, findings, and sanctions. The Appropriate college official 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. Provost will report his/her findings and conclusions of the final appeal to the student complainant. Documentation will be added to the student complaint log.

### 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 appropriate college official\* two (2) working days. Documentation will be added to the student complaint log.
- B. **Immediate Expulsion:** 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 Security Supervisor and appropriate college official\* 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 appropriate college official\*, or designee, may place a student on probation with specific conditions or restrictions while in attendance at EGCC, for a specified period of time. Further infractions while on probation may lead to further sanctions. The appropriate college official\* 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. Documentation will be added to the student complaint log.
- D. **Suspension:** The appropriate college official\* may place a student on suspension from EGCC property, activities, and privileges for a fixed period of time appropriate to address the severity of the infraction. The appropriate college official\* shall provide written notice to the student. Documentation will be added to the student complaint log.
- E. **Expulsion:** The appropriate college official\* 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 appropriate college official\*. Documentation will be added to the student complaint log.
- F. **Restitution:** The appropriate college official\*, 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. Documentation will be added to the student complaint log.
- G. **Other:** The appropriate college official\* 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 GRIEVANCE PROCEDURE

### 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. Grievances do not include student grades or academic appeals. Students shall not be retaliated against for filing a 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 Provost 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 be added to the student complaint file.

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 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.

**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 documentation will be filed in the student complaint file. 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 documentation will be filed in the student complaint file. If no resolution is reached at Step 3, the student moves to Step 4.

**Step 4 – Office of the Provost**

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 formal grievance from an EGCC Enrollment Specialist. The signed and completed form shall be submitted to the office of the Office of the Provost 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 Office of the Provost 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 Office of the Provost investigation, the persons involved may include a representative or other support person with first-hand knowledge of the issue. If resolution is reached, the Office of the Provost will summarize the resolution in writing for the student grievant and college employee. Documentation will be added to the student complaint log.

**Step 5 – Appeal Process**

If resolution is not reached, the student has the right of final appeal of the issue to the President. The final appeal process requires the student to prepare and deliver a written appeal request to the President within seven (7) working days after the Office of the Provost 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 President will review the grievance, investigation process, and proposed resolutions. The President may consult with the administrative team in the review process to assure consistency within EGCC. Documentation will be added to the student complaint log.

The forms for Student Grievance Procedure are available from an Enrollment Specialist.

## 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](http://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, Security Supervisor, Jackie Laverick at (740) 264-5596 or [jlaverick@egcc.edu](mailto: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.

## EASTERN GATEWAY COMMUNITY COLLEGE CRIME STATISTICS

<u>Criminal Offenses</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>STEUBENVILLE CAMPUS</b>				
<b>On-Campus</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	1	0	4	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	1	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	2	0	0
P. Stalking	N/A	0	3	0
Q. Hate Crime	N/A	0	0	0
<b>Non-Campus Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0

<b><u>Criminal Offenses</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Public Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**YOUNGSTOWN CAMPUS**

**Criminal Offenses**

**On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	3	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0

<u>Criminal Offenses</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	1	1
Q. Hate Crime	N/A	0	0	0
<b>Non-Campus Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	1	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	2	0
Q. Hate Crime	N/A	0	0	0
<b>Public Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**WARREN CENTER (NOTE: The Warren Center Closed in May 2017)**

**Criminal Offenses****2013**      **2014**      **2015**      **2016****Criminal Offenses****On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	1	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	1	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	1
Q. Hate Crime	N/A	0	0	

**Non-Campus Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Public Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0

<u>Criminal Offenses</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
C. Sex offenses – Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**CHOFFIN**

Criminal Offenses

**On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses – Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Non-Campus Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses – Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0

**Criminal Offenses**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Public Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**IBEW****\*No reports received.****Criminal Offenses****On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0

<b><u>Criminal Offenses</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0
<b>Non-Campus Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0
<b>Public Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0

<u>Criminal Offenses</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

## COLUMBIANA

### Criminal Offenses

#### **On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	1	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	1	0	0	0
L. Drug Law Violations	2	2	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

#### **Non-Campus Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	1	2	0	0
G. Burglary	0	1	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	1	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0



**Criminal Offenses**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Public Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	1	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**MAHONING****Criminal Offenses****On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	3	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	8	0	0
M. Liquor Law Violations	1	1	0	0
N. Domestic Violence	N/A	1	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Criminal Offenses**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>Non-Campus Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**Public Property**

A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

**TRUMBULL****Criminal Offenses****On-Campus**

A. Murder/Non-negligent Manslaughter	0	0	0	0
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<b><u>Criminal Offenses</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	1	0	0
L. Drug Law Violations	0	1	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0
<b>Non-Campus Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0
<b>Public Property</b>				
A. Murder/Non-negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex offenses - Forcible	0	0	0	0
D. Sex offenses - Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0

<u>Criminal Offenses</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0
E. Robbery	0	0	0	0
F. Aggravated Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0
J. Other	0	0	0	0
K. Illegal Weapons Possession	0	0	0	0
L. Drug Law Violations	0	0	0	0
M. Liquor Law Violations	0	0	0	0
N. Domestic Violence	N/A	0	0	0
O. Dating Violence	N/A	0	0	0
P. Stalking	N/A	0	0	0
Q. Hate Crime	N/A	0	0	0

\*2016 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.

- 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.

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. James D. Miller, Esquire, Chief

Human Resources Officer and Title IX Coordinator has been designated as the College's Title IX and employees' Section 504 Coordinator. Mr. Miller's office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. His direct dial number is (740) 266-9604 or he can be reached at (740) 264-5591 x 1604. After regular business hours, he can be reached on his cell phone at (614) 218-5758. His e-mail address is [jdmler@egcc.edu](mailto:jdmler@egcc.edu). If you are unable to reach Mr. Miller, contact Jackie Laverick, Security Supervisor. Jackie Laverick is the Title IX Deputy Coordinator and she can be reached at (740) 264-5596 or [jlaverick@egcc.edu](mailto:jlaverick@egcc.edu). If you are unable to reach either Mr. Miller 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 LMS system. Referral to community support services is available and the College has arrangements with such agencies in Jefferson, Columbiana, Mahoning and Trumbull Counties.

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.

8. 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.
9. 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.
10. Any questions or comments regarding the college's policies and procedures related to campus crime and security should be directed to the Vice President of Administration, Special Projects and Legal Affairs; Provost; 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 Provost within ten school days of the date the incident occurred.

#### **STEP 2**

If not resolved at Step 1, the decision may be appealed to the Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator  
James D. Miller  
Office 204 in the Pugliese Center,  
110 John Scott Highway  
Steubenville, Ohio 43952  
(740) 266-9604

#### **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 Erieview 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 Provost within ten school days of the date the incident occurred.

**STEP 2**

If not resolved at Step 1, the decision may be appealed to the Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator  
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**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 Erievue 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.

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 Executive Vice President for Administrative Services, Legal & Governmental Affairs 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.
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.

## **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.
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 Executive Vice President for Administrative Services, Legal & Governmental Affairs.
  - b. Materials of a general academic nature must be reviewed and approved Executive Vice President for Academic Affairs, Legal & Governmental 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 Steubenville Campus must be approved by the Executive Vice President for Administrative Services, Legal & Governmental Affairs.
  - e. Informational presentations must be approved by the Executive Vice President for Administrative Services, Legal & Governmental Affairs 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.
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.

## **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.

Title IX Coordinator, James D. Miller. James D. Miller, Esquire, Chief Human Resources Officer and Title IX Coordinator has been designated as the College's Title IX and employees' Section 504 Coordinator. Mr. Miller's office is Office 204 in the Pugliese Center, 110 John Scott Highway, Steubenville, Ohio 43952. His direct dial number is (740) 266-9604 or he can be reached at (740) 264-5591 x 1604. After regular business hours, he can be reached on his cell phone at (614) 218-5758. His e-mail address is [jdmiller@egcc.edu](mailto:jdmiller@egcc.edu).

Inquiries regarding students with disabilities, please contact EGCC Disability Services at [disabilityservices@egcc.edu](mailto:disabilityservices@egcc.edu).

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. 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. James Miller, Title IX Co-Coordinator can be reached at [jdmiller@egcc.edu](mailto:jdmiller@egcc.edu), 740/266-9604, or after hours at 614/218-5758; Jackie Laverick, Security Supervisor, is the Deputy Title IX Coordinator and may be reached

at 740/264-5596 or [jlaverick@egcc.edu](mailto:jlaverick@egcc.edu).

## WARNING NOTIFICATION PROCEDURE

In accordance with the Clery Act, EGCC uses SNAP (Student Notification Alert Pro-gram) 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 Executive Vice President for Administrative Services, Legal & Governmental Affairs 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](http://www.egcc.edu). Desktop Alerts on EGCC computers also are available.

## 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/>

	2012 Cohort	Total Completers within 150%	Total Transfer-Out Students	Graduation Rate Percent	Transfer-Out Rate Percent
<b>Male</b>					
Nonresident alien	0	0	0	0%	0%
Hispanic/Latino	5	1	1	20%	20%
American Indian or Alaska Native	1	0	1	0%	100%
Asian	0	0	0	0%	0%
Black or African American	41	3	16	7%	39%
Native Hawaiian or Other Pacific Islander	0	0	0	0%	0%
White	104	20	19	19%	18%
Two or More Races	5	0	2	0%	40%
Race and Ethnicity Unknown	1	0	0	0%	0%
<b>Total Male</b>	157	24	39	15%	25%
<b>Female</b>					
Nonresident alien	0	0	0	0%	0%
Hispanic/Latino	2	0	0	0%	0%
American Indian or Alaska Native	0	0	0	0%	0%
Asian	0	0	0	0%	0%

Black or African American	48	4	19	8%	40%
Native Hawaiian or Other Pacific Islander	1	0	1	0%	100%
White	140	37	24	26%	17%
Two or More Races	6	2	0	33%	0%
Race and Ethnicity Unknown	1	1	0	100%	0%
<b>Total Female</b>	198	44	44	22%	22%
<b>Grand Total</b>	355	68	83	19%	23%
<b>Financial Aid</b>					
Pell Grant Recipients	274	49	61	18%	22%
Direct Subsidized Loan Recipients	6	0	4	0%	67%
No Federal Financial Aid	75	19	18	25%	24%

## 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, x1982 or e-mail [online@egcc.edu](mailto:online@egcc.edu)

## STUDENT COMPLAINTS

### *State Contact Information*

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico and other territories of the United States. It 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 College makes best efforts to update when it becomes aware of such changes.

**Alabama**

State Higher Education Agency  
 Alabama Commission on Higher Education  
 P.O. Box 302000  
 Montgomery, AL 36130-2000  
 Phone: (334) 242-1998  
 Toll-Free: (800) 960-7773 AL Residents Only  
 Fax: (334) 242-0268  
 Website: <http://www.ache.alabama.gov>  
 Student compliant process:  
<http://www.ache.alabama.gov/Content/Departments/NRI/federal-reg.pdf>  
 State Adult Education Agency  
 Adult and Community Education Program  
 Alabama College System  
 Department of Postsecondary Education  
 P.O. Box 302130  
 Montgomery, AL 36130-2130  
 Phone: (334) 293-4567  
 Toll-Free: (800) 392-8086  
 Toll-Free Restrictions: AL residents only  
 Fax: (334) 293-4504  
 Website: <https://www.accs.cc/index.cfm/adult-education/>  
 State Attorney General's Office  
<http://www.ago.state.al.us/Page-Consumer-Protection-File-a-Complaint-01>

**Alaska**

State Higher Education Agency  
 Alaska Commission on Postsecondary Education  
 P.O. Box 110505  
 Juneau, AK 99811-0505  
 Phone: (907) 465-2962  
 Toll-Free: (800) 441-2962  
 Fax: (907) 465-5316  
 Website: <http://acpe.alaska.gov/>

State Attorney General's Office  
[http://www.law.alaska.gov/department/civil/consumer/cp\\_complaint.html](http://www.law.alaska.gov/department/civil/consumer/cp_complaint.html)

**Arkansas**

State Department of Education  
 Arkansas Department of Education  
 Four State Capitol Mall  
 Little Rock, AR 72201-1071  
 Phone: (501) 682-4475  
 Fax: (501) 682-1079  
 Website: <http://www.arkansased.org/>  
 State Higher Education Agency  
 Arkansas Department of Higher Education  
 423 Main Street, Suite 400  
 Little Rock, AR 72201-3818  
 Phone: (501) 371-2000  
 Fax: (501) 371-2001  
 Website: <http://www.adhe.edu>  
 State Attorney General's Office  
<https://arkansasag.gov/forms/file-a-consumer-complaint/>

**California**

State Higher Education Agency  
 California Student Aid Commission  
 P.O. Box 419027  
 Rancho Cordova, CA 95741-9027  
 Toll-Free: (888) 224-7268  
 Fax: (916) 526-8004  
 Website: <http://www.csac.ca.gov/>

State Adult Education Agency  
 Adult Education  
 Career and College Transition Division  
 1430 N Street, Suite 4202  
 Sacramento, CA 95814  
 Phone: (916) 445-2652  
 Fax: (916) 327-7089  
 Website: <http://www.cde.ca.gov/re/di/or/scald.asp>  
 State Attorney General's Office  
<https://oag.ca.gov/contact/consumer-complaint-against-business-or-company>

**Colorado**

State Higher Education Agency  
 Colorado Department of Higher Education  
 Suite 1600  
 1560 Broadway  
 Denver, CO 80202  
 Phone: (303) 862-3001  
 Fax: (303) 996-1329  
 Website: <http://higher.ed.colorado.gov/>  
 State Adult Education Agency  
 Adult Education Initiatives  
 Colorado Department of Education  
 201 East Colfax Avenue, Room 300C  
 Denver, CO 80203  
 Phone: (303) 866-6884  
 Fax: (303) 866-6599  
 Website: [http://www.cde.state.co.us/index\\_adult.htm](http://www.cde.state.co.us/index_adult.htm)  
 State Attorney General's Office  
<https://coag.gov/file-complaint>

**Connecticut**

State Higher Education Agency  
 Office of Higher Education  
 450 Columbus Blvd  
 Hartford, CT 13601-1841  
 Phone: (860) 713-6543  
 State Adult Education Agency  
 Office of Higher Education  
 450 Columbus Blvd  
 Hartford, CT 13601-1841  
 Phone: (860) 713-6543  
 State Attorney General's Office  
<http://www.ct.gov/ag/cwp/view.asp?a=2093&q=555702>

**Delaware**

State Higher Education Agency  
 Delaware Higher Education Commission  
 The Townsend Building  
 401 Federal St, Suite 2  
 Dover, DE 19901  
 Phone: (302) 735-4120  
 Toll-Free: (800) 292-7935  
 Fax: (302) 739-5894  
 Website: <http://delawaregoestocollege.org/>  
 State Adult Education Agency  
 Delaware Adult Education  
 John W. Collette Educational Resource Center  
 Suite One  
 35 Commerce Way  
 Dover, DE 19904  
 Phone: (302) 857-3340  
 Fax: (302) 739-1770  
 Website: <http://www.doe.k12.de.us/domain/164>  
 State Attorney General's Office  
<http://attorneygeneral.delaware.gov/fraud/>

**District of Columbia**

State Higher Education Agency  
Office of the State Superintendent of Education (District of Columbia)  
Division of Postsecondary and Career Education (Postsec)  
801 1st Street NE  
9th Floor  
Washington, DC 20002  
Phone: (202) 727-6436  
Website: <http://osse.dc.gov/service/post-secondary-education>  
State Adult Education Agency  
Adult and Family Education  
Office of the State Superintendent of Education  
Division of Education Excellence  
51 N Street NE, Seventh Floor  
Washington, DC 20002  
Phone: (202) 741-5531  
Fax: (202) 741-0229  
Website: <http://osse.dc.gov/service/adult-and-family-education>

**Florida**

State Higher Education Agency  
Office of Student Financial Assistance  
325 West Gaines St, Suite 1314  
Tallahassee, FL 32399-0400  
Phone: (850) 410-5200  
Toll-Free: (800) 366-3475  
Website: <http://www.floridastudentfinancialaid.org/osfahomepage.htm>  
State Adult Education Agency  
Adult Education  
Florida Department of Education  
325 West Gaines Street, Suite 754  
Tallahassee, Florida 32399-0400  
Phone: (850) 245-0450  
Fax: (850) 245-0995  
Website: <http://www.fldoe.org/workforce/AdultEd/>  
State Attorney General's Office  
  
<http://www.myfloridalegal.com/pages.nsf/Main/E3EB45228E9229DD85257B05006E32EC>

**Georgia**

State Higher Education Agency  
Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Suite 220  
Tucker, GA 30084-5305  
Phone: (770)414-3300  
Website: <https://gnpec.org/>  
State Adult Education Agency  
Office of Adult Education  
1800 Century Place, Suite 400  
Atlanta, GA 30345-4304  
Phone: (404) 679-1645  
Fax: (404) 679-1634  
Website: <http://www.tcsg.edu/forAdultLearners.php>  
State Attorney General's Office  
<https://law.georgia.gov/consumer-information>

**Hawaii**

State Higher Education Agency  
Hawaii Post-Secondary Education Authorization Program  
Department of Commerce & Consumer Affairs  
335 Merchant Street, Rm. 310  
Honolulu, HI 96813

(808) 586-7327  
Website: <http://cca.hawaii.gov/hpeap/>  
State Adult Education Agency  
Adult Education Office  
Hawai'i State Department of Education  
1390 Miller Street  
Honolulu, HI 96813  
Phone: (808) 586-3230  
Website: <http://www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Home.aspx>

**Idaho**

State Higher Education Agency  
Idaho State Board of Education  
P.O. Box 83720  
Boise, ID 83720-0037  
Phone: (208) 334-2270  
Fax: (208) 334-2632  
Website: <http://www.boardofed.idaho.gov/>  
State Adult Education Agency  
Adult Basic Education Office  
State Division of Professional-Technical Education  
650 West State Street  
P.O. Box 83720  
Boise, ID 83720-0095  
Phone: (208) 334-3216  
Fax: (208) 334-2365  
Website: <https://cte.idaho.gov/students/adult-students/>  
State Attorney General's Office  
<http://www.ag.idaho.gov/onlineForms/consumerProtectionComplaint.htm>

**Illinois**

State Higher Education Agency  
Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701  
Phone: (217) 782-2551  
Fax: (217) 782-8548  
Website: <http://www.ibhe.org>  
State Adult Education Agency  
Adult Education and Family Literacy  
State Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701-1711  
Phone: (217) 785-0171  
Fax: (217) 558-6700  
Website: [https://www.iccb.org/adult\\_ed/](https://www.iccb.org/adult_ed/)  
State Attorney General's Office  
<http://www.illinoisattorneygeneral.gov/consumers/filecomplaint.html>

**Indiana**

State Higher Education Agency  
Indiana Commission for Higher Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-1984  
Phone: (317) 464-4400  
Fax: (317) 464-4410  
Website: <http://www.che.in.gov/>  
State Adult Education Agency  
Department of Workforce Development  
State Department of Education  
10 North Senate Avenue  
Indianapolis, IN 46204  
Phone: 1-800-891-6499  
Website: <http://www.in.gov/dwd/adulted.htm>



State Attorney General's Office  
<http://www.in.gov/attorneygeneral/2434.htm>

#### **Iowa**

State Higher Education Agency  
Iowa College Student Aid Commission  
430 East Grand Ave, FL3  
Des Moines, IA 50319  
Phone: (515) 725-3400  
Toll-Free: (877) 272-4456  
Fax: (515) 725-3401  
Website: <https://www.iowacollegeaid.gov/>  
State Adult Education Agency  
Iowa Department of Education  
Adult, Career, and Community College  
400 East 14th Street  
Des Moines, IA 50319-0146  
Phone: (515) 281-3640  
Fax: (515) 281-6544  
Website: <https://www.educateiowa.gov/adult-career-community-college/adult-education-and-literacy>  
State Attorney General's Office  
<https://www.iowaattorneygeneral.gov/for-consumers/file-a-consumer-complaint/>

#### **Kansas**

State Higher Education Agency  
Kansas Board of Regents  
Suite 520  
1000 SW Jackson Street  
Topeka, KS 66612-1368  
Phone: (785) 430-4240  
Website: <http://www.kansasregents.org/>  
State Adult Education Agency  
Adult Education  
Kansas Board of Regents  
Suite 520  
1000 SW Jackson Street  
Topeka, KS 66612-1368  
Phone: (785) 430-4240  
Website: [http://www.kansasregents.org/academic\\_affairs/adult\\_education](http://www.kansasregents.org/academic_affairs/adult_education)  
State Attorney General's Office  
<http://www.kansaslegalservices.org/node/84/kansas-attorney-general-consumer-protection>

#### **Kentucky**

State Higher Education Agency  
Kentucky Higher Education Assistance Authority  
100 Airport Road  
Frankfort, KY 40602-0798  
Phone: (502) 696-7200  
Toll-Free: (800) 928-8926  
Fax: (502) 696-7496  
Website: <https://www.kheaa.com/>  
State Adult Education Agency  
Kentucky Adult Education  
Council on Postsecondary Education  
Suite 250  
1024 Capital Center Drive  
Frankfort, KY 40601  
Phone: (502) 573-5114  
Toll-Free: (800) 928-7323  
Fax: (502) 573-5436  
Website: <http://www.kvae.ky.gov/>  
State Attorney General's Office  
<http://ag.ky.gov/family/consumerprotection/complaints/Page>

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#### **Louisiana**

State Higher Education Agency  
Louisiana Board of Regents  
1201 N. Third St., Suite 6-200  
Baton Rouge, LA 70802  
Phone: (225) 342-4253  
Website: <http://www.regents.la.gov/>  
State Adult Education Agency  
Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, LA 70806  
Phone: (225) 922-2800  
Fax: (225) 922-1185  
Website: <http://www.lctcs.edu/workready-u>  
State Attorney General's Office  
<https://www.ag.state.la.us/ConsumerDisputes>

#### **Maine**

State Higher Education Agency  
Finance Authority of Maine  
P.O. Box 949  
5 Community Drive  
Augusta, ME 04332-0949  
Phone: (207) 623-3263  
Toll-Free: (800) 228-3734  
Fax: (207) 213-2661  
Website: <http://www.famemaine.com/>  
State Adult Education Agency  
Adult Education  
State Department of Education  
23 State House Station  
Augusta, ME 04333-0023  
Phone: (207) 624-6755  
Fax: (207) 624-6655  
TTY: (207) 624-6800  
Website: <http://www.maine.gov/education/aded/dev/index.htm>  
State Attorney General's Office  
[http://www.maine.gov/ag/consumer/complaints/complaint\\_form.shtml](http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml)

#### **Maryland**

State Department of Education  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, MD 21201  
Phone: (410) 767-0100  
Fax: (410) 333-6033  
Website: <http://www.marylandpublicschools.org>  
State Higher Education Agency  
Maryland Higher Education Commission  
6. N. Liberty Street  
Baltimore, MD 21201  
Phone: (410) 767-3301  
Toll-Free: (800) 974-0203 MD residents only  
Fax: (410) 260-3200  
Website: <http://www.mhec.state.md.us/>  
State Adult Education Agency  
Division of Workforce Development and Adult Learning  
Maryland Department of Labor, Licensing and Regulation  
1100 North Eutaw Street  
Baltimore, MD 21201  
Phone: (410) 767-0162  
Toll-Free: (888) 464-3346  
Fax: (410) 333-2099

Website: <http://www.dllr.state.md.us/gedmd/> State Attorney General's Office  
<http://www.marylandattorneygeneral.gov/Pages/CPD/Complaint.aspx>

#### **Massachusetts**

State Higher Education Agency  
Massachusetts Department of Higher Education  
Room 1401  
One Ashburton Place  
Boston, MA 02108-1696  
Phone: (617) 994-6950  
Fax: (617) 727-6397  
Website: <http://www.mass.edu/>  
State Adult Education Agency  
Massachusetts Coalition for Adult Education  
44 Farnsworth Street  
Boston, MA 02210  
Phone: 617-482-6223  
Website: <http://www.mcae.net/> State Attorney General's Office  
<http://www.mass.gov/ago/consumer-resources/consumer-assistance/consumer-complaint.html>

#### **Michigan**

State Higher Education Agency  
Michigan Student Aid  
PO Box 30462  
Lansing, MI 48909-7962  
Phone (888) 447-2687  
Website: <http://www.michigan.gov/mistudentaid>  
State Adult Education Agency  
Adult Education Unit  
Workforce Development Agency  
Victor Office Center, Third Floor  
201 North Washington Square  
Lansing, MI 48913  
Phone: (517) 335-5858  
Fax: (517) 241-8217  
TTY: (888) 605-6722  
Website: <http://www.michigan.gov/adulteducation/>  
State Attorney General's Office  
<http://www.michigan.gov/ag/0,4534,7-164-17331-42077--00.html>

#### **Minnesota**

State Higher Education Agency  
Minnesota Office of Higher Education  
Suite 350  
1450 Energy Park Drive  
St. Paul, MN 55108-5227  
Phone: (651) 642-0567  
Toll-Free: (800) 657-3866  
Fax: (651) 642-0675  
Website: <http://www.ohe.state.mn.us/>  
State Adult Education Agency  
Minnesota LINCS  
Minnesota Literacy Council  
700 Raymond Ave, Suite 180  
St. Paul, MN 55114  
Phone: (651) 645-2277  
Fax: (651) 645-2272  
Website: <http://mnabe.org/>

State Attorney General's Office  
<http://www.ag.state.mn.us/Office/Complaint.asp>

#### **Mississippi**

State Department of Education  
State Higher Education Agency  
Mississippi Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Phone: (601) 432-6623  
Toll-Free: (800) 327-2980 MS residents only  
Website: <http://www.ihl.state.ms.us/>  
State Adult Education Agency  
Adult Education Programs  
State Board for Community and Junior Colleges  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone: (601) 432-6338  
Fax: (601) 432-6890  
Website: <http://www.mccb.edu/adulted/addefault.aspx>  
State Attorney General's Office  
<http://www.ago.state.ms.us/forms/consumer-protection-complaint-form/>

#### **Missouri**

State Higher Education Agency  
Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, MO 65102  
Phone: (573) 751-2361  
Fax: (573) 751-6635  
Website: <http://dhe.mo.gov/>  
State Adult Education Agency  
Adult Education Office  
State Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102  
Phone: (573) 751-1249  
Fax: (573) 526-5710  
Website: <http://www.ael.mo.gov>  
State Attorney General's Office  
<https://ago.mo.gov/civil-division/consumer/consumer-complaints>

#### **Montana**

State Higher Education Agency  
Montana University System  
2500 Broadway  
P.O. Box 203201  
Helena, MT 59620-3201  
Phone: (406) 444-6570  
Website: <http://www.mus.edu/>  
State Adult Education Agency  
Division of Adult Basic and Literacy Education  
State Office of Public Instruction  
P.O. Box 202501  
1227 11th Avenue  
Helena, MT 59620-2501  
Phone: (406) 444-4443  
Toll-Free: (888) 231-9393  
Fax: (406) 444-1373  
TTY: (406) 444-0169  
Website: <http://www.opi.mt.gov/Programs/CTAE/ABE.html>  
State Attorney General's Office  
<https://dojmt.gov/consumer/consumer-complaints/>

#### **Nebraska**

State Higher Education Agency  
Coordinating Commission for Postsecondary Education

P.O. BOX 905005  
Lincoln, NE 68509-5005  
Phone: (402) 471-2847  
Fax: (402) 471-2886  
Website: <https://ccpe.nebraska.gov/>  
State Adult Education Agency  
Adult Education  
Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Phone: (402) 471-4807  
Toll-Free: (877) 327-6433  
Toll-Free Restrictions: NE residents only  
Fax: (402) 471-8127  
TTY: (402) 471-2295  
Website: <http://www.education.ne.gov/ADED/index.html>  
State Attorney General's Office  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

#### **Nevada**

State Higher Education Agency  
Nevada System of Higher Education  
4300 S. Maryland Pkwy.  
Las Vegas, NV 89119  
Phone: (702) 889-8426  
Fax: (702) 889-8495  
Website: <http://system.nevada.edu/Nshe/>  
State Adult Education Agency  
Career, Technical, and Adult Education Office  
State Department of Education  
700 East Fifth Street  
Carson City, NV 89701  
Phone: (775) 687-7289  
Fax: (775) 687-8636  
Website: <http://www.nevadaadulthoodeducation.org/>  
State Attorney General's Office  
[http://ag.nv.gov/Complaints/File\\_Complaint/](http://ag.nv.gov/Complaints/File_Complaint/)

#### **New Hampshire**

State Higher Education Agency  
New Hampshire Postsecondary Education Commission  
101 Pleasant Street  
Concord, NH 03301  
Phone: (603) 271-3494  
Website: <http://www.education.nh.gov/highered/>  
State Adult Education Agency  
Bureau of Adult Education  
New Hampshire Department of Education  
101 Pleasant Street, Concord, NH 03301-3494  
Telephone: (603) 271-3494  
Website: <http://www.education.nh.gov/career/adult/>  
State Attorney General's Office  
<https://business.nh.gov/ConsumerComplaint/>

#### **New Jersey**

State Higher Education Agency  
Higher Education Student Assistance Authority  
P.O. Box 545  
Trenton, NJ 08625-0545  
Phone: (609) 584-4480  
Toll-Free: (800) 792-8670  
Website: <http://www.hesaa.org/>  
State Adult Education Agency  
New Jersey Department of Education  
Adult Education - High School Equivalency Office

PO BOX 500  
Trenton, NJ 08625-0500  
Phone: (609) 777-1050  
Fax: (609) 292-3768  
Website: <http://www.state.nj.us/education/students/adulted/>  
State Attorney General's Office  
<http://www.njconsumeraffairs.gov/Pages/File-a-Complaint-old.aspx>

#### **New Mexico**

State Higher Education Agency  
New Mexico Higher Education Department  
2048 Galisteo Street  
Santa Fe, NM 87505  
Phone: (505) 476-8400  
Website: <http://hed.state.nm.us/>  
State Adult Education Agency  
Adult Basic Education  
State Higher Education Department  
2048 Galisteo Street  
Santa Fe, NM 87505-2100  
Phone: (505) 476-8440  
Fax: (505) 476-8453  
Website: <http://www.hed.state.nm.us/>  
State Attorney General's Office  
<http://www.nmag.gov/file-a-complaint.aspx>

#### **New York**

State Higher Education Agency  
New York State Higher Education Services Corporation  
99 Washington Avenue  
Albany, NY 12255  
Phone: (518) 473-1574  
Toll-Free: (888) 697-4372  
Website: <http://www.hesc.ny.gov/>  
State Adult Education Agency  
Adult Education Programs and Policy (AEPP)  
The New York State Education Department  
89 Washington Avenue, Room 460 EBA  
Albany, NY 12234  
Phone: (518) 474-8940  
Fax: (518) 486-1751  
Website: <http://www.acces.nysed.gov/aepp/>  
State Attorney General's Office  
<https://ag.ny.gov/consumer-frauds/Filing-a-Consumer-Complaint>

#### **North Carolina**

State Higher Education Agency  
North Carolina State Education Assistance Authority  
P.O. Box 13663  
Research Triangle Park, NC 27709-3663  
Phone: (919) 549-8614  
Website: <http://www.cfnc.org/>  
State Adult Education Agency  
North Carolina Basic Skills Program  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Phone: (919) 807-7132  
Fax: (919) 807-7164  
Website: <http://www.dpi.state.nc.us/cte/>  
State Attorney General's Office  
<http://www.ncdoj.gov/Consumer/2-2-12-File-a-Complaint.aspx>

#### **North Dakota**

State Higher Education Agency

North Dakota University System  
10th Floor, State Capitol  
600 East Boulevard Avenue, Dept. 215  
Bismarck, ND 58505-0230  
Phone: (701) 328-2960  
Fax: (701) 328-2961  
Website: <http://www.ndus.edu/>  
State Adult Education Agency  
Adult Education Unit  
Department of Public Instruction  
State Capitol Building  
600 East Boulevard Avenue, Department 201  
Bismarck, ND 58505-0440  
Phone: (701) 328-2393  
Fax: (701) 328-4770  
Website: <https://www.nd.gov/dpi/SchoolStaff/AdultEd/>  
State Attorney General's Office  
<https://attorneygeneral.nd.gov/consumer-resources/consumer-complaints>

### Ohio

State Department of Education  
Ohio Department of Education  
25 South Front Street  
Columbus, OH 43215-4183  
Toll-Free: (877) 644-6338  
Website: <http://www.ode.state.oh.us/>  
State Higher Education Agency  
Ohio Board of Regents  
25 South Front Street  
Columbus, OH 43215  
Phone: (614) 466-6000  
Fax: (614) 466-5866  
Website: <https://www.ohiohighered.org/board>  
State Adult Education Agency  
Ohio Department of Higher ED  
Workforce Training and Adult Education  
25 South Front St  
Columbus, OH 43215  
Phone: (614) 466-6000  
Fax: (614) 466-5866  
Website: <https://www.ohiohighered.org/board>  
State Attorney General's Office  
<http://www.ohioattorneygeneral.gov/consumercomplaint>

### Oklahoma

State Higher Education Agency  
Oklahoma State Regents for Higher Education  
Suite 200  
655 Research Parkway  
Oklahoma City, OK 73104  
Phone: (405) 225-9100  
Website: <http://www.okhighered.org/>  
State Adult Education Agency  
Adult Education and Family Literacy  
1500 West Seventh Avenue  
Stillwater, OK 74074  
Phone: (405) 743-5542  
Toll-Free: (800) 405-0355  
Fax: (405) 743-5541  
Website: <http://www.okcareertech.org/about/state-agency/divisions/lifelong-learning/adult-basic-education/adult-basic-education>  
State Attorney General's Office  
<https://www.oag.ok.gov/oagweb.nsf/ccomp.html>

### Oregon

State Higher Education Agency  
Office of Student Access and Completion (OSAC)  
Suite 100  
1500 Valley River Drive  
Eugene, OR 97401  
Phone: (541) 687-7400  
Toll-Free: (800) 452-8807  
Fax: (541) 687-7414  
Website: <http://www.oregonstudentaid.gov/default.aspx>  
State Adult Education Agency  
Department of Community Colleges and Workforce  
Development  
255 Capitol Street, NE  
Salem, OR 97310  
Phone: (503) 947-2448  
Fax: (503) 378-3365  
Website: <http://www.oregon.gov/ccwd/Pages/abs/index.aspx>  
State Attorney General's Office  
<http://www.doj.state.or.us/consumer/Pages/hotline.aspx>  
<https://justice.oregon.gov/consumercomplaints/>

### Pennsylvania

State Higher Education Agency  
Pennsylvania Higher Education Assistance Agency  
PO Box 8157  
Harrisburg, PA 17105-8157  
Phone: 1-800-692-7392  
Website: <https://www.pheaa.org/>  
State Adult Education Agency  
Bureau of Postsecondary and Adult Education  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
Phone: (717) 787-5532  
Fax: (717) 783-0583  
Website: <http://www.education.pa.gov/Postsecondary-Adult/Adult%20and%20Family%20Literacy%20Education/Pages/default.aspx#.VvLpxOlrK70>  
State Attorney General's Office  
<https://www.attorneygeneral.gov/Quick Links/Pennsylvania Attorney General Complaint Forms/>

### Rhode Island

State Higher Education Agency  
Rhode Island Office of the Postsecondary Commissioner  
RIHEAA Building  
560 Jefferson Blvd, Suite 100  
Warwick, RI 02886  
Phone: (401) 736-1100  
State Adult Education Agency  
Office of Career, Technical and Adult Education  
State Department of Elementary and Secondary Education  
Shepard Building  
255 Westminster Street  
Providence, RI 02903-3414  
Phone: (401) 222-8991  
Fax: (401) 222-4256  
Website: <http://www.ride.ri.gov/StudentsFamilies/EducationPrograms/CareerTechnicalEducation.aspx>  
State Attorney General's Office  
<http://www.riag.ri.gov/ConsumerProtection/About.php>  
<https://riag.wufoo.com/forms/q1851amb1bdd4d5/>

### South Carolina

State Higher Education Agency  
South Carolina Commission on Higher Education  
Suite 300

1122 Lady Street  
Columbia, SC 29201  
Phone: (803) 737-2260  
Fax: (803) 737-2297  
Website: <http://www.che.sc.gov/>  
State Adult Education Agency  
Office of Adult Education  
State Department of Education  
Suite 908  
1429 Senate Street  
Columbia, SC 29201  
Phone: (803) 734-8071  
Fax: (803) 734-3643  
Website: <http://ed.sc.gov/about/division-of-federal-state-community-resources/adult-education/> State Attorney General's Office  
<http://www.consumer.sc.gov/consumer/ComplaintInstructions/Pages/default.aspx>

#### **South Dakota**

State Higher Education Agency  
South Dakota Board of Regents  
Suite 200  
306 East Capitol Avenue  
Pierre, SD 57501-2545  
Phone: (605) 773-3134  
Fax: (605) 773-5320  
Website: <http://www.sdbor.edu/>  
State Adult Education Agency  
Adult Education and Literacy Office  
State Department of Labor  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-5941  
Fax: (605) 773-6184  
TTY: (605) 773-3101  
Website: [http://dlr.sd.gov/workforce\\_services/individuals/adult\\_education.aspx](http://dlr.sd.gov/workforce_services/individuals/adult_education.aspx)  
State Attorney General's Office  
<http://consumer.sd.gov/complaintform.aspx>

#### **Tennessee**

State Higher Education Agency  
Tennessee Higher Education Commission  
Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
Phone: (615) 741-3605  
Website: <https://www.tn.gov/thec/>  
State Adult Education Agency  
Division of Adult Education  
State Department of Labor and Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: (615) 741-7054  
Toll-Free: (800) 531-1515  
Fax: (615) 532-4899  
Website: <https://www.tn.gov/workforce/topic/education-opportunities>  
State Attorney General's Office  
<https://tn.gov/commerce/topic/consumer-file-a-consumer-complaint>

#### **Texas**

State Higher Education Agency  
Texas Higher Education Coordinating Board  
1200 E. Anderson Lane

Austin, TX 78711-2788  
Phone: (512) 427-6101  
Website: <http://www.thecb.state.tx.us/>  
State Adult Education Agency  
Texas Workforce Commission  
Adult Education and Literacy  
1117 Trinity Street  
Austin, TX 78705  
Phone: (512) 463-7419  
Fax: (713) 696-0797  
Website: <http://www.twc.state.tx.us/svcs/adultlit/adult-basic-education.html>  
State Attorney General's Office  
<https://www.texasattorneygeneral.gov/cpd/file-a-consumer-complaint>

#### **Utah**

State Higher Education Agency  
Utah System of Higher Education  
Board of Regents Building  
60 South 400 West  
Salt Lake City, UT 84101-1284  
Phone: (801) 321-7101  
Website: <http://higher.utah.gov/>  
State Adult Education Agency  
Adult Education Services  
State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200  
Phone: (801) 538-7824  
Fax: (801) 538-7882  
Website: <http://www.schools.utah.gov/adulted/>  
State Attorney General's Office  
<https://consumerprotection.utah.gov/complaints/index.html>

#### **Vermont**

State Higher Education Agency  
Vermont Student Assistance Corporation  
10 East Allen Street  
P.O. Box 2000  
Winooski, VT 05404-2601  
Phone: (802) 655-9602  
Toll-Free: (800) 642-3177  
Website: <http://www.vsac.org/>  
State Adult Education Agency  
Adult Education and Literacy  
Vermont Agency of Education  
120 State Street  
Montpelier, VT 05620-2501  
Phone: (802) 828-3134  
Fax: (802) 828-3146  
Website: <http://education.vermont.gov/student-support/adult-education>  
State Attorney General's Office  
<http://ago.vermont.gov/focus/consumer-info.php>

#### **Virginia**

State Higher Education Agency  
State Council of Higher Education for Virginia  
James Monroe Building  
Tenth Floor  
101 North 14th Street 10th Floor  
Richmond, VA 23219  
Phone: (804) 225-2600  
Fax: (804) 225-2604  
Website: <http://www.schev.edu/>

State Adult Education Agency  
Office of Adult Education and Literacy  
State Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
Phone: (804) 786-3347  
Fax: (804) 225-3352  
Website: <http://www.doe.virginia.gov/instruction/adulted/>  
State Attorney General's Office  
<http://ag.virginia.gov/consumer-protection/index.php/file-a-complaint>

#### **Washington**

State Higher Education Agency  
Washington State Achievement Council  
917 Lakeridge Way SW  
Olympia, WA 98502  
Phone: (360) 753-7800  
Website: <http://www.wsac.wa.gov/>  
State Adult Education Agency  
Office of Adult Literacy  
State Board for Community and Technical Colleges  
1300 Quince Street, SE  
P. O. Box 42495  
Olympia, WA 98504-2495  
Phone: (360) 704-4322  
Fax: (360) 704-4419  
Website: <http://www.sbctc.edu/becoming-a-student/basic-education/ged-students.aspx>  
State Attorney General's Office  
<http://www.atg.wa.gov/file-complaint>

#### **West Virginia**

State Higher Education Agency  
West Virginia Higher Education Policy Commission  
1018 Kanawha Boulevard East  
Suite 700  
Charleston, WV 25301  
Phone: (304) 558-2101  
Website: <http://www.wvhepc.edu/>  
State Adult Education Agency  
Adult Basic Education  
State Department of Education  
Building Six, Room 230  
1900 Kanawha Boulevard, East  
Charleston, WV 25305  
Phone: (304) 558-0280  
Fax: (304) 558-3946  
Website: <http://wvde.state.wv.us/abe/>  
State Attorney General's Office  
<http://www.ago.wv.gov/Pages/consumercomplaint.aspx>

#### **Wisconsin**

State Higher Education Agency  
Wisconsin Higher Educational Aids Board  
Suite 902  
131 West Wilson Street  
Madison, WI 53707  
Phone: (608) 267-2206  
Fax: (608) 267-2808  
Website: <http://www.heab.state.wi.us/>  
State Adult Education Agency  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841  
Phone: (608)267-9245

Website: <http://dpi.wi.gov/ged> State Attorney General's Office  
<https://www.doj.state.wi.us/dls/consumer-protection/how-file-consumer-complaint>

#### **Wyoming**

State Higher Education Agency  
Wyoming Community College Commission  
5th Floor, Suite B  
2300 Capitol Ave.  
Cheyenne, WY 82002  
Phone: (307) 777-7144  
Fax: (307) 777-6567  
Website: <http://www.commission.wcc.edu/>  
State Adult Education Agency  
Adult Basic Education Office  
Wyoming Community College Commission  
2300 Capitol Ave, 5th Floor, Suite B  
Cheyenne, WY 82002  
Phone: (307) 777-7885  
Fax: (307) 777-6567  
Website: <http://communitycolleges.wy.edu/abe-2.aspx>  
State Attorney General's Office  
<http://ag.wyo.gov/cpu/consumer-complaints>

#### **American Samoa**

State Higher Education Agency  
Board of Higher Education  
American Samoa Community College  
P.O. Box 2609  
Pago Pago, AS 96799  
Phone: (684) 699-9155  
Fax: (684) 699-6259  
Website: <http://www.amsamoa.edu/>  
State Adult Education Agency  
American Samoa Department of Education  
Adult Education Literacy & Extended Learning  
Mapusaga Campus  
P.O. Box 2609  
Pago Pago, AS 96799  
Phone: (684) 633-5237  
Fax: (684)699-5551  
Website: <http://www.asdoe.net/>

#### **Federated States of Micronesia**

Department of Education  
FSM Department of Education  
PO BOX PS87, Palikir  
Pohnpei, FM 96341  
Phone: (691) 320-2609  
Fax: (691) 320-5500  
Website: <http://www.fsmed.fm/>  
State Higher Education Agency  
College of Micronesia-FSM  
P.O. Box 159  
Kolonias Pohnpei, FM 96941  
Phone: (691)320-2480  
Fax: (691)320-2479  
State Adult Education Agency  
FSM Adult Education Program  
Department of Education  
FSM National Government  
PO Box PS 87  
Palikir, Pohnpei, FM 96941  
Phone: (691) 320-2609/2647/2302  
Fax: (691) 320-5500/5504

**Guam**

State Department of Education  
Guam Department of Education  
Federal Programs Division  
P.O. Box DE  
312 Aspinall Avenue  
Hagatna, GU 96932  
Phone: (671) 475-0470  
Fax: (671) 477-4587  
Website: <http://www.gdoe.net/fedprograms/>  
State Higher Education Agency  
University of Guam  
UOG Station  
Mangilao, Guam 96923  
(671) 735-2201/08/14  
Web site: <http://www.uog.edu/>  
State Adult Education Agency  
Planning and Development Office  
Guam Community College  
P.O. Box 23609 GMF  
Barrigada, GU 96921  
Phone: (671) 735-5517  
Fax: (671) 735-5514  
Website: [http://www.guamcc.edu/Runtime/planningdevelopm\\_t.aspx](http://www.guamcc.edu/Runtime/planningdevelopm_t.aspx)

**The Commonwealth of Northern Mariana Islands**

State Department of Education  
CNMI Public School System  
Bwughos Street, Susupe  
PO BOX 501370  
Saipan, MP 96950  
Phone: (670) 237-3027  
Fax: (670)664-3711  
Website: <http://www.cnmipss.org/>  
State Higher Education Agency  
Northern Marianas Department of Education  
CNMI Public School System  
Saipan, MP 96950-1250  
Phone: (670) 237-3027  
Fax: (670) 234-1270  
Website: <http://www.cnmipss.org>  
State Adult Education Agency  
Adult Basic Education  
Northern Marianas College  
P.O. Box 501250  
Saipan, MP 96950  
Phone: (670) 234-5498 x1723  
Fax: (670) 235-4940  
Website: <http://www.marianas.edu/content.php?id=2&cat=594>

**Puerto Rico**

State Department of Education  
Puerto Rico Department of Education  
P.O. Box 190759  
Calle Federico Costa #150  
Hato Rey, PR 00919-0759  
Phone: (787) 773-5800  
Fax: (787) 282-6017  
Website: <http://www.de.gobierno.pr/>  
State Higher Education Agency  
Council on Education of Puerto Rico  
P.O. Box 19900  
Ave. Ponce de Leon 268  
Edificio Hato Rey Center Piso 15  
Hato Rey, PR 00918

Phone: (787) 641-7100  
Fax: (787) 641-2573  
Website: <http://www.ce.pr.gov>

**Republic of Palau**

Department of Education  
Republic of Palau National Government  
Ministry of Education  
PO BOX 6051  
Koror, Palau 96940  
Phone (680) 767-2403  
Fax: (680) 767-2424  
Website: <http://www.palaumoe.net/>  
State Higher Education Agency  
Palau Community College  
P.O. Box 9  
Koror, Republic of Palau 96940  
Phone: (680) 488-2470  
Fax: (680) 488-2447  
Web site: <http://pcc.palau.edu/>  
State Adult Education Agency  
Office of Adult Education  
Ministry of Education  
P.O. Box 189  
Koror, PW 96940  
Phone: (680) 488-5452  
Fax: (680) 488-8230  
Website: <http://www.palaumoe.net/>

**Republic of Marshall Islands**

State Department of Education  
Republic of the Marshall Islands  
Ministry of Education  
P.O. Box 3  
Majuro, MH 96960  
Phone: (692)625-5261  
Fax: (692)625-3861  
State Higher Education Agency  
Scholarship Grant and Loan Board (Republic of the Marshall Islands)  
P.O. Box 1436  
Majuro, MH 96960  
Phone: (692) 625-5770  
Fax: (692) 625-7325  
Website: <http://www.rmischolarship.net/>  
State Adult Education Agency  
P.O. Box 1258  
Majuro, MH 96960  
692.625.3394/3291/3236

**U.S. Virgin Islands**

State Department of Education  
U.S. Virgin Islands Department of Education  
(St. Croix)  
21-33 Hospital St.  
Phone: 340-773-1095  
(St. Thomas)  
1834 Kongens Gade  
00850 St. Thomas, VI 00802  
Phone: 340-774-0100  
Website: <http://www.vide.vi/>  
State Higher Education Agency  
Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, VI 00802  
Phone: (340) 774-2810  
Fax: (340) 779-7153

Website: <http://www.doe.vi/>  
State Adult Education Agency  
Career, Technical, and Adult Education  
Department of Education  
1834 Kongens Gade

Charlotte Amalie, VI 00802  
Phone: (340) 776-3484  
Fax: (340) 776-3488  
Website: <http://www.vide.vi/our-divisions/adult-education.html>



# BOARD OF TRUSTEES

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## THE BOARD OF TRUSTEES.

Sr. Patricia McNichols of Youngstown, Mahoning County

- Retired Executive Director, Beatitude House

Chair James M. Gasior of Canfield, Mahoning County

- President and Chief Executive Officer of Cortland Banks

Secretary Angela Mastros of Wintersville, Jefferson County

- Office Manager of Mastros-DiBiase Medical Practice

Vice Chair David H. Coy of Poland, Mahoning County

- President and Chief Executive Officer of WKBN

OACC Delegate Christine Dennison of Canfield, Mahoning County

- Retired Faculty, Youngstown State University

JoAnn LaGuardia of Poland, Mahoning County

- President/Chief Financial Officer of LM Cases, Inc.

Carter P. Lewis of Warren, Trumbull County

- Chief Executive Officer of Lewis Development Corporation

Dr. Keith D. Meredith of Lisbon, Columbiana County

- Vice President of Clinical Operations for Salem Regional Medical Center

Pearl K. Mills of Steubenville, Jefferson County

- President and Chief Executive Officer of Heritage Home Health

**President Emeritus:** Laura M. Meeks, Ph.D., Edward L. Florak, Ed.D., & the late Fred S. Robie, Ph.D.

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# DIRECTORY OF COLLEGE PERSONNEL

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## *Institutional Services*

**Dr. Jimmie Bruce, *President***

B.A. Public Relations, Western Kentucky University  
M.A. Organizational Comm., Western Kentucky University  
Ed.D. Educational Leadership, Texas A&M University

**Michael Geoghegan, *Chief Financial Officer***

B.A. Political Science, Georgetown University  
M.B.A. Finance, University of Cincinnati

**Dr. James Baber, *Director of EGCC Foundation & Office of Institutional Advancement***

B.A. History Education, Jackson State University  
M.S. Counseling, Jackson State University  
Ed.D. Adult Education, Northern Illinois University

**Christopher Bird, *Interim Director of Institutional Research***

**Robert Roeschenthaler, *Chief Information Officer***

B.F.A. Indiana University of Pennsylvania

**Christina Wanat, *Vice President of Online***

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**Michael Householder, Systems Administrator**

**George Martich, Systems Administrator**

**Joe Patterson, Web and IT Instructional Designer**

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